

USD 415 TECHNOLOGY ACCEPTABLE USE

The use of instructional technology, including information retrieval systems, at school is a privilege, not a right. Activities while using technology must be in support of education and research, and consistent with the objectives of USD 415. Students may not use any school computer without a signed Acceptable Use Policy form.

The school district reserves the right to monitor all use of technology systems. The district may, at its discretion, review any and all technology systems, including computers and files, accessed by users. Such monitoring may be conducted without notice. Students have **no expectation of privacy**.

It is expected that students will comply with the following rules:

- Students will not cause any physical damage to either computers or any part of the information system.
- If the laptop is damaged or not working properly, it must be turned in to the district technology department for repair. Parents/guardians/students are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the laptop.
- Students will not use someone else's account number or password or allow someone else to use their account number or password.
- Installation or online access of peer-to-peer file sharing programs or web sites is forbidden.
- Students may not use technology to make sound recordings without the consent of all individuals being recorded.
- School administrators reserve the right to remove student accounts on the network
- Student use of the internet is **contingent upon parent/guardian permission**. Parents/guardians may revoke approval at any time.
- Students are not permitted to access personal email or social media accounts. They will only have access to district-provided email accounts.
- Students may not download, copy, or store software, shareware, or freeware.
- Students will not trespass in folders not authorized to students.
- Students will not use technology systems for personal or private business, for product advertisement or political lobbying or for incurring financial commitments over the internal or external network.
- Students will not play internet games, access chat rooms, stream music or videos, etc.
- Students will not reveal any personal, confidential, or private information about themselves or another individual such as home address, phone number, etc.
- Students will not use technology to disrupt the activity of others, to harass or discriminate against others, to gain unauthorized access to computer systems or programs, or to initiate any type of virus in any computer system or program.
- Students will not violate any federal or state copyright or unfair trade law.
- Students will not use profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, sexually suggestive content, graphics or sounds..
- Students will promptly disclose to their teacher or another school employee any message they receive that is inappropriate or makes the user feel uncomfortable.
- Students will not conduct any activity that exposes the district to litigation or expenses.

I understand and will abide by the guidelines outlined in this Acceptable Use Policy Agreement. I understand that any violation of this agreement will result in disciplinary action and /or will be turned over to proper law enforcement authorities.

Hiawatha High School is pleased to offer internet access for student use. In order for students to use the internet, students and their parents must read, understand, and sign the following acceptable use policy each year.

Student Signature

Parent/Guardian Signature

Hiawatha Public Schools Laptop Agreement and Usage Form

Student/Borrower: _____ Grade: _____

One laptop, charger and case are being loaned to borrower and are in good working order. It is borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. This equipment is, and at all times remains, the property of Hiawatha Public Schools, and is herewith loaned to the student for educational purposes only for the academic school year. Student may not deface or destroy this property in any way. If the laptop is damaged or not working properly, it must be turned in to the district technology department for repair. Parents/guardians/students are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the laptop. Inappropriate use of the machine may result in the student losing his/her right to use this device. The equipment will be returned when requested if the student withdraws from Hiawatha Public Schools prior to the end of the school year. Borrower acknowledges and agrees that use of the district property is a privilege and by agreement to the terms thereof, borrower acknowledges responsibility to protect and safeguard the district property and to return the same in good working condition upon request by Hiawatha Public Schools. I agree to follow the Hiawatha Public Schools' Acceptable Use and Laptop Agreement policies at all times while using the school issued device.

Student Signature

Date

Parent Signature

Date

Laptop Suspensions

<u>Violation</u>	<u>1st Offense</u>	<u>2nd Offense</u>
a. Unattended/failure to check in	<u>1 Day</u>	<u>3Days</u>
b. Inappropriate or unauthorized apps/usage	<u>1 Day</u>	<u>3 Days</u>
c. Inappropriate music/voice recordings	<u>3 Days</u>	<u>6-10 Days</u>
d. Failure to comply w/teacher request	<u>3 Days</u>	<u>6-10 Days</u>
e. Abuse of laptop and/or accessories	<u>3Days</u>	<u>6-10 Days</u>
f. Inappropriate pictures/internet site	<u>3-10Days</u>	<u>20 Days</u>

Laptop Fee - Students are assessed a \$50 per year usage fee for the laptop. If the fee is not paid, the student may NOT take the laptop from the building. They must then check the laptop in and out each day.

Laptop Bags - Students must use the district-provided laptop bag at all times.

Damage Fee - Students may be assessed a fee for repair of laptop.