

Student Acceptable Use Policy

Hartland Consolidated Schools

Hartland Consolidated Schools offers technology and Internet access for students and staff to use as part of the educational and learning process. This document is the Acceptable Use Policy for any use of these systems and for any technology equipment on or off District premises or at any District events. Hartland's technology systems have been established and are maintained for limited educational purposes to include classroom activities, career development, and high quality self-discovery activities, all of which promote educational excellence.

Hartland Consolidated Schools technologies have not been established as a public access or public forum and our school district has the right to place reasonable restrictions on the material you may access or post, the training you need to have before you are allowed to use the systems, and enforce all rules set forth in the Hartland School's code of conduct and the laws of the state of Michigan. Further, you may not use these systems for commercial purposes to offer, provide, or purchase products or services through the systems or use them for political lobbying. Access to the Internet is available through the school district only with the permission of the Principal or his/her designee and your parent(s)/legal guardian. Hartland Consolidated schools is in compliance with the Child Internet Protection Act.

CIPA Compliance

The Hartland Consolidated Schools has and will continue to comply with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l). The district is committed to ensuring the safe conduct of all students while online and has a comprehensive policy about the proper use of our technological resources. At the beginning of each school year, students and staff are made aware of the district's Acceptable Use Policy. In addition, each student must sign an Internet use agreement before they are allowed access to the Internet both when they enter the district and each time they are promoted to a new building. It is the district's intent to preserve network bandwidth and improve network response times by limiting Internet access to educational-related sites. The district employs Internet content filtering software used to block and filter access to the Internet from pornographic and obscene sites, ensuring compliance with district policies and maintaining a positive environment.

The signatures on this policy summary indicate the parties who signed have read the terms and conditions carefully and understand their significance and agree to abide by them.

The following are examples of acceptable uses and unacceptable uses of Hartland Consolidated School's technologies (which may include but are not limited to the following examples). This includes any technology equipment on or off District premises or at District events.

1. Personal Safety
 - a. You will not post contact information (e.g., name, address, phone number...) about yourself or any other person.
 - b. You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you

feel uncomfortable must be reported to your teacher or other district employee or technology team member.

2. Illegal/Prohibited Activities

- a. You will not attempt to gain unauthorized access to any District technology system, or individual equipment or go beyond your authorized access by entering another person's account or accessing another person's files.
- b. You will not deliberately attempt to disrupt/physically tamper with the computers, or network systems, or destroy data by spreading computer viruses (or malware) or by any other means.
- c. You will not use any technology equipment on District premises or at District events, or District equipment at any location to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

3. System Security

- a. You are responsible for your individual account and will take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person. Passwords to any electronic system should not be easily determined by others.
- b. You will immediately notify a teacher or the system Technology team if you have identified a possible security problem. Do not look for security problems: This will be considered an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses (or malware) by having all disks, downloads, or videos scanned for virus and malware.
- d. Each user of the technologies will ensure that all food and drink is kept away from all the equipment.

4. Integrity

- a. On any and all uses of technology equipment on District premises or at District events, or District equipment at any location whether in material posted on the Web, or internal documents, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- b. You will not use any technology equipment on District premises or at District events, or District equipment at any location to harass another person by any action that distresses or annoys. This includes developing software programs or publicly posting information that harasses others or might be considered cyberbullying.

5. Respect for Privacy

- a. You will not repost communications or information that was sent to you privately without permission of the person who sent you the information.
- b. You will not post private information about yourself or another person.

6. Respecting Resource Limits

- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on the use for education and career development activities. The limit on self-discovery activities will be defined by your supervising staff members.
- b. You will not load or download any executable (program) file or other large files without permission from a supervising staff member.
- c. Students shall not use a technology system or network to play games. Educationally based games shall be allowed under staff supervision.
- d. You are responsible for limiting use of disk space and deleting unnecessary files in a timely manner.
- e. Students shall not stream unauthorized video or music.
- f. Students will only use student wireless or guest wireless network to connect any personal electronic device to the Hartland Schools network. This includes but is not limited to laptops, computers, and any handheld electronic device. This access will be CIPA compliant, and will pass through the district's firewall and filter.

7. Electronic Communication
 - a. Students will not access any chat room from any school district owned technology unless under the supervision of a teacher or administrator.
 - b. Students will have limited use of district provided e-mail accounts to facilitate learning and enhance the exchange of educational information. This use will be academic in nature only and will be monitored by the supervising staff member. - You will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people). - You will check your e-mail frequently, delete unwanted messages promptly.
 - c. You will subscribe only to high-quality discussion group mail lists that are relevant to your education or career development. These subscriptions must be approved by your supervising staff member.
 - d. You are responsible for maintaining the integrity of the e-mail system and reporting any violations of privacy or inappropriate behavior.
8. Plagiarism and Copyright Infringement
 - a. You will not plagiarize works that you find on any of Hartland's technology systems, including the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
 - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work (including software, text, images etc.) that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner, and cite references for all data accessed via technology. Direct any questions regarding copyright issues to a teacher or library media specialist.
9. Inappropriate Access to material
 - a. You will not use Hartland technology systems to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval.
 - b. If you mistakenly access inappropriate information, you must immediately tell your teacher or other district employee or technology team member. This will protect you against a claim of intentional violation of this policy.
 - c. Students/Parents/Guardians will be responsible for any financial expenses incurred by the district due to unauthorized use by a student. (i.e. on-line purchases)
 - d. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The district fully expects that you will follow your parent's' instruction in this matter.
 - e. Students shall not use a proxy to bypass our content filter.
 - f. To the extent that any student uses non-district technology services to communicate information regarding the schools or its staff or students, Board policy still applies. This includes posting information, videos, or photos on services such as Facebook, YouTube, or any other social media site. Users and parents/guardians of students acknowledge that the district cannot control content posted to non-district technology services. Users and parents/guardians of students further acknowledge that the district cannot filter non-district communication services such as cellular phone networks, nor control content stored on non-district equipment.
10. Your Rights
 - a. Free Speech. Your right to free speech, as set forth in the school disciplinary code, applies also to your communications on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your speech for valid educational reasons. The district will not restrict your speech on the basis of its disagreement with the opinions you express.
 - b. Search and Seizure. You should expect no privacy of the contents of your personal files on the district's technology systems. Routine maintenance and monitoring of the system will occur and

that monitoring could discover that you have violated this policy, the school code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the Hartland Consolidated School's disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation. Parents/legal guardians have the right at any time to see the contents of your files and directories.

- c. Due Process. The district will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the Hartland Technology Systems. In the event of a claim that you have violated this policy, the Hartland Consolidated School's disciplinary code, or the law in your use of this system, you will be given notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on your use of Technology accounts.

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the systems.

Disciplinary Action

When you are using the system, it may feel like you can more easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, you are likely to be caught if you break the rules.

Any infraction involving the use of technology systems will be subject to a progressive discipline policy, which may include removal from computing systems or networks, detentions, suspensions of various duration, and/or recommendation to the Board for expulsion. **Loss of Internet or Network privileges may have a serious impact on a student's grade and participation in technology related courses. Students may be required to use technologies off-campus to complete assignments outside of class. Students who lose network and/or Internet privileges due to a violation of the Acceptable Use Policy may be removed from a computer based class or have his/her schedule changed (resulting in loss of credit for the class) if loss of computer privileges will not allow for completion of class assignments, projects, and tests.** The progressive discipline policy is as follows:

1. Use of large downloads, unauthorized streaming, playing or downloading unauthorized internet games or executable files in home directory.
 - a. Consequences:
 - i. 1st violation – 30 days off Internet
 - ii. 2nd violation – Rest of year off Internet
2. Unauthorized Internet Use – Visiting Non-academic sites
 - a. Consequences:
 - i. 1st violation – 30 days off Internet
 - ii. 2nd violation – Rest of year off Internet
3. Access Violation – Using someone else's user ID where both parties are aware
 - a. Consequences:
 - i. 1st violation – 30 days off Network
 - ii. 2nd violation – Rest of year off Network
4. Illegal Internet/Network Use – visiting Pornographic sites, hacking, or introducing harmful programs onto district technology.

- a. Consequences:
 - i. 1st violation – 30 days off Network
 - ii. 2nd violation – Rest of year off Network

Physical tampering or destruction of technology will result in consequences based on the vandalism policy found in the student handbook. These consequences may include loss of technology access, which could result in loss of academic credit.

In addition, students/parent/guardian may be required to make full financial restitution to cover the loss of staff time and/or loss of equipment and/or any legal expense that may have been incurred during investigations of student misuse.

Photograph images of students in Grades PreK-12

Images and student work are permitted and may be used on district websites and social media. If parents wish to opt out of student image or student work publishing, it is necessary for them to properly fill out the “Parent Release Form” available in the enrollment packet or from any building office.

Student AUP Signature Form

I hereby release the Hartland Consolidated Schools' Technology systems and their operators and sponsors, Hartland Consolidated Schools and its faculty and staff and all organizations, groups and institutions with which the Hartland Consolidated Schools' Technology systems are affiliated for any and all claims of any nature arising from my use, or inability to use, the Hartland Consolidated Schools' Technology systems. I have read the entire policy, understand its content, and agree to abide by the terms and conditions therein. I further understand that any violation of the regulations above is prohibited and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and disciplinary and/or appropriate legal action taken. My signature on this policy summary indicates I have read the terms and conditions carefully, understand their significance and agree to abide by them.

Parent or Legal Guardian Consent - As the parent or guardian of this student, I have read the Hartland Consolidated Schools Technology Acceptable Use Policy and Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Hartland Consolidated Schools to restrict access to all controversial materials and I will not hold it responsible for materials acquired on the technology systems. I also understand that I will be responsible for any financial expenses incurred by the district due to unauthorized use by my child. I hereby give permission to issue a technology account in the indicated areas for my child and certify that the information contained on this form is correct.

My signature below indicates that I understand that my child will have access to computer devices and Internet content.

- Elementary students work on teacher supervised projects only.
- Academic e-mail accounts intended for academic communications only are granted for all students fifth through twelfth grade.

As a user of the Hartland Consolidated Schools computer network, I agree to comply with the Acceptable Use Policy (AUP). I will use the Hartland Consolidated Schools' network and Internet resources in a constructive and appropriate manner intended for academic purposes. I understand that should I commit any violation, my computer access privileges may be revoked, and disciplinary action will be taken.

Student Name (Print): _____ Date: _____

Student Signature: _____

As a parent or legal guardian of the student above, I have read and understand the HCS Acceptable Use Policy.

_____ I grant permission for my child to access networked computer services and Internet resources. I understand that he/she is expected to use good judgment and follow rules and guidelines when using the HCS network and Internet resources. I agree to comply with the HCS Acceptable Use Policy.

_____ I do not grant permission for my child to access Internet resources while at School. I understand that my child will still have access to the HCS network and is expected to follow the rules and guidelines for the appropriate use of the network as stated in the HCS Acceptable Use Policy.

Parent Name (Print): _____ Date: _____

Parent Signature: _____