Code: IJNDBA

Adopted: 4/9/12 Edited 5/24/21

# Hermon School Department Computer Policies and Internet Safety

**Introduction**

It is the policy of the Hermon School Department to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) complywith the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

# Inappropriate Network Usage

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

# Supervision and Monitoring

It shall be the responsibility of all members of the Hermon School Department staff overseeing students to supervise and monitor usage of the online computer networkand access to the Internet in accordance with this policy and the Children's lnternetProtection Act (CIPA). Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Information Services Department ordesignated representatives.

# CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure·· means a specific technology that blocks or filters Internet access to visual depictions that are:

OBSCENE, as that term is defined in section 1460 of title 18. United States Code;

CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18. United States Code; or

Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

2.

Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, anactual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Violations of this policy and the Hermon School Department's computer and Internet rules may also result in disciplinary action, referral to law enforcement, and/orlegal action.

# Consequences for Violation of Computer Use Policy and Rules

Student use of School Department computers, networks and Internet servicesis a privilege, not a right. Compliance with the School Department's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

The building principal shall have the final authority to decide whether a student's privileges will be limited, suspended, revoked, or restored based uponthe circumstances of the particular case, the student's prior disciplinary

record and any other pertinent factors.

In cases which the violation affects the integrity of the network, the Information Services (I.S.) Department may also suspend or revoke the student's privileges.The I.S. Department may restore the privileges with the approval of the building principal.

# Prohibited Uses

**Accessing Inappropriate Materials** - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displayingdefamatory, abusive, obscene, vulgar, sexually explicit, sexually aggressive, threatening, discriminatory, harassing and/or illegal materials.

**Illegal Activities** - Using the School Department's computers, networks and Internet services for any illegal activity or in violation of any School Committee policy or school rules. The School Departmentassumes no responsibility for illegal activities of students while using school computers.

**Violating Copyrights** - Copying, downloading or sharing any type

of copyrighted materials (including music or films) without the owner'spermission (See School Committee policy EGAD - Copyright Compliance). The School Department assumes no responsibility for copyright violations by students.

**Copying Software** - Copying, downloading or installing software without the express authorization of the technology coordinator. Unauthorized copying of software is illegal and may subject the copier-tosubstantial civil and criminal penalties. The School Department assumes no responsibility for illegal software copying by students.

**Plagiarism** - Representing as one's own work any materials on the Internet (such as term papers, articles, music etc.). When Internet sources are used in student work, the author,

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publisher and web sitemust be identified.

**Non-School-Related Uses** - Using the School Department's computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes; and any other personal use not connected withthe educational program or assignments.

**Misuse of Passwords/Unauthorized Access** - Sharing passwords,using other users' passwords, and accessing or using other users' accounts.

**No Expectation of Privacy**

The Hermon School Department computers remain under the control, custody and supervision of the School Department at all times. Students have no expectation of privacy in the use of any computing device in the school district.including e-mail, stored files and Internet access logs. In the event that a staff member has reasonable suspicion that a personal computing device is being used in violation of this policy, the district shall have the right to inspect the device.

**Compensation for Losses, Costs and/or Damages**

The student and his/her parents are responsible for compensating the School Department for any losses, costs or damages incurred by the School Department for violations of School Committee policies and school rules while the student is using School Department computers or personal computer equipment on the school network, including the cost of investigating such violations. The School Department assumes no responsibility for any unauthorized charges or costs incurred by a student while using School Department computers or the network.

**Student Security**

A student is not allowed to reveal his/her full name, address, telephone number.social security number or other personal information on the Internet without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Studentsshould inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in anyway.

**System Security**

The security of the School Department's computers, networks and Internet services is a high priority. Any student who identifies a security problem mustnotify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts tobreach system security, causes a breach of system security or fails to report asystem security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

**Additional Rules for Laptops Issued to Students**

Students and faculty are responsible for the proper care at all times, including costs associated

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with repairing or replacing the laptop. The school may establish or offer an insurance policy to protect the laptop.

If a laptop is stolen, a report should be made to the local police and to the building principal immediately.

The School Committee's policies or rules governing the use of any computer, or any careless use of any laptop may result in a student's laptop being confiscated and/or a student only being allowed to use the laptop under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of School Committee policies or school rules.

Parents will be informed of their child's login password. Parents are responsible for supervising their child's use of the laptop and lnternetaccess when in use at home.

Laptops must be returned in acceptable working order at the end ofthe school year or whenever requested by staff.

# Hermon High School Expectations for Student Use of Laptops

* School-issued laptops are a valuable tool meant to be used by students for educational purposes. All students must adhere to the Acceptable Use Policy. Students are not to be accessing content featuring topics that are not appropriate for the school setting, such as topics that are drug-related, violent, or sexual in nature.
* Students also need to recognize the importance of taking proper care of these laptops, as they may have the device forup to four years. In future years a laptop fee will be collected each year to help offset the cost of general maintenance and repair.
* Your school-issued laptop is to be used only by you - the student to whom the laptop has been issued.
* Absolutely no food or drinks should be consumed or placed near the laptop.
* Laptop should be placed in its case when not in use.
* The laptop should be protected from heat, cold, and all types of weather.
* Only the laptop and charger should be placed in the designated laptop case.
* The laptop should not be carried in a backpack or bookbag outside its case.
* Laptop should be fully charged when the student returns to school.
* The laptop should never be left unattended in public areas or at school events.

# Student Remote-Only Learning

During any form of remote learning HSD will be utilizing online learning platforms and video communication technology on a daily basis. Some examples, although not exclusive, are Google Meet.

HSD will be taking all reasonable measures to preserve your privacy.Children's Online

Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising will be turned off and no personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents/guardians in the collection of the information within

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HSD context. The school's use of student information is solely for education purposes and will not be shared with any outside party. For more information on COPPA please visit: [https://www.ftc.gov/enforcement/rulemaking-regulatory-reform-proceedings/childrens-on](http://www.ftc.gov/enforcement/rulemaking-regulatory-reform-proceedings/childrens-on) line­ privacy-protection-rule

# Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents/guardiansthe rights to review student records. For more information on FERPA please visit: https://www2.ed.gov/policy/aen/guid/fpco/ferpa/index.html

You are reminded of the following during video conferencing/virtual classes: You are on camera as well as everything in your background.

This is not an anonymous conference/class, your voice and video are able to beheard and viewed by all who are participating in the conference/class.

Adhere to the same standards of behavior during the video conference/virtualclass that you follow in real life in your classroom.

Be aware of your environment. This includes family members who may accidentally be seen in the background. Pick a spot that has a wall in the background to avoid others from interrupting your conference/class. Please select a regular location that is most like a quiet learning space (kitchen table,home office...)

The class is for the student(s) and not to be attended by family members unlesstheir attendance is requested. This will help promote a classroom environment and protect staff and students. Avoid having a light source behind you.

Videos may not, at any time, be recorded by anyone other than the teacher and no one may post any recording on any media outlets, including, but not limited to: Facebook, lnstagram, Twitter, Snap Chat, etc., Additionally, screen captures, photos, audio recordings, etc. are not allowed. All recordings by the teacher must be made and used in accordance with the Family Educational Rights and PrivacyAct (FERPA) and state law.

No obscene, racist, or derogatory language or imagery will be allowed by any student, parent, guardian, or HSD employee while participating in online learning. Failure to comply with these expectations may result in disciplinary action including theloss of remote privileges. No student shall be allowed to use school or personal computers

or the Internet until the student and parent/guardian have signed and returned this document.

# Student:

I have read the policies and comply with them:

# Year of Graduation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Parent/Guardian:

I have read the policies and comply with them:

Signature of Parent/Guardian Date

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**Hermon High School Summer Laptop Use**

The Hermon School Department will allow your child to keep his/her MacBook Air over the summer break provided the following requirements are met:

1. There are no past-due invoices for MacBook Air repairs or replacement parts.
2. There have been no material breaches of the School District's Acceptable Use or Internet Policy. (Students and families would have been notified if a violation resulted in the loss of this privilege.)
3. The laptop is fully operational.
4. Your child will be attending Hermon High School next year.

If the device is damaged over the summer break, you must contact Alan Owen by email at Alan.Owen@schools.hermon.net to arrange for repair and a spare device.

By signing this agreement, you agree that your child will abide by the school district policies for computer use posted at [https://www.hhs.hermon.net/o/hsd/browse/68775](http://www.hhs.hermon.net/o/hsd/browse/68775) which are:

IJNDB - Student Computer and Internet User and Internet Safety

IJNDBA - Internet Safety, IJNDB-E - Student Computer/Internet Use Acknowledgment Form IJNDB-L - Use of Mobile Computing Devices

IJNDB-LR - Guidelines for Use of Mobile Computing Devices IJNDB-R - Student Computer and Internet Use Rules

Note: This form will also authorize use and assignment of the laptop during the upcoming

2021-2022 school year. If you choose not to sign this form and return the laptop before summer break, there will be another form available at the beginning of the upcoming school year for acceptance of the laptop.

Parent's Name

Student Name

Grade 9

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Date: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_