

# Vail School District

## Acceptable Use Policy

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. The Vail School District 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 Vail 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.
3. You agree not to tamper with or attempt to illegally access or "hack" any Vail 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 Vail School District technology resource.
6. The Vail 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 Vail 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 Vail 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.
7. All technological devices brought onto a Vail School District campus are subject to search and seizure.
8. 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.
9. You are responsible for keeping your computer clean. A charge for cleanup of your computer may be assessed.
10. Do not load or execute non-approved programs from flash-drives, CD's or other portable media onto a district-owned device without expressed permission of the school tech staff and the supervising staff member (teacher, librarian, etc.). Ask before you do so and every time you do so.
11. You are the person responsible for what happens to your assigned device. You are also responsible for any content on your device regardless of how it originated.
12. Help us to help you by reporting any vandalism or misuse of any school resources to the proper school personnel. Taking apart or attempting to repair your computer is considered vandalism. 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 device, your school's administration will determine the appropriate action. The administration will follow the school's code of conduct and Vail 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 be provided with a written notice of the alleged violation and have an opportunity to present an explanation. These are your Due Process rights. Access to the Vail School District network is a privilege, not a right.

## **Publishing schoolwork on district websites**

Parents, your child may have schoolwork that will be published on district websites. Such publishing requires that the Vail School District have your permission to publish that work. By agreeing to this AUP, you agree to allow the Vail School District to publish your child's schoolwork where appropriate on district-maintained websites.

## **Safety Issues**

The Internet has great promise for sharing ideas and knowledge, it is also has the potential for misuse. The Vail School District does filter the Internet in an effort to block material that is not appropriate for students. Your district-provided device 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. Note that BYOD devices are NOT filtered when they are not connected to the district network. The Vail School District does not provide home Internet service; this service must be purchased from an Internet service provider. 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 a district-provided device 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 device can keep no secrets, because it can't. Any device will be treated like a backpack-it can be searched. Files stored on your device will not be private. You also agree to allow authorized Vail 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 Site 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 your 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, or access the internal portion of the device will result in disciplinary action, which can include the possibility of felony 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 device 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 device or the network for commercial, political, or other private purposes. Your device is for your schoolwork.

### **Connecting to your home Internet service**

Home Internet service cost is the responsibility of the parents, and is not required for participation in 1-1 programs at our high schools. Not all internet service providers are compatible with our internet settings, and home internet service is not guaranteed. Free internet service is available in community areas like public libraries, but this service may not always work with district-provided devices.

### **Device Bags**

You are responsible for providing and using a laptop bag to protect your computer. Bags must be padded and designed for laptop computers. Just putting your device into your backpack is not sufficient protection, even if your backpack is padded. The device needs its own individual padding. Take good care of your device. Repairs are expensive.

Keep your device 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 device sitting around unattended. Keeping your device in a laptop bag that has padding is the best place for it.

When a problem arises with your device, report it to the school administration or tech office as soon as possible. If it is stolen, contact the police as well. 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. District-provided insurance is not

available for devices not owned by the Vail School District.

## **Email**

Students will be provided a district sponsored Gmail account. It is very important that you keep your password secret! Someone else logging into your email and sending inappropriate messages will get you 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 be monitored and reviewed. Please use email appropriately.

## **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 device. 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 device will be labeled and inventoried. You will use the same equipment as was originally issued, unless those parts fail or are stolen or damaged.

## **Miscellaneous**

From time to time the tech department may need to update your device. Your device can be remotely watched or even controlled. You will not be able to keep a district-provided device over the summer break.

Files lost are not the responsibility of the school. If you can't bear to lose a file, then you should back it up yourself. Flash drives are an easy way to do this and are widely available. The Vail 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 device. Be sure all files are backed up before you turn in computer for the summer. All files will be erased during summer upgrades.

Device loaners are considered to be an extension of the originally issued device. This means that should a loaner suffer damage, the student who possesses it is responsible for the damages to the loaner device. Previous users of the loaner device are not considered in assessing damages to a loaner device.

Should the need arise, the Acceptable Use Policy may be modified by the Vail School District, preferably with notice.