

SECTION IX
COMPUTERS/INTERNET

IX-A. ACCEPTABLE USE POLICY

HAMLIN SCHOOL DISTRICT STAFF

Please read carefully the following terms for use of the Hamlin School District Network before signing this document.

Purpose of Hamlin School District Network:

The Hamlin School District provides computers and network capabilities to students and staff for the purpose of enhancing instruction through technological resources. The Hamlin School District may make Internet access or electronic mail (e-mail) available to students and staff on the Hamlin network as educational resources. It is general policy of the district to promote the use of computer in a manner, which is ethical, responsible, legal, and appropriate. Access to the Hamlin network and technology equipment is a privilege. Failure to adhere to the Acceptable Use Policy will result in revocation of access privileges shall be no obligation to provide a subsequent opportunity for access to the Hamlin School District network.

Internet Access Information:

Internet access is now available to students and teacher within the Hamlin School District. We are very pleased to bring this access to Hamlin and believe Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in Hamlin Public School by facilitating resources sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Via the Internet, students and teachers have access to:

1. electronic mail communication with people all over the world
2. information and news
3. public domain and shareware of all types
4. discussion groups on a vast range of topics
5. access to many university catalogs

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. On a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe 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.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal use of the network and equipment resources. If a Hamlin High School user violates any of these provisions, his or her access will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates party(ies) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

IX-B. TERMS AND CONDITIONS OF ACCESS AND USE

Hamlin School District Network

Network Access and Use:

The use of the Hamlin Public School network must be in support of education and research and consistent with the educational objectives of the Hamlin School District. Uses of the Hamlin School District network that are prohibited include, but are not limited to the following.

- a.) Transmission of any material in violation of any United States or state regulation is prohibited, including but not limited to copyrighted material, threatening, obscene, or offensive material, or material protected by trade secret;
- b.) Use of the network for commercial activities, advertisement, or political lobbying is unacceptable and is prohibited;
- c.) Use of the network for, or in support of, any obscene or pornographic purposes; this includes, but is not limited to, the retrieving or viewing of any sexually explicit material;
- d.) Plagiarizing (claiming another person's writings as your own) any information gained on or through the Hamlin School District network or any other network access provider.

User Privileges:

Since access to the Hamlin School District is a privilege, not a right, users have the responsibility to utilize the network in an appropriate manner. The school administration will deem what is inappropriate use and their decision is final. Misuse or abuse of this privilege will result in disciplinary actions as set forth in this policy. The district may deny, revoke, or suspend specific uses access. The user to whom an account on the network is issued is responsible, at all times, for its proper use.

Netiquette:

Each user is expected to abide by the general accepted rules of network etiquette. These include, but are not limited to, the following:

- a.) Be polite. Messages should not be abusive to others. Do not use a computer to harm other people or their work.
- b.) Use appropriate language. Users are not allowed to send or encourage others to send, messages, which contain swearing, vulgarities, or any other language deemed inappropriate or harassing. Chain letters are also prohibited.
- c.) Illegal activities are strictly forbidden (see Network Access and Use above).
- d.) Note that electronic mail (e-mail) is not guaranteed to be private. The school administration has access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
- e.) Do not use the network in any way that would disrupt network services for other users.

f.) Individuals using the school-sponsored network are representatives of the Hamlin School District. As members of the community, users are expected to be polite and to adhere to all school district policies and procedures.

Communication Issues:

E-mail is provided to students and teachers to enhance education by allowing collaboration, resource sharing, and communication with people around the world. Guidelines for utilizing e-mail include, but are not limited to, the following:

Software:

Software cannot be downloaded from the Internet without written permission from the school administration. Students and teachers are not to install or uninstall any software or games without written permission from the school administration. Copying software may be in violation of state, federal, or international copyright laws.

Storage:

Users are expected to remain within the allocated disk space and delete e-mail and other material which take up excessive storage space.

Privacy:

Network resources are subject to review by the school and network administration. Storage areas, Internet records and communications are some of the areas which may be reviewed in order to maintain system integrity. Periodical reviews will help to ensure that all users are responsibly utilizing system resources.

Vandalism:

Vandalism of hardware, software or stored information will result in disciplinary action as set forth in this policy. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet or any agencies or other networks connected to Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

Notification:

Each user has the responsibility to notify a teacher or the network administrator immediately, if by accident, you encounter materials which violate the acceptable use policies. This includes the responsibility to report any user known to violate the policy. Users who know about but do not report infractions may also be subject to disciplinary action. If you come across an inappropriate site accidentally, you must report to the administration immediately, and not express or revisit that site with any other individual using the Hamlin network.

Non-liability:

Hamlin Public School makes no warranties of any kind, whether expressed or implied for the service it is providing. Hamlin Public School will not be

responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service disruption caused by negligence, errors, or omissions. Use of any information obtained via the Hamlin School District network is at the user's own risk. Hamlin Public School is not responsible for the accuracy or quality of information obtained.

TABLET COMPUTER PROTECTION High School Students ONLY!!!!

The Hamlin School District recognizes that with the implementation of the 1 to 1 computer initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

GATEWAY WARRANTY: This coverage is purchased by the Hamlin School District as part of the purchase price of the equipment. Gateway warrants the Tablet PC's from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Tablet PC or Tablet PC replacement. The Gateway warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

ACCIDENTAL DAMAGE PROTECTION: The Hamlin School District has purchased through Gateway coverage to protect the Tablet PC against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. Gateway will assess the Tablet PC damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

INSURANCE FOR THEFT, LOSS OR FIRE: Tablet PC that are stolen, lost or damaged by fire are not covered by the Gateway Warranty or the Accidental Damage Protection outlined above. Following are the three options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

No Insurance

You agree to pay for the replacement of the Tablet PC at a cost not to exceed \$1,300.00 should the Tablet PC be stolen, lost or damaged by fire.

Personal Insurance

You will cover the Tablet PC under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the Tablet PC replacement not to exceed \$1,300.00.

School District Protection

You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of \$25.00 or \$50.00 for family coverage when there are two or more children in high school using Tablet PC computers. The \$25.00 payment is non-refundable. This protection coverage has a \$100.00 additional charge per occurrence. **This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.**

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

The \$100.00 additional charge is the responsibility of the student/parent and must be paid before the Tablet PC can be repaired or replaced.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to Tablets. Warranty, Accidental Damage Protection, or School District Tablet Protection **DOES NOT** cover intentional damage of the Tablet PC.

Student Name: _____ Student Signature: _____ Date: _____
(Please Print First & Last Name)

Parent Signature: _____ Date: _____

****PLEASE CHECK ONE OF THE ABOVE BOXES BEFORE SIGNING**

Payment received by _____ Amount received _____ Date _____
Staff signature

Student Pledge for Tablet PC Use

For students in grade 7-12

1. I will take good care of my Tablet PC and know that I will be issued the same Tablet PC each year.
2. I will not leave the Tablet PC unsecured. I will know where my Tablet PC is at all times.
3. I will not loan out my Tablet PC or accessories to other individuals.
4. I will begin each school day with a fully charged battery.
5. I will keep food and beverages away from my Tablet PC.
6. I will not disassemble any part of my Tablet PC or attempt any repairs.
7. I will use only the case provided or another approved carrying case while transporting my Tablet PC outside of the classroom.
8. I will use my Tablet PC computer in ways that are appropriate and educational.
9. I will not place decorations (such as stickers, markers, etc.) on the Tablet PC unless issued by the school district.
10. I understand that my Tablet PC is subject to inspection at any time without notice and remains the property of the Hamlin School District.
11. I will follow the policies outlined in the *Tablet PC Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
12. I will file a police report in case of theft, vandalism, and other acts covered by insurance as directed by Hamlin School District administration.
13. I will be responsible for all damage and/or loss caused by neglect or abuse.
14. I agree to pay for the replacement of my stylus, power cords, battery, or Tablet PC case in the event any of these items are lost or stolen.
15. I agree to return the Hamlin School District Tablet PC and all accessories in good working condition.
16. I understand that network administrators and school administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect anything stored on school computers and networks will be private.
17. I agree to follow all rules and guidelines outlined in the Student Tablet Handbook.

Student Name: _____ Grade: _____
(Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

I _____ DO (place parent initials in this space to authorize)

OR

I _____ DO NOT (please initial this space not to authorize)

authorize the Hamlin School District to use pictures of the above children on the Hamlin School District website. All pictures will NOT be labeled with student names. Failure to sign in the space provided below indicates that you would prefer that your student's pictures are not included on the website.

Parent Signature: _____ Date: _____

On Line Courses Policy

1. Students at Hamlin High School are encouraged to take higher academic classes via SD Virtual School. This will allow students the opportunity to take a higher level class and prepare themselves for future years in education.

The Board recognizes that there may be some high school students who exhibit exceptional academic progress and who are capable of performing college-level work while enrolled in high school. In order to encourage these students to their fullest capabilities, assistance will be given to these students to enroll in advanced courses at no expense to the school district. If a particular course is not offered by the district, a qualified high school student may enroll in a college-level course offered by an approved college, university or South Dakota Virtual School. If the student wishes to receive high school credit for the course, he/she may request permission from his/her principal, who will recommend to the superintendent that the course apply to high school graduation requirements. The following are criteria that need to be met before a student request to take an AP class will be considered. The final approval or denial of a student request will be at the discretion of the school administration.

- A. Student must have the appropriate amount of credits to be at a junior status or above in high school.
- B. Student must have accumulated a minimum GPA of a 3.0 on a 4.0 scale.
- C. Student must complete the class or classes and take the end of course exam for possible college credit.
- D. Student must have an above average attendance record.
- E. Student must show that they are self motivated due to the rigor of the online class.

The principal will follow the student's progress to ensure the student is staying on task.

2. The second option for use of the South Dakota Virtual School at Hamlin High School will be for students who wish to take a class that is not offered at Hamlin High School. A student who wishes to look into this option will have to meet with the school administration. The following criteria will need to be met before the student will be considered for this opportunity. The final approval or denial of a student request will be at the discretion of the school administration.

- A. Student must have the appropriate amount of credits to be at a junior status or above in high school.
- B. Student must have accumulated a minimum GPA of a 3.0 on a 4.0 scale.
- C. Student must have an above average attendance record.
- D. Student must show that they are self motivated due to the rigor of the online class.

If approved the class will be funded by the Hamlin School District. The student will be responsible for all of the material presented and for getting the work done on time. The principal will follow the student's progress to ensure the student is staying on task.

3. A third option for using South Dakota Virtual School will be for students who are alternative education students not enrolled in the Hamlin School District. This is a good opportunity for students to take courses from an accredited agency. If a student not enrolled in the Hamlin School District

requests to use the South Dakota Virtual School, the following criteria will be utilized for those who request to use the Hamlin School District's South Dakota Virtual School site. The final approval or denial of a student request will be at the discretion of the school administration.

- A. Parents/Guardians will be responsible for all costs associated for each class.
- B. Students will have all tests proctored at the Hamlin School District by a staff member of the Hamlin School District.
- C. Students will meet with the administration monthly, set up by the student, to make sure they are still on current pace for completion.
- D. Students taking alternative education courses via South Dakota Virtual school are not a student of the Hamlin School District and will not receive a diploma from the Hamlin School District.

ADOPTED 11-8-2010