

Stanfield Elementary School District

Acceptable Use Policy 2021-2022

You have a wonderful opportunity before you! You have the opportunity to use the school's technology resources for your education. These resources will broaden your horizons, provide diverse opportunities, and prepare you for the world of today. You will be able to access the Internet with school resources. The Internet has great promise for sharing ideas and knowledge; it also has the potential for misuse. The Stanfield Elementary School District does filter the Internet in an effort to block material that is not appropriate for students. However, as with some tools, there are cautions to be taken. This Acceptable Use Policy (AUP) will outline some of those cautions, provide direction for the use of the resources, and you will affirm your commitment to comply with this AUP.

1. You agree to act responsibly and with good behavior on any computer or communications system using Stanfield Elementary School District's wired or wireless network services. The user agrees to follow all School and District rules for behavior and communications. **Access is a privilege - not a right.**
2. The **primary purpose** of the District network (including but not limited to the Internet, printers, laptops, etc.) is to allow users to conduct **School business**. Use of District resources will be limited to School related activities. Do not waste school resources by printing excessively.
3. You agree not to tamper with or attempt to illegally access or "hack" any Stanfield Elementary School District computer resources. Intentional damage or misuse of computers or computer networks will not be tolerated. Intentional creation or spreading of a computer virus will not be tolerated.
4. It is your responsibility to protect your privacy; **keep your password to yourself**. Sharing a password, or logging in for someone else, is strictly forbidden. If you know of a security problem with your account or someone else's, inform the school administration immediately.
5. You agree to abide by the generally accepted rules of "netiquette" and conduct yourself in a responsible, ethical, and polite manner while using any Stanfield Elementary School District technology resource. Suggested netiquette guidelines are available on the district web site.

6. The Stanfield Elementary School District makes no warranties of any kind, whether expressed or implied, for the supervision and service it is providing. By signing below you agree that the Stanfield Elementary School District assumes no responsibility or liability for any loss of data. Use of any information obtained via the Internet is at your own risk. The Stanfield Elementary School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. YOU are ultimately responsible for backing up your files. Remember, all technological devices brought onto school campus are subject to search and seizure.
7. Food and drink do not mix with electronic devices. Liquids, even water, will cause corrosion on the electrical parts inside. You are responsible for damage to district technological resources, whether the damage is a broken screen, a corroded electrical part, or a broken keyboard.
8. Help us to help you by reporting any vandalism or misuse of any school resources to the proper school personnel. In addition to the items above, the following activities are not permitted:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
 - Harassing, insulting, cyber bullying, or attacking others
 - Damaging or modifying computers, computer systems or computer networks
 - Violating copyright laws
 - Using others' passwords
 - Trespassing in others' folders, work or files
 - Intentionally wasting resources
 - Employing the network for commercial purposes, financial gain, or fraud

Violations may result in a loss of access as well as other disciplinary or legal action, per student handbook and/or board policy.

Discipline

The best discipline is self-discipline. Should the need arise for discipline beyond that regarding the use, or misuse, of your computer, your school's administration will determine the appropriate action. The administration will follow the school's code of conduct and Stanfield Elementary School District Board policies, but there may be additional consequences for misuse of technology with possible disciplinary outcomes that could include: suspension, reduced application permissions, loss of access, or contact with appropriate legal entities such as law enforcement for possible misdemeanor or felony charges. In the event there is an allegation of misuse or violation of the AUP, you will be provided with a written notice of the alleged violation and have an opportunity to present an explanation. These are your Due Process rights. **Access to the Stanfield Elementary School District network is a privilege, not a right.**

Publishing to the web

Parents, your child may have schoolwork that will be published on the Internet, most likely on the school website or the Stanfield Elementary School District website. Such publishing requires that the Stanfield Elementary School District have your permission to publish that work. By agreeing to this AUP, you agree to allow the Stanfield Elementary School District to publish your child's schoolwork where appropriate.

Withdrawal

If you withdraw from school officially or because you were absent (Unexcused for 10 days in a row), you must return the laptop, charger and laptop bag to the Stanfield Elementary School District since the laptop and accessories are district property. If the laptop and accessories are not returned, the Stanfield Elementary School District will contact the appropriate law enforcement authorities.

Additional Rules for Utilizing School-Issued Laptops

As you grow older, you take on more responsibilities. Your choice to enroll at Stanfield Elementary School has some added responsibilities. An important job for you is your care of the laptop. Here are some excellent rules to keep in mind when using your laptop:

Safety Issues

The Internet has great promise for sharing ideas and knowledge, it is also has the potential for misuse. The Stanfield Elementary School District does filter the Internet in an effort to block material that is not appropriate for students. Your laptop will tap into that same filtered Internet whether you are at school or at home. You will not be allowed to configure your laptop's Internet access. The Stanfield Elementary School District does not provide home Internet service; this service must be purchased from an Internet Service Provider. The technology department will configure your laptop so that your purchased home Internet service should operate on the laptop and use the district's Internet filter. Remember, even the

best filter available will not stop someone who is intent on visiting inappropriate sites. Parents accept full responsibility for supervising their child's use when not in a school setting.

Some Do's and Don'ts:

1. Remember that the laptop is not yours personally. It belongs to the school district. Keep nothing on it that is so private that you wouldn't share it with a teacher, the principal, the technology department, or your parents. Assume that your laptop can keep no secrets, because it can't. Your laptop will be treated like a school locker-**it can be searched**. Files stored on your laptop **will not** be private. You also agree to allow authorized Stanfield Elementary School District personnel the ability to review any and all files, data, messages, and email at any time with or without notice. You understand and agree that your own personal electronic hardware (such as a different laptop computer or any other mobile learning device) used on district property falls under this AUP. You also understand and agree that you assume all risks and responsibilities when using your own personal computer equipment and that you will not connect any network-capable devices without prior written permission of the Site Technology Specialist. This connection privilege can be revoked without reason or notice.

2. Do not reveal identifying information about yourself or others through email or the Internet. That information includes name, age, address, phone number, photographs, or parents' names. Check with your teacher if something requires this information. It is better to be safe and guard your information. Identity theft is a growing problem.

3. Don't attempt to override the Internet filtering software or other network configurations. You also agree not to disrupt the District's computer systems and network, or log in as an administrator for the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, use or access proxies, access the internal portion of the laptop, or disrupt the District's systems or networks, will result in disciplinary action, which can include the possibility of felony charges.

4. Don't access, send, create, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal. If you receive any of those items, report it to a school administrator. This includes creating a website or webpage (this includes blogs or sites such as MySpace.com), or adding to an existing website or webpage in order to "bully", intimidate, denigrate, or harass another student or staff member even if you did not use district resources to create, modify, or access the site as this will be considered an interruption of the educational process at school.

5. Don't use your laptop to gain access to the school's or other computer systems for any illegal activities, or go beyond their authorized access. This includes trying to login as another user or use another's account. This behavior is related to trespassing and will be treated as such.

6. Don't use your laptop or the network for commercial, political, or other private purposes. Your laptop is for your schoolwork.

Flash Drive Requirement

All students are required to have a Flash Drive to save and back up all of their work.

Laptop Bags

You are responsible for using the laptop bag provided by the District to protect your computer. Bags are padded and designed for laptop computers, and the cost to replace one is \$30. Students who are found not using a padded laptop bag will receive a referral and will be assigned an appropriate consequence. Just putting your laptop into your backpack is not sufficient protection, even if your backpack is padded. The laptop needs its own individual padding.

Take good care of your laptop. . The replacement cost for a laptop is \$531.29. The costs of its components are as follows:

Power adapter - \$49.49

Battery - \$97.49

Keyboard - \$32.98

Screen - \$269.00

Taking good care of your laptop is cheap and easy.

Keep your laptop safe. It is a target for thieves. Don't leave it sitting in a car in plain view. Better yet, don't leave it in a car at all (heat will damage the computer). Don't leave your laptop sitting around unattended. Keeping your laptop in a laptop bag that has padding is the best place for it.

Have the responsibility to treat your laptop correctly. Dropping it onto a desk or the floor can be damaging. Don't fling it around. Don't stack things on top of it. Don't hold it by one corner. Instead use two hands. If you think about how it might fall before it does fall, you can usually prevent that fall from happening in the first place. Don't loan your computer to someone else. You are the person responsible for what happens to your laptop. You can't blame someone else for damage if you had the opportunity to stop damage from occurring. Brothers or sisters could do damage that you will be responsible for. Friends could too.

So what happens if some unfortunate thing happens? Report it to the school administration or technology office as soon as possible. If it is a stolen, contact the police as well. If it is damaged, contact the technology office.

For the school year, you are required to purchase insurance prior to receiving access to a school laptop device. This insurance plan will pay for repairs or replacement if something bad does happen. Insurance is \$25 per school year, and is non-refundable. If you purchase insurance and damage to the computer occurs due to student neglect, the following deductibles will apply:

1st offense - \$50

2nd offense -\$75

The purchase of the laptop insurance is required prior to receiving access to a school laptop.

Email

You will have email access before school, during lunch, and after school. Additionally, students will be provided with a District sponsored “student safe” email account. It is very important that you keep your password secret! Someone else logging into your email and sending inappropriate messages will get you into trouble. You will be expected to use your school email for communicating with teachers and other staff. Email etiquette:

1. Keep your communications school-appropriate.
2. Don't engage in personal attacks or harassment.
3. Use clear, concise, and appropriate language. Think about what you have to say and how you say it. Email doesn't show sarcasm or wit as well as you might think.
4. Respect privacy (yours and everyone else's). Do not re-post a message without the permission of the person who sent it. Don't share personal information.
5. Your district email can and will be monitored. Please use it appropriately. Infractions may result in the loss of email use or other consequences.

Copyright Infringement and Plagiarism

You must respect the rights of copyright owners. Copyright infringement happens when you inappropriately copy someone else's work that is protected by copyright. If you are unsure if something can be legally copied or not, request permission to copy from the copyright holder. You and/or your parents are responsible for any copyright penalties that you commit while using your laptop. You agree to abide by all patent, trademark, trade name, and copyright laws.

Plagiarism is when you take someone else's work and present it as if it were your own. Plagiarism is not acceptable and is not tolerated. All sources must be cited.

Labeling and Identifying

Each student laptop will be labeled accordingly: Internally: at the login screen where the student's name will appear above the login screen and at the user's home folder, where the name of that home folder will reflect the student issued the laptop. Externally: as a sticker. Stanfield Elementary School District will record the following information on each laptop:

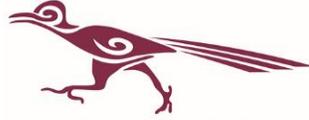
1. Laptop Serial Number

Miscellaneous

- From time to time, the technology department may need to update your laptop. Your laptop can be remotely watched or even controlled. You will not be able to keep the laptop over the summer break.
- A school issued laptop must be used. Configuration issues, ownership issues, software licenses, and many other considerations prevent us from allowing other computing equipment to be used instead of the school issued equipment. Laptop models and features can and may change from year to year. There is not an upgrade program. The laptop you are issued is to be used throughout your attendance at Stanfield Elementary School. If the same laptop cannot be used throughout your time at Stanfield Elementary School such as from a theft, one will be issued that most closely resembles the model and features that your original laptop had when possible.
- Files (except music, video, movies, and some other miscellaneous files-please see the technology office for specific file types not backed up) are backed up, but the student is ultimately responsible for backing up their files. Files lost are not the responsibility of the Stanfield Elementary School District. If you can't bear to lose a file, then you should back it up yourself onto a personal flash drive. You could email your files to yourself if you have another computer to save those files to. Music and video files are not backed up. The Stanfield Elementary School District is not responsible for replacing lost files or reimbursing for the time and money necessary to replace those files, whether they are purchased music or important final exams.

- Re-imaging erases a laptop. Only those files that have been backed up on the District's server are replaced. Music and video files are not replaced after a re-image, nor are some personalized settings.
- Laptop loaners are considered to be an extension of the originally issued laptop. This means that should a loaner suffer damage, the student who possesses it is responsible for the damages to the loaner laptop. Previous users of the loaner laptop are not considered in assessing damages to a loaner laptop.
- As batteries age, they tend to weaken. It will be the technology department's decision when a battery will be replaced should the need arise.
- If your paper did not print, find out why rather than printing more and more copies.
- Should the need arise; the Acceptable Use Policy may be modified by the Stanfield Elementary School District, preferably with notice.
- Student class files will be saved to the server through GoogleDocs.
- Videos and music files are not allowed to be stored in GoogleDocs.
- You may save videos and music on the desktop or your flash drive.

**STANFIELD
ELEMENTARY**



**SCHOOL
DISTRICT**
Acceptable Use Policy
2021-2022

By signing below, we accept and agree to the above **Acceptable Use Policy**. Additionally, we acknowledge that we have reviewed and received a copy of the **SAS Children's Privacy Act**.

I understand that my child will not receive access to a school assigned laptop until the \$25 annual insurance plan is purchased. This fee is nonrefundable.

Student Printed Name _____ Grade _____

Student Signature _____ Date _____

Parent Printed Name _____

Parent Signature _____ Date _____

FOR OFFICE USE ONLY

Payment of \$ _____ received on _____.
(amount) (date)

Staff Member Printed Name _____

Staff Member Signature _____ Date _____