

ACCEPTABLE USE POLICY AND AGREEMENT

Purpose

The purpose of the Acceptable Use Policy and Agreement is to inform and guide you about the standards we have established for appropriate and acceptable access and use of Information and Communication Technologies (ICT) associated with our school.

As we all know well, information technology has become integral to our society, and we are pleased to provide Internet access/network services to support our instructional program and enrich student learning. All students, educators and administration staff will have the opportunity to access educational resources and to work collaboratively with peers online. Even though we are providing students the opportunity to connect to the Internet and use the Web for educational purposes, we still are required to advise everyone that network facilities always are to be used in a responsible, efficient, ethical, and legal manner.

We are asking every parent/guardian and student who attends our school to:

Please read and accept the terms of the Acceptable Use Policy and Agreement.

Signing the Acceptable Use Policy and Agreement is important to our school because, during the course of your child's education, you may be directed to access our ICT systems for grades, homework assignments, online communication with teachers, and other matters. Furthermore, you may have opportunities to interact with and comment on the school, staff or students online, post pictures, network, etc. Please review and pledge to comply with the following policies governing behaviour when engaging in these online activities.

Acceptable Use Policy and Agreement

Internet access/network services are provided as a privilege to all users. The Acceptable Use Policy and Agreement provides an opportunity to educate users on the school's expectations and the responsibilities of users. I understand my child will not be able to use certain restricted online resources without my signed statement below.

- I will protect all account information I am given, including login and password information, for school-based access to information and services.
- I will not attempt to gain unauthorized access to the school's network system beyond my authorized access. This includes attempting to login through another person's account or to access another person's files.
- I will not make deliberate attempts to disrupt the schools network system.
- I will not vandalize the school's computer equipment by disassembling or disconnecting any computer components or peripherals. I will not engage in any conduct that may modify, harm, or destroy any computer or network hardware

Adopted by the Grand View Board of Education on 8/19/20 for the 2020-21 School Year.

such as input devices (mice, keyboards, etc), external storage solutions (USB keys, hard drives) and components that reboot computers.

- I will not use the school's Internet system to engage in any other unlawful hacking activities such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of any person (including school and other public officials).

Filtering

Our school uses a "content filtering solution" furnished by our local school district and/or an outside technology provider in order to help prevent the accessing of inappropriate content and Web sites. However, even though we have taken many steps to help mitigate the accessing of inappropriate material, our school cannot guarantee the accuracy of the information or the appropriateness of all material that a user may encounter.

By signing the Acceptable Use Policy and Agreement I understand my child will be able to access many Internet sites while at school. I understand our school has taken many precautionary measures to restrict inappropriate content for my child. I understand there may be inappropriate sites that may be accessible even though there is a "content filtering solution", and my child has been instructed to close the Web browser and notify a teacher if this were to happen.

Inappropriate Language and Unauthorized/Unethical Activities

By signing the Acceptable Use Policy and Agreement I understand that my child must act responsibly online. To facilitate this ethical conduct, my child's school has the authority to institute restrictions against inappropriate language throughout the school's network (i.e., Internet access/network services) system, including public messages, private messages and material posted on web pages:

I have encouraged and instructed my child not to:

- Use obscene, profane, lewd, sexually oriented, vulgar, rude, inflammatory, threatening, or disrespectful language in communications when using school ICT systems.
- Access, post, submit, publish or display harmful material that is threatening, that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
- Knowingly or recklessly post false or defamatory information that could cause damage or a disruption to the school or any other organization or person associated with the school.
- Degrade or disrupt equipment or system performance. Vandalism will result in the cancellation of user privileges and will be viewed as criminal activity under applicable state and federal law. Vandalism includes the intentional uploading, downloading or

creating of computer viruses and/or any malicious attempt to harm or destroy school equipment or materials or the data of any other user.

- Knowingly identify students, staff or the school in defamatory, abusive or generally negative terms using ICT systems.
- Post or reveal personal contact information (e.g., full names, address, telephone number, etc.) online or through text messages for staff members or students without their permission.
- Take pictures of students or staff anywhere on campus, or at school-sponsored events, and post them on the Internet (e.g., YouTube, Facebook, etc.) without the school's prior permission.
- Misuse school-based email distribution lists for sending unofficial messages.
- Gain unauthorized access to resources or entities.

In support of the Acceptable Use Policy and Agreement I will:

- Promptly disclose to school staff if I learn of any message my child receives through the school ICT network that is in violation of the policies on inappropriate language and unauthorized activities.
- Support school policies regarding my child's authorized and unauthorized uses and care of school- or district-owned mobile devices.
- Support school policies regarding my child's authorized and unauthorized uses of personal mobile digital devices while on school property and/or in the course of school-related activities.
- Support and enforce all school policies related to ICT and my child.

Plagiarism and Copyright Infringement

Plagiarism is taking the ideas, graphics or writings of others and presenting them as if they are your own and without adequate and accurate source citation. Copyright infringement occurs when a work that is protected by a copyright is reproduced without permission from the copyright holder or in violation of the limitations on lawful reproduction uses of copyright law:

I will not allow my child to plagiarize works found on the Internet and use them to satisfy school-related assignments and projects. In addition, I will encourage my child to respect the intellectual property rights of copyright owners in his/her use of materials found on, disseminated through or posted to the Internet in order to accomplish school-based assignments/projects.

Student E-Safety

The school will provide access to online learning and Internet Safety education and will expect students to agree to be responsible users. Therefore, I agree and acknowledge it is important that I, as a parent/guardian, am aware of the importance of E-Safety and am involved in the

education and guidance of my child with regard to his/her online citizenship/behaviour/digital footprint.

Supervision

While teachers shall make their best effort to ensure students are supervised while using the Internet, the school cannot guarantee students will be supervised at all times while using Internet access/network services. A teacher, administrator, or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. I understand my child is provided monitored internet access while working online at school. If my child accesses password-protected school sites at home, I also understand that it is my responsibility to monitor my child's use of the internet. My goal is to be present in the same room, within eyesight, with her/him while she/he is online at home.

Responsibility

Each user is responsible for his or her actions and activity on the network. Unacceptable uses of the network will result in the suspension or revocation of these privileges. I understand that the principal or administrator of my child's school has the authority to make all decisions regarding whether or not a user has violated AUP policies and may deny, revoke or suspend a user's access at any time. The decision of the principal or designee shall be final. By signing the Acceptable Use Policy and Agreement I understand that inappropriate use may result in these privileges being revoked, suspension, expulsion, or legal action, when deemed appropriate.

There is a zero tolerance policy for cyber bullying at our school. This zero tolerance includes bullying by any student which happens on a home computer outside of school hours. Any time a clear case is made that a student has been involved in cyber bullying, the perpetrator may face suspension, expulsion, or legal action, where appropriate.

Home Use of the Internet

When your child uses the Internet or ICT at home, we encourage you to reinforce the policies contained in the Acceptable Use Policy. In doing this, we recommend these safety/citizenship tips:

- Ensure children access the Internet in a communal room and that there is an appropriate level of supervision for the age of your child (including supervising all Internet use by younger users.)
- Set appropriate rules for using the Internet safely at home. The school rules could provide a starting point.
- Inform the school of any concerns the school could help address through teaching.
- Ask your children about the online sites they are visiting.
- Encourage children to be courteous and respectful in their messages to others.
- Use appropriate language when communicating with other students online.

- Ensure family computers are password protected and have robust anti-virus software which is updated regularly
- Ensure your children know that protection systems do not stop all unsafe or inappropriate content and that they need to tell you when they access something inappropriate or get an upsetting message.
- Assure your child that talking to you about a problem experienced on the Internet will not result in banning them from using ICT (as this reaction will deter your child from telling and involving you).
- Ensure your child knows not to leave computers logged on with their username or logged on to sites with personal information entered as others could use and misuse them.
- Ensure your child obtains the author's permission before posting copyrighted material on the system and downloading copyrighted material for their own use.

Due to continuous advancements in technology, additional access and use policies/guidelines may be adopted throughout the school year. When it becomes necessary to amend the ICT Acceptable Use Policy and Agreement, parents and students will be notified of amendments.

The school cannot and does not guarantee that the functions and services it provides and through its technology will be problem-free. The school is not responsible for any damages students or parents may suffer, including (but not limited to) loss of data or interruptions of service. The school is not responsible for the accuracy or the quality of the information or content obtained through school technologies. The school is not responsible for any student's online exposure to unacceptable information or misinformation. The school is not responsible for financial obligations arising through the use of school ICT by students.

As the parent or guardian of my child, if I decline to take advantage of the 1:1 take-home device(s), I understand it is my responsibility to provide adequate technology to access the school's ICT systems. I understand that personal devices and connections will not be supported by the school's personnel.

As the parent or guardian of my child, I have read the ICT Acceptable Use Policy and Agreement, and agree that my child should be bound by its terms. I understand that access is designed for educational purposes and that the school is unable to guarantee my child will not gain access to inappropriate or controversial material/content. In consideration of the school allowing my child access to the Internet, I release my child's school from any legal or monetary responsibility for my child acquiring access to inappropriate or controversial material on the Internet.

Signature Page



CHROMEBOOK



T-MOBILE HOTSPOT



NEITHER

Student Name: _____

Signature

Date

Parent/Guardian Name: _____

Signature

Date