

Washington District 50 Schools AUTHORIZED USE POLICY K-8
STUDENT AUTHORIZED USE AND INTERNET SAFETY POLICY (AUP)

In accordance with: [Children's Internet Protection Act \[CIPA\]](#) / [Children's Online Privacy Protection Act \[COPPA\]](#)

Washington District 50 Schools provides all students' access to the Internet, network resources, as well as, devices at designated graded levels, as a means to promote achievement and provide diverse opportunities during the educational experience. This policy provides guidelines and information about the limitations that the school imposes on use of these resources. In addition to this policy, the use of devices, such as, but not limited to: computers, iPADS, iPODs, or Chromebooks, require students to abide by the Washington District 50 Schools Technology Use Guidelines, as stated in the District 50 Student Code of Conduct. This agreement comes with understanding that students will assume responsibility in the use and care of the device for the 2016-2017 school year. Additional rules may be added as necessary and will become a part of this policy.

TERMS OF THE AUTHORIZED USE AND INTERNET SAFETY POLICY

Specifically, the student will adhere to these guidelines each time the Internet is used at home (if applicable) and school.

COPYRIGHT

Will follow copyright laws and should only download files to district owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.

PERSONAL INFORMATION

Will never reveal identifying information, files, or communications to others through email or post to the Internet.

1. Do not reveal the personal address or phone number.
2. Will not share passwords or attempt to discover passwords. Sharing a password could make you liable if problems arise with its use and subject to disciplinary action.
3. Do not use another user's password to access the network or internet.
4. Do not trespass into another user's files.

WEB 2.0

Washington District 50 Schools currently offers Web 2.0 tools such as Edmodo & Google Apps for Education to its students. GAFE is a free service to the school and provides: document, spreadsheet, presentation, forms, & website creation. Our Google Apps account offers a calendar and email, in addition to many free educational apps. The email on the account can only be used in district and is nonfunctioning when other users outside our g.d50schools domain try to email your child. This helps secure your child from unwanted mail like solicitations & marketing. Google Apps for Education allows 21st century learners to share documents & collaborate with staff and peers from any device with internet access. It has been a valuable asset for older students, and now we wish to give that same educational experience to our

younger learners.

COMMUNICATION

1. Will use appropriate language in all communications avoiding profanity, obscenity, and offensive or inflammatory speech.
 - a. Digital citizenship should be followed conducting oneself in a responsible, ethical, and polite manner.
2. Cyber bullying such as personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks are to be reported to responsible school personnel.
3. Email may be provided for students to use in a school related capacity. This account will be filtered and monitored, and students are to have no expectation of privacy regarding information they email.

HARDWARE / SOFTWARE

1. Will not download and/or install any programs, files, or games, from the Internet or other sources onto any district owned technology. This includes the intentional introduction of computer viruses and other malicious software.
2. Will not tamper with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of the computer or computer files. Damage to computers will result in police notification.
3. Will not take apart the device for access to internal parts

NETWORK

Will not attempt to override, bypass, or otherwise change the Internet filtering software or other network configurations.

1. Changing or removing operating systems
2. Altering security software
3. Altering preloaded operating system or applications
4. Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
5. Will not connect any personal technologies such as devices and workstations, wireless access points and routers, printers, etc to district owned and maintained local, wide, or metro area network.

DEVICE USE

4. Will keep device secure and damage free.
 - a. Do not loan your device or use someone else's, charger or cords.
 - b. Do not leave your device unattended.
 - c. Do not eat or drink while using the device or have food or drinks in close proximity to the device.
 - d. Do not place the device on floor or in sitting area such as couches or chairs.
 - e. Do not leave the device near table or desk edges.
 - f. Do not stack objects on top of your device.
 - g. Do not leave the device outside or use near water.
 - h. Do not damage devices, device systems, networks, or engage in other acts of vandalism. Vandalism is

defined as the intentional attempt to harm or destroy the equipment and/or hardware. This includes, but is not limited to, the uploading or creation of device viruses. Vandalism is a major infraction of the rules and may result in police notification.

- i. Do not deface your device with stickers, markers, graffiti, or remove any markings or tags placed there by the tech staff.
- j. Students, whose parents have signed the Authorized Use Policy contract and have been given permission by District 50 staff, may be allowed to take devices home. Staff and/or parents may revoke this privilege. Devices must be returned to school each day, fully charged. (If applicable)

CLASSROOM EXPECTATIONS

1. Always properly handle the device and place securely on a working flat surface at all times. In addition to handling the device with great care, do not carry or use a device that does not belong or is assigned to you.
2. When using devices, students must be on the task.
 - a. Students will remain in blackout mode (closed lid or device is in sleep mode) until device is required.
 - b. Device is used in accordance to the assignment or verbal instructions of the teacher.
 - c. Will use technology for school-related purposes only during the instructional day while refraining from use related to commercial, political, or other private purposes (ex. entertainment / social).
3. Before any free time on your device is given in class, including study hall, all missing or incomplete work must be acceptably completed.
4. Printing is permitted at school only with specific permission by the teacher. Do not intentionally waste resources such as paper, printer cartridges, etc. that are provided by Washington District 50 Schools. Only essential materials should be printed with teacher permission. Limitations may be placed on students' permission to print if they abuse this privilege.
5. Do not send out bulk e-mail, including chain letters, advertisements, or any other message that includes many different recipients without their consent. Students must receive prior approval before any e-mail is sent to an entire class. Email may be provided for students but will be expected to be for school related purposes. Email will be filtered and monitored and students are to have no expectation of privacy regarding this account.
6. Students may not download large files over the Internet during school hours.
7. The volume setting on the devices should be muted when using the device in a setting that would be distracting to others. Students will bring ear buds or head phones to class daily.
8. Will back up data and other important files regularly to a location on the server or in the cloud as designated by the teacher. Washington District 50 Schools will at times provide maintenance for the devices by imaging. Files not backed up to server storage space may be deleted during these processes. Students are ultimately responsible for backing up all personal files.
9. Devices must be stored in teacher designated docking stations.
 - a. Devices may be taken to lunch or the gym if kept in the docking station or on the stage.
 - b. During athletic or special after-school events, devices should be stored in secure locations provided by the school. Understand that access to those sites may be restricted until the function is over.

INSPECTIONS

Will make available for inspection by a school official, upon request, any files stored on devices provided at any Internet location. Files stored and information accessed, downloaded, or transferred on district-owned technology are not private.

1. Students may not install additional software, downloads, etc. Students must realize that devices are school property and all content (software, internet use, network use) will be monitored by staff of the school. Students can have no expectation of privacy and can expect teachers or administration to conduct spot checks of their Internet history, documents, e-mail, etc.
2. D50 Schools reserves the right to monitor the Internet usage of all students through the use of specialized software reporting as well as any other means available to the teachers and administration. D50 Schools has a content filtering system (blocking specific internet sites) and students are not allowed to access inappropriate and/or obscene sites. Off-campus usage (if applicable) will be monitored with the use of site-logging software. We encourage parents to take an active role in monitoring home usage. (if applicable)
 - a. Internet history must remain intact.
 - b. Devices will not be allowed to be run in private mode.
 - c. Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).
 - d. History cannot be cleared unless authorized by administration or the tech department

CONSEQUENCES

Refusal to follow these expectations may result in the temporary loss of privileges at the discretion of school officials.

1. Infractions of the Washington District 50 Schools Authorized Use Policy will result in consequences ranging from the following- warning, limited access, and denial of privileges, detention, Saturday School, OSS, possible expulsion, and notification to the authorities.

PARENT & GUARDIAN EXPECTATIONS

Parents are asked to support 21st Century learning by promoting responsibility for the device and digital citizenship at home through the review of expectations laid out in this agreement. If you would like more information regarding digital citizenship, please contact your child's teacher.

Remind students to charge device regularly and bring their device to school each day (if applicable).

AUTHORIZED USE POLICY K-8

By signing this you agree to abide by the conditions listed above and assume responsibility for the care and proper use of Washington District 50 Schools technology, including personally backing up personal data. Washington District 50 Schools is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions or reasons beyond the district's control.

Information obtained via the Internet and other sources using Washington District 50 Schools technologies is not guaranteed as to its accuracy or quality. I understand that should I fail to honor all the terms of this Policy, future Internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action outlined in the Washington District 50 Schools Student Code of Conduct and, if applicable, my device or computer may be recalled.

I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board Members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting.

I have discussed the terms of this Authorization with my child. I am aware that due to COPPA regulations as stated in this document, that if my child is under 13 years of age, it is necessary to give permission for my child to access various educationally related sites & Web 2.0 tools.

Herein, I am giving consent for my child to be allowed access to the District's devices, WEB 2.0 tools, & Internet. By signing below, I give permission for the school to allow my son or daughter to have access to the Internet under the conditions set forth above.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____

As the student, my signature indicates I have read or had explained to me and understand this Authorized Use Policy, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print): _____

Student Signature: _____ Date: _____

Terms and Conditions: This AUP is valid through June 30, 2017