

Hamilton Community Schools Technology Services Acceptable Use Policy (AUP)

Introduction

Each student user of Hamilton Community Schools (HCS) technology services is expected to be familiar with and follow the expectations and requirements of this policy. The purpose of this policy is to ensure that individuals are aware of their responsibilities regarding the acceptable use and care for technology related access, software, and equipment. This policy also helps ensure the safety and privacy of current/former employees and students.

A. Legal Requirements

HCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPPA)

Users of HCS's network are required to adhere to state and federal law as well as Corporation policy. Any attempt to break those laws or policies through the use of HCS networks may result in discipline or litigation against the offender(s) by the proper authority. HCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

B. Acceptable Use and Safety Agreement

HCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this policy will result in the loss of this privilege and may result in discipline or litigation in accordance with Corporation policy and state and federal law.

Student Acceptable Use and Safety To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent/guardian permission and must sign and return the Technology Services Acceptable Use Agreement. Students eighteen (18) and over may sign the agreement themselves.

This section provides HCS students with guidance for acceptable and safe use of the Corporation's information technology resources, including but not limited to:

1. The internet, intranets, e-mail systems, portal;
2. Corporation assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and
3. The Corporation's network and supporting systems and data transmitted by and stored on these systems.

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C. Compliance with Copyright Laws

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to school faculty and administrators.

D. Filtering and Monitoring Computer Resources

The Corporation takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The Corporation strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on Corporation equipment.

1. The Corporation does not supervise individual e-mail accounts but reserves the right to review any e-mail sent or received using Corporation equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in Corporation policy, the Student Handbook and the CIPA Addendum. Students are responsible for their behavior and communication on the Internet.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the Corporation cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

E. Use of HCS Resources

The following are expected norms of behavior while using HCS computing resources:

1. Be polite, courteous, and respectful in your messages to others- Use language appropriate to school situations in any communications made through the Corporation's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
4. Never agree to get together with someone you "meet" on-line without prior parent approval.
5. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
6. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.

The following are prohibited uses of HCS computer resources:

1. Use of Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity,

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sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Corporation's computers/network (e.g., viruses) are also prohibited.

2. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from the school principal. All such authorized communications must comply with these guidelines.

3. Use of USB, SSD or other portable storage devices for data storage or software use. Students are prohibited from installing and/or using unauthorized software. Students are provided with Google Drive storage space for data storage. This removes the need for USB data storage and transfer. If a student transfers a data file or software program that infects the Network with a virus, the student will be liable for any and all repair costs to make the Network once again fully operational.

4. The use of school computers for commercial purposes.

5. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.

6. The bypass or attempt to bypass any of the Corporation's security or content filtering safeguards.

7. Allowing another person to use a computer with your HCS login.

8. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.

9. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of Corporation information systems.

10. Destroying or tampering with any computer equipment or software.

11. The use of any "hacking tools" that can be used for "computer hacking", as commonly defined in state and/or federal law or standard technology industry understanding, may not be possessed on school property, on any Corporation premise, or run or loaded on any Corporation system.

12. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.

13. Violating any state or federal law or regulation, board policy or school policy.

F. Agreement of Use

1. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Corporation reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

2. Use of the Internet and any information procured from the Internet is at the student's own risk. The Corporation is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Corporation is

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not responsible for the accuracy or quality of information obtained through its services.

Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.

3. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Acceptable Use and Safety Policy."

4. Proprietary rights in the design of web sites hosted on the Corporation's servers remains at all times with the Corporation.

G. Consequences

Students who violate this policy may be subject to disciplinary action up to and including expulsion in accordance with District policy and state and federal law. Suspected criminal activity will be immediately reported to law enforcement.

As the parent/guardian of this student, I have read the Technology Services Acceptable Use Policy and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Corporation has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Corporation to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Corporation (or any of its employees, administrators, or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

Teachers and building principals are responsible for determining what inappropriate use is. The principal may deny, revoke or suspend access to the Network or Internet to individuals who violate the Technology Services Acceptable Use Policy and related technology use and equipment Guidelines, and take other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

To the extent that proprietary rights in the design of a web site hosted on the Corporation's servers would vest in my child upon creation, I agree to assign those rights to the Corporation.

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The following section allows a student to opt-out of the listed item. Please check only if you want to option out your student:

- I do not give permission for my child to use and access the Internet at school and for the Corporation to issue an Internet/e-mail account to my child.
- I do not give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I do not give permission for the Corporation to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- I do not authorize and license the Corporation to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian - Please complete the following:

Student's Full Name (please print): _____

School (HES or HHS) and Grade: _____

Parent/Guardian Name:

Parent/Guardian Signature: _____ Date:

Student – Please complete the following:

I have read and agree to abide by the Technology Services Acceptable Use Policy. I understand that any violation of the conditions set forth in the Policy is inappropriate and may constitute a criminal offense. As a user of the Corporation's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: _____ Date: _____