

# Hammond Academy of Science and Technology Acceptable Use Policy

## Introduction

The vision of the Hammond Academy of Science and Technology (HAST) is that all students should have access to state of the art technology in order to receive a high quality education that will benefit them in the 21<sup>st</sup> century. Therefore, technology resources, defined here as iPads, laptops, computers, SmartBoards, printers, software, online subscriptions, email, and Internet access are all made available for educational purposes. All technological tools are provided for educational purposes only and are intended to support learning objectives of HAST.

## Purpose

This Acceptable Use Policy (AUP) serves to protect the interests of HAST, its students, and its technology resources. Personal work, gaming, blogging, etc. should be done on personal computers on personal time. **These technology resources are tools of education, not toys for personal use. HAST reserves the right to restrict the use of HAST technology and resources.**

The rules and responsibilities in this AUP include acceptable use of all technology resources and devices (iPads and computers). These rules are applicable to anyone who comes into contact with a HAST device including staff, students, and family. Violation of these rules or responsibilities will result in consequences as outlined by this document. HAST reserves the right to amend this policy at any time.

## Responsibilities of HAST

- IT staff is responsible for providing all students with access to technology devices.
- Teachers are responsible for providing alternative access to technology for assignments or projects such as laptop, or paper based when a student possess a broken device.
- Teachers are responsible for helping students file insurance claims when device is broken or damaged.
- Teachers are accountable for devices that stay in the classroom due to discipline (other instances are the responsibility of the student).
- HAST provides iLife and iWork suite on every device for student use. Additional apps and software will be added as need to facilitate educational needs.
- IT staff will be available by support ticket to assist students with technology questions.

## Responsibilities of Users

### *Usage of HAST Technology*

- Students are responsible for bringing a charged iPad to school each day.
- iPads must be carried in the provided "Gumdrop" case at all times and be labeled with first name last initial.
- Technology resources are to be used in the classrooms as directed by the teacher or IT staff.
- Users should not touch another student's device without their permission.
- Lending your device is not recommended and you will be held liable for any damages, misuse, or abuse.
- Capturing audio, video, or pictures requires the consent of the person/people being recorded.
- HAST staff may search a device at any time if there is suspicion of wrongdoing.
- Users are not to use devices while eating or drinking.
- Devices should not be exposed to high humidity or heat (ex. Showers).
- Users must not share device passwords with other users.
- Users are responsible for saving or backing up their documents to iCloud, the server, or portable storage devices.

- Students participating in activities that are not conducive to iPad use (lunch, assemblies, field trips, etc.) should leave their devices in their locker.
- Users are not allowed to install apps or software on HAST devices without permission of the teacher or IT staff.
- Users are not to delete device profiles (casper profiles, lightspeed internet filters), reset iPad to factory settings, or Jailbreak an iPad. These are considered malicious destruction of school property and considered major offenses.
- When at home, the device should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).
- If a device is damaged or not working properly, the student must inform a teacher and fill out an insurance claim.
- Students or family are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device.
- Lost or stolen devices must be reported immediately to teachers or staff. It is the student's responsibility to report a lost or stolen device immediately.
- Any report of theft of HAST technology resources must be accompanied by a police report. HAST reserves the right to charge families for stolen technology not reported to proper authorities.
- HAST students/families are responsible for the full cost of HAST equipment that is lost misplaced, or stolen.

#### *Internet, Email, and Network Use*

- HAST is not legally liable for a user's inappropriate use of the Internet or Email. While every attempt to block inappropriate content is made at school, it is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home. Inappropriate use at home can result in disciplinary action.
- Network printers are for staff use only.
- HAST assumes no liability for media or digital items stored or accessed on a user's device. This includes documents, music, movies, and pictures. Please backup your files.
- Music and videos must not be explicit in nature, or downloaded illegally ("Free Music" websites, Torrents, sending MP3 files through email, and downloading copyrighted content from YouTube).
- Social Networking including but not limited to Facebook, Tumblr, Instagram, and Twitter are not permitted at HAST or on HAST Devices.
- Users are expected to treat each other with respect and dignity through the Internet. There is ZERO tolerance for cyber bullying or harassing others through Internet or email.
- Users should not use HAST devices to create, view, share, download, or access obscene, threatening, illegal, or sexually explicit content. If a user comes into contact with this content, he or she must inform a staff member immediately.
- HAST uses web filters to protect students and encourage educational opportunities. Attempting to circumvent the web filter is strictly prohibited and will elicit severe consequences.
- Email accounts are the property of Hammond Academy. In order to protect the interests of the school, staff, and students, HAST reserves the right to access, update, and disclose without prior notice or permission from the user, the contents of any account on its system.
- If for any reason a HAST staff member has suspicion of inappropriate Internet or Email use, staff may search the school provided device and/or email account.
- Erasing Internet history is an admission of guilt. There is no acceptable reason for deleting Internet history.

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- HAST reserves the right to deny Internet access to users who use resources inappropriately. This includes accessing Network with personal devices such as phones, iPods, etc.
- Network passwords are not shared with anyone. Unwarranted access to the HAST Network on personal devices is taken very seriously and can result in punishment up to and including expulsion.
- Students must not use copyrighted materials that exceed fair use guidelines without written permission of the author.
- Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone number or school name as well as photos.

### Consequences of Inappropriate Use

The use of any HAST technology *is a privilege and not a right*. All users are expected to use technology resources according to this AUP. Failure to obey the rules and responsibilities outlined in this AUP will result in the following tiered consequences:

- Limit student use or access privileges.
- Loss of the privilege of using the device at home.
- Financial restitution.
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.

**The consequence will be based on the severity of the offense as determined by the Tech Committee, IT Director, and Dean of Discipline.**

*Violations such as circumventing filters, \*jailbreaking an iPad and/or removing profiles from an iPad, hacking into the Network, accessing illegal or obscene content, and cyberbullying will result in more severe consequences including suspension or even expulsion.*

*\*Jailbreaking iPad and/or removing profiles from iPad are considered malicious destruction of school property and will result in a **\$50 fee to pay for the restoration of the iPad and lost Apps owned by HAST** (in addition to assigned consequence).*

By signing this document I am acknowledging that I have read and agree to the above rules and responsibilities as outlined in this AUP. I agree that not following these rules will result in consequences up to and including expulsion from school. I agree that technology resources are tools for education and not toys.

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Student/Staff Signature

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Date

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Parent Signature

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Date