Safford Middle School
Acceptable Use Policy 2010-2011

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 is also has the potential for misuse. Safford Middle School and SUSD 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 Safford Unified 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 printers will be limited to School related activities. Do not waste school resources by printing excessively. All students are allotted 200 pages for printing per semester. Each printed page costs 3¢ per page. Additional funds for printing can be added at the office.

3. You agree not to tamper with or attempt to illegally access or "hack" any Safford Unified 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 or using someone else's password, 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 Safford Unified School District technology resource.

6. The Safford Unified 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 Safford Unified 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 Safford Unified 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 a Safford Unified School District 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. You are responsible for keeping your computer clean. Do not attach stickers to the inside or outside of your laptop. Stickers will be removed.

9. 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 laptop, administration will determine the appropriate action. The administration will follow the school's code of conduct and Safford Unified School 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 have an opportunity to present an explanation. These are your Due Process rights. Access to the Safford Unified 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 Safford Middle School website or other district websites. Such publishing requires that the Safford Unified School District have your permission to publish that work. By agreeing to this AUP, you agree to allow the Safford Unified School District to publish your child's schoolwork where appropriate.

Additional Rules for Safford Middle School

As you grow older, you take on more responsibilities. Your choice to enroll at Safford Middle 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 also has the potential for misuse. The Safford Unified 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 Safford Unified School District does not provide home Internet service; this service must be purchased from an Internet service provider. Families are responsible for connecting to home internet service. The district will not provide support for home services. 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 tech 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 Safford Unified 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) 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 Technology Coordinator. 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 Safford Middle School'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 School's systems or networks, will result in disciplinary action, which can include the possibility of legal 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.

Connecting to your home Internet service

The Safford Unified School District will not provide technical support for connecting your student's laptop to your home Internet service. Not all internet service providers are compatible with our internet settings, and home internet service is not guaranteed. There may be others that are incompatible. Please check with the Tech Dept. if you have any questions. Generally, there may be a problem if special software is required to connect to the internet. Also, generally, broadband and cable internet connections are not a problem. Connection to any outside network is not guaranteed. Home internet service cost is the responsibility of the parents, and is not required for enrollment at SMS.

Laptop Bags

You are responsible for using a laptop bag to protect your computer. Bags must be padded and designed for laptop computers. 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. You are responsible for replacement of the provided bag if it is lost or damaged. They cost approximately $15.

Take good care of your laptop. Repairs are expensive. SMS sells new chargers for $50. Because we buy them in bulk, you won't find a better price for the original charger. We do not recommend the generic chargers; they seem to break more easily. The insurance premium and deductible are needed to cover the cost of parts. Breaking your laptop is expensive. Keeping 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 or your assigned loaner 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 tech office as soon as possible. If it is stolen, contact the police as well. A police report is required in order to receive a loaner if your laptop is stolen. If it is damaged, contact the tech office. You may purchase insurance each year that will pay for repairs or replacement if something bad does happen. If you choose not to purchase insurance, your parents are responsible for the repair or replacement cost.

Email
Students may have an email account from another provider, such as Yahoo.com. You will have email access before 7:00 a.m. and after 4:00 p.m. It is very important that you keep your password secret! Someone else logging into your email and sending inappropriate messages will get <u>you</u> 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. SMS will record the following information:
Laptop Serial Number
Power Supply (Battery Charger) is marked with the same BC number (serial)

You are required to keep the same equipment as was originally issued, unless those parts fail or are stolen or damaged. If stolen, report theft immediately to the school administration and appropriate law enforcement authorities. Bring damaged or failed parts to the tech department for evaluation and disposition. All replacement part IDs will be recorded as well.

Miscellaneous

From time to time the tech 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 in most cases. Configuration issues, ownership issues, software licenses, and many other considerations prevent us from allowing most other computing equipment to be used instead of the school issued equipment. Laptop models and features can and do change from year to year. There is not an upgrade program. The laptop you are issued is to be used throughout the school year. If the same laptop cannot be used throughout your year 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 tech office for specific file types not backed up) are backed up, but the <u>student</u> is ultimately responsible for backing up their files. Files lost are not the responsibility of Safford Middle School. If you can't bear to lose a file, then you should back it up yourself. MacBook laptops can burn CDs, and flash drives can be used as well. You could email your files to yourself. Music and video files are **not** backed up. The Safford Unified 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 Safford Unified School 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 Tech Department's decision when a battery will be replaced should the need arise. Plug in your laptop whenever possible to extend battery life.

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 Safford Unified School District, preferably with notice.

Safford Unified School District
Safford Middle School
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2010-2011

By signing below, we accept and agree to the above Acceptable Use Policy. A separate application signifying SMS Self-Insurance acceptance or rejection has also been submitted.

Student Name _____ Grade _____

Student Signature _____ Date _____

Parent Name _____

Parent Signature _____ Date _____