

# Howard High School

## iPad Policies, Procedures, and Information Handbook & Student Acceptable Use Policies

2013 - 2014

Howard High School  
*iPad Policies, Procedures, and Information*  
2012-2013

The focus of the iPad program at Howard High School is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21<sup>st</sup> Century students is the iPad computer. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology integration does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at Howard High School, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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## **1. Receiving Your iPad & Check-In**

### **1.1 Receiving Your iPad**

iPads will be distributed each fall during iPad Orientation. Parents and students must sign and return copies of the *iPad Protection Plan*, *Student Pledge*, and *Acceptable Use Policy* documents before the iPad can be issued. The iPad Protection Plan outlines the requirements for obtaining the iPad.

### **1.2 iPad Check-In**

iPads will be returned during the final week of school during student checkout so they can be examined for serviceability (this also applies to district issued equipment –iPad case and iPad accessories). If a student transfers out of the Howard School District during the school year, their iPad will be returned at that time.

### **1.3 Check-In Fines**

Individual school iPads and accessories must be returned to the Howard School Library at the end of the school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Howard School for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Miner County Police Department.

Furthermore, the student will be responsible for any damage to the iPad, consistent with the District's iPad Protection Plan and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad as outlined by the Protection Plan's fine table.

## **2. Taking Care of Your iPad**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Library for an evaluation of the equipment.

### **2.1 General Precautions**

- The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of the Howard School District.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must keep their iPad in the protective case, provided by the school, at all times.

## 2.2 Carrying iPads

The protective cases provided with the iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads must always be within the protective case.
- Some carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

## 2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The **screens are particularly sensitive to damage** from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals **WILL** damage the screen.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## 3. Using Your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad computer. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

### 3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (three or more times as determined by any staff member) leaves their iPad at home, they will be required to “check out” their iPad from the help desk for three (3) weeks.

### 3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the Library. There may be a delay in getting an iPad should the school not have enough to loan.

### 3.3 Charging Your iPad’s Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations (minimum of three days – not consecutively) of this policy will result in students being required to “check out” their iPad from the help desk for three (3) weeks. Second offense will result in the loss of iPad privileges for three (3) weeks.

In cases where use of the iPad has caused batteries to become discharged, students **may** be able to connect their iPads to a power outlet in class.

### 3.4 Screensavers

- Inappropriate media may not be used as a screensaver or background photo.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.

### 3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher.
- Internet games are not allowed on the iPads. If game apps are installed, it will be with Howard School staff approval.
- All software/apps must be district provided. Data storage will be through apps on the iPad and email to a server location.

### 3.6 Printing

Printing will be available with the iPad on a very limited basis.

### 3.7 Home Internet Access

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad, and the correct app.

## 4. Managing Your Files & Saving Your Work

### 4.1 Saving to the iPad/Home Directory

Students may save work to the home directory on the iPad on a limited basis. It is recommended that students email documents to themselves for storage on a flash drive or District server. Storage space will be available on the iPad – but it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

### 4.2 Network Connectivity

The Howard School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## 5. Software on iPads

### 5.1 Originally Installed Software

The software/apps originally installed by Howard School District must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps.

### 5.2 Additional Software

Students are not allowed to load extra software/apps on their iPads. Howard School will synchronize the iPads so that they contain the necessary apps for school work.

Students will not synchronize iPads or add apps to their assigned iPad to include home syncing accounts.

### 5.3 Inspection

Students may be selected at random to provide their iPad for inspection.

### 5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-Howard School installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

### 5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

## 6. Acceptable Use

The use of the Howard School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Howard School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Howard School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Howard School District's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.

*Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.*

### 6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of having an iPad, you will need to sign a letter indicating this, stating the reason(s) why, and understand that your student is still responsible for meeting the course requirements.

### 6.2 School Responsibilities

- School will provide Internet and email access to its students.
- School will provide Internet blocking of inappropriate materials as able.
- School will provide network data storage areas. These will be treated similar to school lockers, Howard School District reserves the right to review, monitor, and restrict information stored on or transmitted via Howard School District owned equipment and to investigate inappropriate use of resources.
- School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

### 6.3 Student Responsibilities

- Students will use computer/devices in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via Howard School District’s designated Internet system is at your own risk. Howard School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Howard School District protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it in to the office.
- Students will return their iPad to the Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Howard School for any other reason must return their individual school iPad computer on the date of termination.

### 6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. MSN Messenger, ICQ, etc.)
- Internet/computer games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad setting (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps.
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student’s accounts, files, and/or data.
- Use of the school’s Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.

- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Howard School web filter through a web proxy.
- Obtaining another student's iPad and entering multiple passcodes with the intent to lock the other student's iPad.

### 6.5 iPad Care

Students will be held responsible for maintaining their individual iPads and keeping them in good working order. Students will be responsible for damages to their iPads.

- iPad batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Howard School District may be applied to the iPad.
- iPad cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- iPads that malfunction or are damaged must be reported to the Library. The school district will be responsible for repairing iPads that malfunction. iPads that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally or be responsible for full replacement cost.
- iPads that are stolen or lost must be reported immediately to the Office and the Police Department.

### 6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Howard High School Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

### 6.7 Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Howard High School Student Handbook.

## 7. Protecting & Storing Your iPad Computer

### 7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number and correlated asset tag.
- Howard School label.

## 7.2 Storing Your iPad

When students are not using their iPads, they should be stored in their school-issued lockers. The Howard School District recommends the students use the lock provided on their school-issued lockers to secure and store their iPads. Nothing should be placed on top of the iPad when stored in their locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage with the help desk in the Library.

***Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage.***

## 7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the Library or the office. Violations may result in loss of iPad privileges and/or other privileges.

# 8. Repairing or Replacing Your iPad Computer

## 8.1 School District Protection

The Howard School District Protection Plan is required to cover iPad repairs or replacement in the event of theft, loss, accidental damage, or maintenance. The protection plan includes a \$25 upfront cost for the issued iPad. This upfront cost is not to exceed \$75 per family for the academic school year. The \$25 upfront cost will be applied to a specific iPad issue (e.g. once the \$25 upfront cost is applied in totality, each additional fine will be determined based on the cost to repair the iPad and/or iPad accessory). Yearly School District Protection Plan fees will be placed into an account to self-fund iPad repairs and replacement. This plan will include a fine table based on the iPad issue. The fine table represents the most common issues experienced during initiative implementation and does not include all possible circumstances that require repair and/or replacement. Intentional damage to iPad and/or iPad accessories is not covered in the Howard School District Protection Plan. Parents will need to purchase this protection plan through the Howard High School office at orientation before their student is allowed to check out an iPad computer. Also, high school students and their parent/guardian will be required to attend orientation training at Howard High School before they will be allowed to check out an iPad.

Fine Table

<b>Issue</b>	<b>iPad issue with \$25 upfront cost applied</b>	<b>iPad issue cost (fine amount after \$25 applied)</b>	<b>Intentional damage cost**</b>
<b>Broken Screen</b>	\$100	\$125	\$125
<b>Lost/Stolen iPad*</b>	\$0	Replacement	Replacement

<b>Charger returned but missing/damaged cord</b>	\$0	\$5	\$5
<b>Cord returned but missing /damaged charger component</b>	\$0	\$20	\$20
<b>iPad case damage (beyond normal wear and tear)</b>	\$5	\$30	\$30

\*In cases of theft or loss, students or parents must file a police report and bring a copy of the report to the principal's office before and iPad can be replaced with the School District Protection Plan.

\*\*Intentional destruction entails loss of iPad (or accessory) functionality due to deliberate student destruction of iPad device or district-issued accessory (determined on a case-by-case basis).

If students or parents wish to carry their own additional personal insurance to protect the iPad in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the iPad computer. Most insurance companies will require a rider for electronics and only provide so much coverage and generally a higher deductible.

## 8.2 Claims

All protection plan claims for accidental damage and maintenance must be reported and filed with the high school office. In cases of theft or loss, students or parents must file a police or fire report and bring a copy of the report to the principal's office before an iPad can be replaced with the School District Protection Plan.

## 9. Cost of Repairs

Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue, the School District Protection Plan would be used to cover the cost of repairs. In the case of intentional damage and/or neglect, should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value.

**All iPads in need of repair must be done by the school only.**



## Howard School District iPad Protection Plan

The Howard School District recognizes that with the implementation of the iPad Initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the School District Protection Plan.

### School District Protection

The Howard School District Protection Plan is available for students and parents to cover iPad repairs or replacement in the event of theft, loss, accidental damage, or maintenance. The protection plan includes a \$25 upfront cost for the issued iPad. This upfront cost is not to exceed \$75 per family for the academic school year. The \$25 upfront cost will be applied to a specific iPad issue (e.g. once the \$25 upfront cost is applied in totality, each additional fine will be determined based on the cost to repair the iPad and/or iPad accessory). Yearly School District Protection Plan fees will be placed into an account to self-fund iPad repairs and replacement. This plan will include a fine table based on the iPad issue. Intentional damage to iPad and/or iPad accessories is not covered in the Howard School District Protection Plan. Parents will need to purchase this protection plan through the Howard High School office at orientation before their student is allowed to check out an iPad computer. Also, high school students and their parent/guardian will be required to attend orientation training at Howard High School before the student is issued an iPad.

### Personal Home or Homeowners Insurance Coverage

If students or parents wish to carry their own additional personal insurance to protect the iPad in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the iPad computer. Most insurance companies will require a rider for electronics and only provide so much coverage and generally a higher deductible.

### Additional Information

In cases of theft, vandalism, or other criminal acts, a police report, or in the case of fire, a fire report **must be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the school office. In the case of **intentional damage**, the student/parents are responsible for full payment. The School District Protection Plan **DOES NOT** cover intentional damage of the iPads.

Parent Name (please print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

**Howard School District  
Student Pledge for iPad Use**

- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it while in the case provided.
- I will use my iPad in ways that are appropriate, meet Howard School District expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on my iPad or provided case; I will not deface the serial number iPad sticker on any iPad.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the Howard School District.
- I will follow the policies outlined in the *iPad Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the Howard School District.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case and power cords in good working condition.

**I agree to the stipulations set forth in the above documents including the *iPad Policies, Procedures, and Information*, the *Acceptable Use Policy*, the *iPad Protection Plan*, and the *Student Pledge for iPad Use*.**

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual school iPad computers and accessories must be returned to the Howard High School Library at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Howard School District for any other reason must return their individual school iPad computer on the date of termination.**

## **HowardSchool District Acceptable Use Policy for Student E-mail**

It is the policy of the Howard School District that student e-mail will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of e-mail privileges for the user.

Users of the student e-mail system are responsible for their use of the e-mail. The use of the e-mail must be in support of education and research and must be consistent with academic actions of the Howard School District and will be under the supervision of Howard School District staff and faculty. These policies regarding use of Howard School District resources are in effect both inside and outside of the school environment and for the duration of a student having a Howard School District State email account.

A responsible e-mail user will:

- NOT transmit any inappropriate pictures, images, videos or audio (e.g. pornography, graphic violence, etc.).
- Report to school officials any email containing pictures, images, videos or audio (e.g. pornography, graphic violence, etc.).
- Use language that is considered appropriate.
- Be polite.
- Send information that other users will not find offensive.
- Keep his/her email password private and NOT share it with other students.
- Never reveal personal information about any user such as address, telephone number, credit card numbers, social security number, etc.
- Not use email to share answers to exams and assignments with other students.

A responsible e-mail user must be aware that:

- Use of the e-mail is a PRIVILEGE, not a RIGHT.
- E-mail is not guaranteed to be private. The content of all email messages and attachments sent, received and deleted are archived and are easily retrieved. There should be no expectation of privacy in anything created, sent, received or stored using school resources.
- Violation of this policy will result in the possible loss of e-mail privileges.
- Persons issued an account are responsible for its use at all times.
- During school hours, email may only be accessed during study halls or under teacher supervision.

School email may NOT be used for the following:

- Any type of harassment of an individual or organization.
- For personal gain (Financial or otherwise to make a profit.)
- Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals)
- "Get rich quick" or "pyramid schemes"
- Deliberate acts associated with denying, interfering with, or disrupting networking or email service of the Howard School District or that of any other agency.
- Attempts to perform mass mailings.
- Any unlawful activity.
- To deliberately alter or attempt to conceal their true return email address, or the origination location of the message.
- To deliberately set forth to interfere with the reception of e-mail by an individual.

- To deliberately set forth to intercept or receive, and/or view another individual's e-mail without that user's consent.

Howard School District email incorporates a virus scanning system and spam filter to help protect students from email propagated viruses and excessive junk-mail. Howard School District takes a best-effort approach to ensure that students will not be affected by viruses in their provided email accounts and filters all received and sent email content for offensive and excessive junk mail.

Howard School District does not; however, take responsibility for any data corruption, destruction of electronics, loss, or any other liability for the use of a student's email account resulting from an email virus or activity of a student account.

Student email accounts will be deleted three months after student graduation or upon the student leaving the district.

(Please sign and return the form below to the district office.)

**ACCEPTABLE USE POLICY FOR Student E-mail**

It is the policy of Howard School District that students will use technology to access electronic networks, including the e-mail, in a responsible, legal, and ethical manner. Failure to do so may result in the loss of e-mail privileges for the user, disciplinary action, or prosecution under federal or state law.

I have read and understand the Student E-mail Acceptable Use Policy for Howard School District. I understand that use of the e-mail in school is a privilege, not a right. By signing below, I give my child permission to gain access to an e-mail account for school use.

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENTS MUST SIGN THE STATEMENT BELOW REGARDING E-MAIL USE:**

I understand and agree to adhere to the behaviors outlined in the Howard School District student e-mail acceptable use policy. I understand that any violation of this policy may result in the loss of e-mail privileges, disciplinary action, or prosecution under federal or state law.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (print): \_\_\_\_\_ Grade: \_\_\_\_\_

## Howard School District Acceptable Use Policy

### Howard Public Schools Acceptable Use Policy

#### **Electronic Network - Acceptable Use Policy**

New technologies are shifting the ways that information may be accessed, communicated, and transferred. Those changes may also alter instruction and student learning. Howard School District offers students access to many different electronic resources including the Internet. We believe that it is important for students to gain the knowledge and skills needed to utilize these technologies. Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents and guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources. The Howard School District supports and respects each family's right to decide whether or not to allow their child to apply for access to Internet privileges.

#### **Network Use-Rules and Responsibilities**

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

HHS-Network is provided for students to conduct research and communicate with others in relation to schoolwork. *Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required.* Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decisions are final. The system administrators may close an account at any time. The administration, faculty and staff of HHS may deny revoke, or suspend specific user accounts.

Individual users of the HHS-Network are responsible for their use of the network. The use of their account must be in support of education and research and must be consistent with academic expectations of HHS. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of U.S. or state regulations including copyrighted, threatening, or obscene materials is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited. The Howard School District will not be held responsible for any financial obligations incurred by students while using the Internet. Ordering products or downloading files is strictly prohibited.

\*Ownership of software and data:

Any storage device, i.e. floppy disc, cd, flash drives, etc. brought into the school is subject to search. In addition, all data saved to the hard drive and/or the servers is considered property of the Howard School District and is also subject to search. At anytime, computer activity may be monitored for inappropriate or illegal activity.

Confidentiality: Each student has their own home directory protected by username and password. Any information saved to their home directory is subject to search. Only authorized personnel have access to school data/student records. This information is also protected by username and password and is restricted with user rights. Users are also not able to access a computer unless they have authentication to the domain controller with a valid username and password. The username is then displayed on the desktop which allows for monitoring of users access via any users account information.

Policy Violations: Any violation of this policy may result in the loss of access to the Intranet/Internet by individuals. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in the Howard School District board policy, and including applicable law enforcement agencies when necessary.

### **Electronic Mail**

Electronic Mail (e-mail) is a private message sent by or to a member in correspondence with another person having Internet mail access. The Howard School District provides e-mail services to staff members and students (Grades 9-12) for use in performing their professional responsibilities. E-mail is not to be used to send/receive information which would be considered abusive, profane or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity prohibited by law.

Spam is defined to be unsolicited emails of nonprofessional content sent to multiple addresses in a user's address book. The forwarding of this material puts a great strain on the email resources of the District. While the Howard School District cannot control the receipt of such emails, the forwarding of such material such as chain letter/emails is prohibited.

Electronic Mail (e-mail) is not a secure communication and can be read by unknown parties and therefore no confidential material should be sent by this means. The system administrators, at their sole discretion, further reserve the right to monitor, read, and/or reproduce any messages that are using the District facilities. The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who misuses e-mail services and to deal with the misuse in accordance with District discipline policies.

### **The user is expected to abide by the following network rules of etiquette:**

- Be polite. Do not write or send abusive messages.
- No bullying or using school technology equipment to post disparaging remarks about or pictures of people.
  
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Chat rooms are not allowed on school computers including all instant messaging programs.
- No games will be allowed on school computers.
- If external thumb drives are brought in for use you are expected to allow officials to check for viruses.
- Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Do not reveal personal address or phone number of yourself or other students.
- Do not communicate any credit card number, bank account number, or any other financial information.

- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- Vandalism - any malicious attempt to harm or destroy data of another user - will not be tolerated. Any questionable action will result in the cancellation of user privileges.

Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions. The Howard School District may add rules and regulations at any time deemed necessary.

### **Violation Consequences**

Violations of the law, through use of the school district's network/Internet access, may result in disciplinary action or litigation against the offender by proper authorities. Violations of network/Internet policies or procedures, or regulations will result in the following consequences.

1. Any damage or repair resulting from intentional abuse of the school's equipment or software will be the responsibility of the student.
2. For purpose of administering consequences, violations are categorized minor, major or severe.

The teacher observing or catching the violation will consult with the principal of the building where the student is enrolled to determine whether the violation is minor, major or severe.

**Minor Violations** include but are not limited to: gaming, sharing passwords, using the computer for commercial or political purposes, using another person's password, and accessing other's files.

**Major Violations** include but are not limited to: transmitting, downloading, or distributing offensive, threatening, vulgar, pornographic, obscene, or sexually explicit material; vandalizing, damaging, or disabling school or other student's property; violating copyright laws; using unauthorized programs; using non-authorized communicational programs; and changing default settings without permission.

**Severe Violations** include incidents that cause damage, taking considerable time and/or expense of the computer technician, teachers, or other repair persons to repair or to re-input lost data; severe violations include, but are not limited to logging in as a system administrator, changing files, and changing system set-ups.

### **Consequences for minor violations:**

1. First violation: The student will be verbally informed of the violation by the teacher. The teacher will inform the parent/guardian in writing of a violation and consequences with a copy filed in the principal's office. Network/Internet privileges will be revoked for up to two school days.
2. Second violation: Same as the first violation except that Network/Internet privileges will be revoked for up to five school days.

3. Third violation: Same as the first violation except that Network/Internet privileges will be revoked for up to ten school days.

**Consequences for major violations:**

1. First violation: The student will be verbally informed of the violation by the teacher, principal or network administrator. The school official will inform the parent/guardian in writing of the violation and consequences with a copy filed in the principal's office. Network/Internet privileges will be revoked for up to ten school days.

2. Second violation: Same as the first violation except that Network/Internet privileges will be revoked for up to nine weeks of school.

3. Third violation: Same as the first violation except that network/Internet privileges will be revoked for up to one semester.

**Consequences for severe violations:**

1. The student will be suspended from school with the length of time to be determined by school officials. Parent/principal will be informed of the violations in writing.

2. The student will pay for any damage resulting from the violation including time of staff to reenter lost data.

3. Law enforcement will be involved if school officials deem necessary.

Note: Student due process procedures will be followed in implementing the above consequences.

For all consequences: All school policies are relevant and can be applied in the case of any the above fore mentioned violations.

I agree that I have read and will follow the rules outlined in the Howard Acceptable Use Policy.

Student Name (Printed): \_\_\_\_\_

Student Name (Signature): \_\_\_\_\_

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

I agree that I have read and will support the above practices in regard to my student.

Guardian Name (printed): \_\_\_\_\_

Guardian Name (signature): \_\_\_\_\_

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