Fenton Area Public Schools

Telecommunications/Technology Acceptable Use Policy for Students

Purpose of Telecommunications/Technology

Telecommunications/Technology extends the classroom beyond the school building by providing access to information resources and local, state, national, and international electronic networks, such as the Internet. For students, technology use in the Fenton Area Public Schools is for educational purposes, such as accessing curriculum-related information, sharing **appropriate** resources, and promoting innovation in learning. Learning how to use this wealth of information and how to communicate electronically are information literacy skills that support student achievement and success in the twenty-first century.

Information Available

➢ Magazine, Newspaper, and Reference Databases
➢ Encyclopedias and dictionaries
➢ Library catalogs and community directories
➢ Internet search engines
➢ Distance learning
➢ GenNet programs

Telecommunications/Technology Safety

Precautions will be taken to attempt to ensure that the Internet is a safe learning environment. Students will be supervised while using the Internet and will be instructed in the appropriate and safe use, selection, and evaluation of information. Also, software that attempts to block access to objectionable material is placed on computer networks that are used by students.

Terms and Conditions

Students shall:

✓ Use and protect personal user name and password.
✓ Use technology for educational purposes only.
✓ Communicate with others in a courteous and respectful manner.
✓ Maintain the privacy of personal name, address, phone number, password, and respect the same privacy of others.
✓ Report any incident of harassment to the supervising employee.
✓ Comply with copyright laws and intellectual property rights of others.

Students shall not:

X Share their password or use another individual's username and password.
X Knowingly enter unauthorized computer networks (**i.e. My Space, Facebook, etc.**).
X **Use unapproved proxy to bypass district and ISD filtering systems.**
X **Knowingly enter unauthorized computer networks to tamper, alter, or destroy data.**
X Use the network or individual station in such a way that would disrupt the use of the network or individual station by others.
X Access or distribute abusive, harassing libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.
X Install personal software on computers.
X Use technology for commercial, purchasing, or illegal purposes.
X **Deviate from appropriate use of emerging technologies.**
X **Disable or unhook network cabling.**
X **Attach unapproved external devices (PDA's, laptops, MP3 players, electronic communication devices, etc.).**

Disclaimer

The accuracy and quality of the information cannot be guaranteed. No warranties for telecommunications/technology access are expressed or implied; FAPS will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

Penalties

Violations of the Telecommunications/Technology Acceptable Use Policy may be a violation of law, civil regulations, or Board Policies. Suspension of telecommunications/technology privileges, school disciplinary action, and/or legal action may result from infringement of this policy.

Students and parent/guardian:

▪ Please sign the first three pages in all of the appropriate places.
▪ Tear off this page four and keep for your records.

Student Use of Technology at Fenton Area Public Schools

Computers in labs and classrooms are provided as curriculum tools. There are many appropriate ways to use school computers and your teachers will expect students to apply their skills in a variety of ways.

School computers are not personal computers. Students are responsible for the choices they make every time they use school resources. The examples below will help guide students as they make those choices.

Inappropriate use will be dealt with through the disciplinary process.
There are many other uses, both appropriate and inappropriate, that do not appear here, and students are expected to ask if they have any question about whether an activity is permitted.

Examples of Appropriate Use	Examples of Inappropriate Use
√ Use and protect personal user name and password (Grades 5-12).	X Sharing your password or using another individual's user name and password will result in disciplinary consequences (see below).
√ Saving school assignments to CD, DVD, and flash drives. (USB storage devices must be scanned by a lab teacher or media center staff.	X Burning a music CD or DVD; downloading or copying music, games, etc.
√ Using educational games or simulations specifically assigned by a teacher	X Playing any game, whether educational or not, unless in a class specifically assigned by a teacher.
√ Searching for information and using it to form your own original work.	X Plagiarism in any form, including citing ideas not one's own.
√ Using school software (word processing, graphing, PowerPoint, video editing, etc.) to present your school work.	X Using school software to make signs, invitations, flyers, personal letters, etc.
√ Using e-mail under the direction and supervision of a teacher for a school project.	X Reading or writing personal email, chats or instant messages; accessing social networks (i.e. My Space, Facebook, etc.)
√ Printing one copy of school related file (Use copy machine to make more than one copy).	X Printing more than one copy of any file, even if it is school-related, unless you have specific permission from staff.
√ Laptops should be checked into the office at the beginning of the day.	X Attempting to hook up personal laptops to the school network or unhooking district cabling.
√ USB storage devices must be scanned by a lab teacher or media center staff.	X Attaching external device to a district computer/ network e.g. headsets, USB devices, laptops, PDA's, electronic communication devices, MP3 players, etc.
√ Use emerging technologies (podcasts, Blackboard, etc.) appropriately as instructed by high school staff.	X Deviating from appropriate use (bypassing filters, social networking, harassment/public humiliation, etc. of emerging technologies).

> **Disciplinary Actions for violations:**
> 1st incident: Warning – Loss of technology privileges for one week.*
> 2nd incident: Suspension from school for one (1) day.*
> 3rd incident: Suspension from school for 5 to 10 days.*
> * Based on the severity of the violation the disciplinary action may be determined by the administration.

I have read and I understand this information.

_____

Student Name (print)   Student Signature   Date

Students and parent/guardian:
- Please fill out & sign the first three pages of this Acceptable Use Policy in all of the appropriate places.
- Tear off page four and keep for your records.

Dear Parent/Guardian:

We are requesting consent for your child to use technology in school. This policy is intended to inform you and your child about the *Telecommunications/Technology Acceptable Use Policy*, as well as document your reply. Please read the information on the reverse side before signing this document. We encourage you to discuss with your child all of the information, especially the terms and conditions for acceptable and safe use and the penalties for misuse of technology.

Pursuant to federal law, the Child Safety Act (CIPA) was signed on December 21, 2000. CIPA requires a "technology protection measure" that blocks or filters Internet access to visual depictions that are, obscene, child pornography, harmful to minors, or other materials deemed locally to be "inappropriate for minors."

Fenton Area Public Schools in conjunction with the Genesee Intermediate School District has a filter installed to protect our students. The filter blocks inappropriate web sites relating to pornography, hot mail, free mail, chat rooms, instant messaging, obscene or sexually explicit materials, "hacking" and other lawful online activities.

Students and staff are not allowed to disclose personal identification information of minors over the Internet without the permission of the Superintendent or designee.

Fenton Area Public Schools monitors the online activity of its students. This is accomplished by visual inspection by appropriate staff at the time of use; and/or online history use is periodically checked by the technology staff.

Please read, sign, and return this document to the school. Consent is required before your child will be permitted to use telecommunications in school.

Student User Agreement

Must be signed by all students.

I hereby agree to abide by the Fenton Area Public Schools Telecommunications/Technology Acceptable Use Policy. I further understand that any violation of the policy may be a violation of law, civil regulations, or Board of Education Policies. Should I violate the policy my access privileges may be suspended, school disciplinary action may be taken, and/or appropriate legal action may result.

_____   _____

Print: Student's Last Name   First Name   Student Signature   Date

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Parent/Guardian Reply
★ (Please Mark Only (1) Selection)

★ _____I have read and understand the Fenton Area Public Schools Student Use of Telecommunications/Technology Acceptable Use Policy. As the parent/guardian of the student signing above, I grant consent for my child to have supervised access to telecommunications/technology.

★ _____ I have read and understand the Fenton Area Public Schools Student Use of Telecommunications/Technology Acceptable Use Policy. I have decided that my child will NOT participate in the use of the telecommunications/technology. My child will complete school assignments using other information resources.

_____   _____

Print: Parent/Guardian Name   Signature   Date