

Logan Township School District Student Acceptable Use Policy (AUP) 2021-2022

Introduction

Logan Township School District recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

1. The network is intended for educational purposes.
2. All activity over the network or when using district technologies will be monitored and retained.
3. Access to online content via the network is restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
4. Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
5. Misuse of school resources can result in disciplinary action.
6. We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.

7. Users of the network or other technologies are expected to alert a teacher, administrator, or IT staff member immediately of any concerns for safety or security.

Technologies Covered

Logan Township School District may provide Internet access, desktop computers, mobile computers or devices, tablets, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, Logan Township School District will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by Logan Township School District are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: to be safe, responsible, and respectful; the user should not try to get around technological protection measures; to use good common sense; and to ask an adult if one is uncertain.

Staff/Student Electronic Communication

Communication between students and staff via email, cellular phone, text messaging, and social media is permitted only with prior approval of the principal or other administration, along with the students' parents, and is solely used for educational purposes. All other purposes (social, personal, etc.) are strictly prohibited.

Web Access

Logan Township School District provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted, in compliance with CIPA regulations and school policies. Web browsing will be monitored and web activity records will be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the

user should follow protocol to alert a teacher or administrator to submit the site for review.

Email

Logan Township School District may provide users with email accounts for the purpose of school-related communication. Availability and use will be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, responsible, respectful conduct online as offline. Email usage may be monitored and will be archived.

Social / Web 2.0 / Collaborative Content

Recognizing that collaboration is essential to education, Logan Township School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, responsible, respectful conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

Logan Township School District may provide users with mobile computers or other devices to promote learning inside the classroom. Users are expected to treat these devices with extreme care and caution; these are valuable devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to a teacher or IT staff member immediately. Users will be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices, including use of the school network, will be monitored.

Personally-Owned Devices

Students are permitted to bring personal reading devices (i.e., Kindles, Nooks) to class with the teacher's permission and use them for reading purposes only, during school hours. All e-books must be downloaded prior to coming to school. Other personal devices that access the internet (i.e., laptops, smartphones, handheld devices and other non-ereaders) are not permitted to be used at any time when school is in session. Logan School District is not responsible for the loss or damage to any student's personally-owned device brought to school.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origins. If you believe a computer or mobile device you are using might be infected with a virus, please alert a teacher or an IT staff member. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run any programs over the school network or onto school resources. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette

1. Users should always use the Internet, network resources, and online sites in a respectful manner.
2. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources (like NetTrekker) when conducting research via the Internet.

3. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

1. Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet.

2. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

1. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet.

2. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

3. Users should never agree to meet someone they meet online in real life without parental permission.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not send

emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges and be treated as an act of bullying in accordance with the District Anti-Bullying Policy. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Remote Learning

There shall never be any type of recording or picture taking of any kind during live classroom lessons by either students or their parents. The district/school would not permit students to record when present in school, therefore recording or taking pictures cannot take place while online at home.

Parents/Guardians must have their children follow the rule that there is NO recording or picture-taking of any kind during live classroom lessons.

Parents agree to maintain confidentiality of the names of students in his/her child's classrooms, small groups, and teletherapy sessions.

During Live Instruction, students should use their school/district-issued Chromebook in order that teachers can monitor a student's screen.

For all assessments, students must use their school/district-issued Chromebook in order that the teacher can monitor a student's screen to ensure valid assessment results.

If a student wants to use their personal computer for asynchronous and i-Ready lessons, they may choose to do so.

Acceptable Use

1. Use school technologies for school-related activities and research.

2. Follow the same guidelines for respectful and responsible behavior online that I am expected to follow offline.

3. Treat school resources carefully, and alert a teacher if there is any problem with their operation.

4. Encourage positive, constructive discussion while using technology.

4. Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.

5. Use school technologies at appropriate times, in approved places, for educational purposes only.

6. Cite sources when using online sites and resources for research; ensure there is no copyright infringement.

7. Recognize that use of school technologies is a privilege and treat it as such.

8. Be cautious to protect the safety of myself and others.

9. Help to protect the security of school resources.

Unacceptable Uses:

1. Using school technologies in a way that could be personally or physically harmful to myself or others.

2. Searching inappropriate images or content.

3. Engaging in cyberbullying, harassment, or disrespectful conduct toward others – staff or students.

4. Trying to find ways to circumvent the school's safety measures and filtering tools.
5. Using school technologies to send spam or chain mail.
6. Plagiarizing content I find online.
7. Posting personally-identifying information, about myself or others.
8. Agreeing to meet someone I meet online in real life.
9. Using language online that would be unacceptable in the classroom.
10. Using school technologies for illegal activities or to pursue information on such activities.
11. Attempting to hack or access sites, servers, accounts, or content that isn't intended for my use.

These are not intended to be exhaustive lists. Users should use their own good judgment when using school technologies.

Limitation of Liability

Logan Township School District will not be responsible for damage or harm to persons, files, data, or hardware. While Logan Township School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Logan Township School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy (AUP)

Violations of this policy may have disciplinary repercussions, including:

1. Notification to parents
2. Detention or suspension from school and school-related activities
3. Suspension of network, technology, or computer privileges in extreme case
4. Legal action and/or prosecution

Chromebook repair costs

Part/Component	Cost (based on market + S&H)
Chromebook Screen	\$90.00
Chromebook Keyboard	\$60.00
AC Power Adapter	\$35.00
Chromebook Bag	\$48.00
Motherboard	\$150.00