



**Avonworth School District**  
**Student Acceptable Use Policy**

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Access and Use of Technology Systems  
**Revised: June 2014**

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### **Policy**

The use of technology for purposes other than those defined by the policies and programs of the Avonworth School District (ASD) is prohibited. Adherence to copyright laws and licensing agreements is required at all times.

These prohibitions and requirements apply to technology related systems which may be internal or external to the school district, but which clearly exist within the District's legal jurisdiction.

Unauthorized accessing, copying, altering, damaging and/or destroying of any technology by students, employees or others will result in an appropriate response by District officials. Such a response may include warnings, loss of computer privileges, disciplinary and/or legal action.

### **Definition**

Technology is the hardware, networks, software, data/information, documentation or any combination of these or other components, which constitute the data processing systems of the ASD.

### **Guidelines**

The administration is authorized and directed to develop programs, guidelines and rules which:

1. Publicize in District handbooks, manuals and publications, the District's policy on access and the use of technology by students, employees, parents and the community.
2. Alert students, employees and other users of District technology to the consequences of misuse of technology.
3. Include in appropriate student course descriptions instruction regarding the legal and ethical use of technology.
4. Include in appropriate staff development programs instruction regarding the legal and ethical use of technology.

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**Application**  
*for Account and Terms and Conditions*  
*for Computer, Network and Internet Use*

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Please read the following carefully before signing the attached contract. *Your account will be activated within 2 days of the return of this application. Your username and password may be retrieved from the main office of your school.*

High Speed Internet access is available to students and staff at the ASD. The goal in providing this service to staff and students is to promote educational excellence via online resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. ASD has taken available precautions in conjunction with the Allegheny Intermediate Unit (AIU), to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and an industrious user may discover this inappropriate information. ASD firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals.

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**Terms and Conditions**

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1) **Acceptable Use** - The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the Internet resources may not be used in violation of any U.S., state or local regulation. The Internet resources may not be used to upload, view, download, or distribute pornographic, obscene, sexually explicit, or threatening material. The Internet resources may not be used to infringe on copyright or to plagiarize materials.

2) **Proper Netiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not write or send abusive messages to others. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Do not distribute pornographic, obscene or sexually explicit materials.
- Do not reveal your full name, personal address or phone numbers or that of other students and colleagues.
- Note that electronic mail (e-mail) is provided for students for educational purposes only. E-mail and electronic forms are not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.

- Do not use the network in such a way that you would disrupt the use of the network by other users.

3) **Students will not respond to unsolicited online contact.**

4) **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem during Internet access, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's accounts. Do not give your password to any other individual. Attempts to log in to the system as any other user will result in cancellation of user privileges. Any attempts to log in to the network as a system administrator will result in cancellation of user privileges.

5) **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user. Vandalism includes the defacing or destruction of any computer hardware or software contained within the district. This also includes, but is not limited to, the uploading or creation of computer viruses.

6) **Commerce** - It is possible for students to **purchase goods and services** via the Internet, and that these purchases could potentially result in unwanted financial obligations. Any purchasing of goods and/or services via the Internet is strictly prohibited on the ASD network.

7) **The ASD will not be held liable for:**

- Information stored on school district diskettes, hard drives, flash drives or servers
- Information retrieved through the school district computers, networks, or online resources
- Personal property used to access school district computers, networks, or online resources
- Financial obligations resulting from use of the ASD network.
- Illegal Activity
- Technology support or maintenance of personal devices

8) **Intellectual property** - All information and/or material created with or placed on the ASD network or ASD computers becomes district property, and the district reserves all rights to any material stored in files which are generally accessible to others. The district will remove from the network any material, which the district, in its discretion, believes may be unlawful, obscene, pornographic, abusive or otherwise objectionable.

9) **Downloads** - The ASD's Technology Coordinator must approve downloading any material. **Downloading music files, video files, mp3 files, or any files related thereto is strictly prohibited.** Your user account will be disabled. Files as mentioned above use great amounts of bandwidth and slow other network and Internet procedures down dramatically.

## 10) Electronic Devices

### **Educational**

Student use of electronic devices which are used for instructional or educational purposes may be used in classes with the teacher's prior permission. Classroom teachers will decide what devices may be used, when they may be used, and how they may be used in the classroom. Students may not use any of these devices for recording purposes. Students who use such devices for entertainment or communication purposes or in any non-educational manner will have the device confiscated and held in the office until a parent picks up the device or the student completes the discipline assigned. Educational devices include, but are not limited to, laptops, (smart) phones, and calculators. ASD is not responsible for any educational electronic device brought to school by a student.

### **Entertainment**

Students may only use electronic devices for entertainment purposes on school property with the explicit permission from a staff or faculty member. Devices may be prohibited at the discretion of an administrator or teachers. ASD is not responsible for any personal electronic entertainment devices that may be damaged or stolen. Entertainment devices include, but are not limited to, headsets/earphones, MP3 players, Gameboys, and video games.

## 11) Bring your own technology (BYOT) Student Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, technology will benefit the learning environment as a whole.

Students and parents/guardians participating in BYOT must adhere to the all school and District policies. **Furthermore, the student must agree to the following conditions:**

- The student takes full responsibility for his or her technology device. The school is not responsible for the security and maintenance of student-owned technology.
- The technology must be in silent mode while on school campuses and while riding school buses.
- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
- The student accesses only files or Internet sites which are relevant to the classroom curriculum.
- The student complies with teachers' requests to show/close the screen or shut down the device.
- The student acknowledges that the school's network filters will be applied to his/her connection to the Internet and will not attempt to bypass them.
- The student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.

## 12) Google Apps in Educational Applications

ASD is offering users a free, educational suite of applications to enhance teaching and learning. Google Apps introduces a concept known as “cloud computing”, where services and storage are provided over the Internet. ASD is providing users with Google Message Security. This service provides System Administrators with the capability to limit messages based on their origin, their destination, or their content. ASD will use this technology protection measure to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and/or harmful to minors over the network.

In order for users to gain access to Gmail and his/her Educational Google Applications account on the Internet, ASD must obtain parental permission for anyone under 18 years of age. Students 18 years and older are also required to acknowledge and accept ASD’s terms and conditions prior to obtaining access to technology within our schools. Under both circumstances, this may be accomplished by completing an AUP form (attached).

## 13) Student Email (ASDlopes.org)

Access to and use of student email is considered a privilege afforded at the discretion of the ASD. Students should expect email to be subject to monitoring at all times and should not expect any email to be private. The district maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or district policies have occurred. ASD uses a closed network email system (mail can only come from certain educationally orientated domains). Parents are encouraged to log on to a student’s email to view their correspondence and files.

### Student email accounts are to be used for the following purposes only:

- Teacher-student correspondence.
- Accessing/submitting classroom assignments or materials.
- Accounts for classroom web-based tools, such as blogs, wikis, etc.
- Correspondence with students/partners in collaborative class activities.

### Students may not use email accounts for:

- Unauthorized personal communication.
- Bullying or harassment of other students and/or staff.
- Forwarding of chain email, spam, or commercial content.
- Sending inappropriate content or language.

**Directions: After reading Acceptable Use Policy, please read and fill out the appropriate portions of the following contract completely and legibly. Please return the contract to your school’s office. If you have any questions please contact your school’s office or the technology department at [Helpdesk@avonworth.k12.pa.us](mailto:Helpdesk@avonworth.k12.pa.us) or x1595.**



# Avonworth School District

## Acceptable Use Policy (AUP) & Bring Your Own Technology (BYOD) Consent Form

Please Print

<b>First Name:</b>		<b>Last Name:</b>	
<b>Grade:</b>		<b>Home Room:</b>	<b>Username:</b> <i>(if known)</i>

Use of the Internet, computers, and electronic devices in the Avonworth School District is a privilege, not a right. By signing below students are permitted to use the Internet for educational purposes related to school assigned topics and are expected to exercise responsible behavior when using equipment and conducting research. In addition, students will be allowed to use their personal electronic devices for educational purposes during class at the discretion of the teacher.

All District policies apply to students using technology including but not limited to:

- Using Student-Owned Technology during class or instructional environment without prior permission from instructor or administrator
- Downloading or uploading of programs including playing unauthorized games
- Accessing social media sites
- Delivering or showing inappropriate content
- Sharing of student accounts
- Audio/video recording or photographing of any person on school property without teacher or administrator permission *(depending upon the severity of the action, criminal charges may be imposed)*
- Blogging (Not related to school projects)
- Vandalizing school computers or electronic devices

*Additionally, I fully understand that violation of any of the following will lead to revocation of BYOD privileges:*

- The BYOD will be used only for legitimate educational purposes
- The student must use the District's Wi-Fi. Under no circumstances may a student bypass the network to use the device's carrier.
- The BYOD is never to be utilized for purposes of copying, plagiarism, or cheating.
- The student understands that sharing personal information via the Internet (at home or at school) can lead to dangerous situations
- Harassment and bullying in any form is strictly forbidden and may lead to loss of BYOD privileges, as well as discipline or possible criminal charges.

**Students are solely responsible for devices brought to school. Avonworth School District does not accept responsibility for loss, damage or theft or maintenance of any device brought to school by a student.**

By agreeing to this policy I am allowing my child to bring their electronic device to school under the provisions set forth in this policy. If not in agreement, *student will not be permitted to bring the device on school property.*

**Locations for permitted use** – student-owned devices may be used in the cafeteria, public spaces, main lobby, hallways (as long as the device is accompanied by the use of headphones), all instructional settings when authorized by school personnel, and any school sponsored activity when supervised by school-district employees.

**Unauthorized locations/times**- BYOD is not to be used during any emergency drills, any instructional setting without permission, during assemblies, or during detention I have read, agree to abide by, and understand the consequences as stated in the Acceptable Use Policy.

**You MUST return this signed form to your school's office in order to use the Internet, computers or electronic devices within Avonworth School District.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**