

**2018 - 2019**

# Technology Resource Handbook

*Miller High School  
Miller, South Dakota*

July 2016 Revision

The policies, procedures and information within this document apply to all computers and electronic devices used at Miller High School (MHS).

Teachers may set additional classroom rules for the use of any electronic or communications equipment used in their classrooms.

You are receiving a tablet/laptop to enhance understanding, increase your learning, and to prepare you for the World. It was purchased by the taxpayers of this district to be used as an educational tool and needs to be used that way during classes and study hall. Failing to use your school laptop/tablet for educational use during the school day may result in the loss of some or all your internet and laptop privileges.

## 1. RECEIVING YOUR TABLET

Tablets will be distributed each fall. Parents & students must sign and return the Acceptable Use document before the tablet will be issued to their child. The Tablet Computer Protection plan in this document outlines the coverage and obligations of students regarding damage or loss of the tablet PC and its components. Please review the Tablet Computer Protection plan included in this handbook.

Tablets may be collected periodically throughout the school year and will be collected at the end of the school year for maintenance, cleaning and software installations. Students will retain their original tablet each year while enrolled at MHS.

## 2. TAKING CARE OF YOUR TABLET

Students are responsible for the general care of the tablet they have been issued. Tablets that are broken or fail to work properly must be taken to the Technology Coordinator in the Technology Room.

### 2.1 General Precautions

- No food or drink should be next to your tablet while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the tablet.
- Students should not carry their tablets while the screen is open.
- Tablets should not be left in a car or any unsupervised area.
- Students are responsible for keeping their tablet's battery charged.

### 2.2 Carrying Tablets

The student should provide their own carrying case/back pack. If a student doesn't provide their own carrying case a protective case will be provided when requested. The carrying case/backpack needs to have sufficient padding to protect the tablet from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the tablet screen.
- The tablet must be turned off before placing it in the carrying case. Not turning the table/laptop off when placing it in the carrying case or back pack can cause it to become extremely hot damaging the electrical components. This is damage by carelessness.

### 2.3 Screen Care

The Tablet screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the tablet when it is closed.
- Do not place anything near the tablet that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen or hit the screen. (Hitting the screen is considered intentional damaging district property.)
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- The tablet should never be placed on the floor or in a chair seat while not in use.

## 3. USING YOUR TABLET AT SCHOOL

Tablets are intended for use at school each day. In addition to teacher expectations for tablet use, school messages, announcements, calendars and schedules will be accessed using the tablet computer. Students are responsible to bring their tablet to all classes, unless specifically advised not to do so by their teacher.

When at school your laptop or any of the school's technology equipment is to be used strictly for educational uses.

### 3.1 Using the Laptop during class periods and study hall.

The laptop has been purchase by the district to enhance learning! Using the tablet for recreational use during class time or study hall periods may result in restrictions placed on your internet access or even the loss of the laptops privileges.

### 3.2 Laptop Repair

The computer is to be brought to the help desk:

- a) If the needed repair is not the result of an accident or carelessness the machine will be repaired and returned to the student or a loaner will be issued until the machine's repairs are completed.
- b) If the repair is the result of an accident the student will be give an accident report to be completed and signed by the student and parent or if appropriate the teacher, HS Principal or School Superintendent. The repaired computer or a loaner will not be issued to the student until the accident report is completed signed and returned to the help desk.
- c) If the accident is determined to be the result of an accident or carelessness the student may be required to pay the cost of the repairs or the costs set forth on page 9.
- d) It is the student's responsibility to maintain the computer carrying case, carrying bag or backpack. The school will not replace or repair the bag or carrying case. Keeping the case in proper repair is the student's responsibility.

Loaner tablets may be issued to students when their tablets are left for repair at the Help Desk.

### 3.3 Charging The Tablet's Battery

Tablets should be brought to school each day in a fully charged condition. Students need to charge their tablets each evening. Repeat violations of this policy will result in disciplinary action.

In cases where normal use of the tablet has discharged the tablet's battery, the students may be able to connect their computers to a power outlet in class.

### 3.4 Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.

### 3.4 Sound

Sound must be muted at all times in the school unless permission is obtained from the classroom teacher and it is for instructional purposes. Ear buds or head phones are recommended to be used while listening to music. (The school does not furnish ear buds or headphones.)

### 3.5 Printing

Students may use the printers in classrooms, and the library, with teachers' permission during class or breaks. The number of pages that a student prints is monitored by print management software. Printing more pages than allocated during a semester will result in the student being charged for each page over the student's allotment.

At the beginning of the fall and spring semester each student will be allocated a specific number of pages that can be printed without charge, depending upon the subjects the student is enrolled. When that allocated number of pages is printed, the student will need to purchase additional pages before printing to the district's printers.

## 4. MANAGING YOUR FILES & SAVING YOUR WORK

### 4.1 Saving to the Home Directory

Each student has a "Home Directory" on one of the schools file servers which is backed daily. Students should save their work to both their "Documents" folder which is only on their tablet and to a USB Flash Drive as an extra "save" copy.

Only files stored in the Home Directory are backed up and saved by the school's network. Student work saved only to their computer "Documents" folder is not saved to the high school server, therefore, is not backed up. So they cannot be restored!

### 4.2 Saving data to Removable storage devices

Students are urged to also backup all of their work at least once each week using removable file storage. Removable memory cards or USB pen/thumb drives may be purchased at a local retailer.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

## 5. SOFTWARE ON TABLETS

### 5.1 Originally Installed Software

The software originally installed by MHS must remain on the tablet in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. There will be no additional software installed by students.

The school may need to add software applications for use in a particular course. The licenses for this software may require that this software be deleted from the laptop at the end of the course. To insure that the software is removed, the laptops may be called in for a weekend and the school will remove the required software to insure that the school has not exceeded its number of licensed copies.

## 5.2 Virus Protection

The tablet has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server is also installed with virus protection software and hardware.

## 5.3 Inspection

Students may be selected at random to provide their Tablet for inspection.

## 5.4 Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the school will copy all files in the Home Directory. The hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated in the Home Directory. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

## 5.5 Software upgrades

Upgrade versions of licensed software are available from time to time. Any upgrades will be done by the Network Administrator.

# 6. ACCEPTABLE USE

## 6.1 General Guidelines

- (1) Student computers are for the educational benefit of the student, not to provide entertainment. During study halls and classes, the computer is to be used strictly for educational purposes. They are not to be used for playing games, watching movies, or videos, communicating via social media sites or for any other recreational/entertaining uses.
- (2) Students are responsible for the ethical and educational use of the technology resources of the School District.
- (3) Access to the Miller School District technology resources is a privilege and not a right. Each student and/or parent will be required to follow the Use of Technology Resources Policy.
- (4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to, the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- (5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action.
- (6) By passing or attempting to bypass the schools filtering software to access filtered sites will be subject to disciplinary action.
- (7) Electronic bullying is covered in the school's bullying policy.
- (8) All use of the Internet must comply with district guidelines.

## 6.2 Privacy and Safety

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, Network Administrator, or Principal immediately so that such sites can be blocked from further access.

### 6.3 Legal Property

- Comply with trademark and copyright laws and all license agreements. If you are unsure ask a teacher, network administrator, or principal.
- Plagiarism is a violation of MHS school policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

### 6.4 E-mail

- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting or emailing during class without the instructor's permission.
- K12 state e-mail is subject to inspection by the school and/or K12 Data Center.

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Technology Handbook or Acceptable Use of District Computers/Network Policy will result in disciplinary action.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

### 6.5 Student Responsibilities

- Students are responsible at all times for their laptops, whether at home or school.
- Students may only log in under their assigned username. Students may not share their password with other students.
- All laptop components are to be carried in the laptop bags.
- Students may not loan laptop components to other students.
- Students may not play games, load or download any software, music, pictures, etc. on the laptop.
- Students are responsible for charging and maintaining battery units in laptop daily.
- Laptops come with a standardized image already loaded. These images may not be altered or changed.
- All students have access to a network drive on which to store data. It is the responsibility of the student to see to it that critical files are backed up regularly.
- All use of the Internet must comply with district guidelines. Log files are maintained on each laptop with a detailed history of all sites accessed. These files will be reviewed periodically.
- Leaving the power cord plugged into the laptop while in the laptop bag may damage to the laptop.

## 6.6 Consequences of failing to follow the District's Acceptable Usage Policy

Description of the normal internet and computer use group and the different restricted internet and computer use groups.

Normal Tablet Usage. The student has the following privileges:

- Laptop computer
- Home use of laptop computer
- Usage of the installed software
- K-12 web e-mail
- Full use of the filtered internet at school and at home

Constrained Internet User Group:

Student's use of the computer for recreational use during class periods, or study halls may be placed on "Constrained" internet use. While a student is on Constrained Internet Use they will not be able to access music sites, YouTube, or other video or gaming sites. Students receiving multiple "Ds" during an eligibility period will be automatically placed in the Constrained Internet User group.

Constrained Plus Internet User Group:

Students who are habitual users of recreational sites during school hours may be placed on "Constrained Plus" internet use. Constrained Plus internet use will include the loss of privileges in the Constrained group plus other web sites that are not necessary for classroom use. Students receiving an "F" during an eligibility period will be automatically placed in the Constrained Plus Internet User group.

Restricted Internet User Group:

When placed in this group, the student is only allowed to access their school email, their campus portal, and the approved online classes in which they are enrolled. Access to other educational sites may be authorized by the High School principal has deemed necessary. Students receiving multiple "Fs" during an eligibility period will automatically be placed in the Restricted Internet User group.

Loss of Computer Privileges User Group:

Students placed in this group will only have restricted use of any district computer. Their laptop is turned into the principal or technology coordinator for a specific period of time as determined by school officials. The student is not allowed computer use during this period of time, except with a "Computer Request" signed by a teacher for their specific class. The computer is turned into and kept by the technology coordinator unless the student has a "Computer Request" from a teacher for a specific class. The student cannot take the computer home unless permission is given by the principal.

## 6.7 Computer Damage Caused by Carelessness

The school's insurance does **NOT** cover student laptops with accidental damage protection. It is the responsibility of the student and the student's family to decide whether to carry accidental damage on the student's issued computer.

Much of the damage that occurs is the result of student carelessness. Damaged cause by carelessness is not considered "Accidental Damage". Tablet and accessory damage resulting from carelessness will be assessed the fees listed below. Examples of student carelessness would be: Styluses (pens) that are noticeably damaged, latches that hold the lid closed being pulled out of the computer case, broken LCD screens that result from shutting the lid with objects still in the keyboard, and the continual loss of keys from the keyboard. When asked how the damage occurred, the answer "I don't know", or "it was fine when I put it in my bag" will be considered damage caused by carelessness. Habitual damage is considered student abuse.

The first incident of accidental damage to the student's laptop will be repaired or replaced at no cost to the student. Starting with the 2<sup>nd</sup> incident of damage to the student's laptop the student will be assessed the following fees.

Laptop damage assessed fees:

Stylus Replacement (loss or damage).....	\$50.00
Broken keyboard or missing keys .....	\$35.00
Broken or cracked laptop screen .....	\$75.00
Broken laptop cases (lower case or palmrest).....	\$50.00 – \$75.00 (for each top or bottom case)
Replacement Motherboard .....	\$125.00 or cost

### Completing the School District's Technology Accident Report

When a student laptop or tablet is damaged it is the responsibility of the student to get a "Technology Equipment Damage Report", from either the high school secretary or the help desk, complete the report and have the appropriate person sign the report.

The report is shown on page 18.

#### 6.6 Parental Responsibilities:

- Parents will be responsible for monitoring student's use of the laptop at home.
- Parents will be responsible for reviewing the Acceptable Use Policy with their child(ren)/student(s).
- Parents are asked to monitor their student's activities on the Internet on a regular basis.
- Parents are responsible for overseeing their child's use of the Internet while at home. Log files showing internet activity are available to parents upon request.

## 7. PROTECTING & STORING YOUR TABLET COMPUTER

### 7.1 Tablet Identification

Student Tablets will be labeled in the manner specified by the school. Tablets can be identified by record of serial number, asset tag, and MAC address.

### 7.2 Storing Your Tablet

When students are not monitoring their tablets, the tablet should be stored in a safe manner, so the laptop is not stepped on, tripped over, sat on, or left when a small child or dog can gain access to it. Tablets should not be stored in a student's vehicle at school or at home.

### 7.3 Tablets Left Unattended

Under no circumstances should tablets be left unsupervised. Any tablet left unattended should be taken to the Principal's Office. Students who leave tablets unattended may be subject to disciplinary action.

## 8. REPAIRING OR REPLACING YOUR TABLET COMPUTER

### 8.1 Warranty

This coverage is purchased by the Miller School District as part of the purchase price of the equipment. The manufacture warrants the tablets 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 or tablet replacement. The manufacture warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to the network administrator or principal.

8.2 Most insurers' Accidental Damage Protection does not cover damage caused by carelessness. Students and parents can often purchase "accidental" laptop coverage through their home or renter insurance company at a small additional cost.

The school does not purchase accidental damage for student or staff laptops.

#### 8.4 Claims

All insurance claims must be reported to the network administrator or principal's office. Students or parents must file a police or fire report and bring a copy of the report to the network administrator or principal's office before a tablet can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action.

The District will work with the Hand County Sheriff Department to alert pawnshops and police departments in the area to be aware of School District-owned equipment.

## 9. TABLET TECHNICAL SUPPORT

The Technology Help Desk is located at the High School and does the repair for computers that are not covered by a manufacturer's warranty. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner laptops and batteries

## 10. MHS Technology Resources Usage Policy

### 10.1 Purpose

The Miller School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Miller School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources help teachers to facilitate education and research consistent with the objectives of the Miller School District.

### 10.2 Definition – Technology Resources

The Miller School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, electronic messaging, optical media, digital images, distant learning lab equipment and other technologies as they become available.

### 10.3 Regulations

The use of the Miller School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Miller School District. This policy is provided to make all users aware of the responsibilities

associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, their privileges may be terminated, access to the school district technology resources may be denied, and/or the appropriate disciplinary action shall be applied as outlined in Board policy and procedures on student rights and responsibilities.

#### 10.4 User Terms and Conditions

The use of Miller School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Miller Area School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable efforts to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files may not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
3. As outlined in Board policy and procedures on student rights and responsibilities (copies of which are available in school offices) the following are not permitted.
  - a. Sending or displaying offensive messages or pictures.
  - b. Using obscene language or gestures.
  - c. Harassing, insulting or attacking others.
  - d. Damaging or attempting to damage school equipment.
  - e. Violating copyright laws.
  - f. Using another's password or equivalent.
  - g. Trespassing in another's folders, files or work.
  - h. Intentionally wasting limited resources.
  - i. Loading, downloading or installing programs without school approval.
  - j. Using cell phones or other personal communication devices at the school during school hours.
  - k. Using the computer for entertainment or recreational usage during class time and study halls.

#### 10.5 Dakota Digital Network Courses (Distant Learning)

These courses are offered to students to allow the student to be enrolled in a course that would not normally be offered. Dakota Digital Network courses are unique because they are taught using two-way interactive television that requires certain standards and expectations of the students enrolling in these courses. The unique distance learning policies are:

- a. Students must sit within camera view at all times.
- b. Students must follow the rules set by the distant learning teacher as well as the rules set by the distant learning lab proctor.

#### 10.6 Student Portal

The student portal allows students to view their school records, anywhere, any time and is subject to the policies set forth in this document.

#### 10.7 Service Interruptions

The Miller School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

### 10.8 Internet Usage Fees

Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

### 10.9 Reporting Security Problems

Any security or equipment problems arising from the use of technology resources must be reported to the Computer Help Desk or Principal's Office.

### 10.10 Student Maintenance of the Tablets

Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

- a. Computer batteries must be charged and ready for school each day. (4 days of non-charged batteries will result in 1 - 5 days of probation tablet usage.)
- b. Only labels or stickers approved by the Miller School District may be applied to the computer.
- c. Computers that malfunction or are damaged must first be reported to the Computer Help Desk.

The school district will be responsible for repairing computers that malfunction.

### 10.11 Stolen Tablets and Equipment

Computers that are stolen must be reported immediately to the Principal's Office and the police department.

### 10.12 Year End Turn-In

Individual school laptop computers and accessories must be returned to the MHS Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at MHS for any other reason must return their individual school laptop computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at MHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible.

Failure to return the computer will result in a grand theft report being filed with the Miller Police Department. Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection plan and must return the computer and accessories to the MHS Help Desk in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer

### 10.13 Usage Policy Violations and Consequences

The school district's Principals and Superintendent have the authority, duty and right to modify these consequences described on the Consequence matrix as they deem appropriate.

The District's technology usage policy violations and consequences are listed on the Consequence page in Appendix 1.

Miller School District  
Technology Equipment Accidental Damage Report

Directions: Complete this form, explain the accident to the High School Principal and return it to the Help Desk.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Tablet Number: \_\_\_\_\_

Date and Time of the Accident: \_\_\_\_\_

What was damaged? \_\_\_\_\_

Where did the accident happen? \_\_\_\_\_

What caused the damage to the tablet? \_\_\_\_\_

How did the accident happen? \_\_\_\_\_

Who witnessed the accident? \_\_\_\_\_

If the accident happened in a classroom – have the classroom teacher complete the question below and initial.

Classroom teacher – Please explain how the accident happened, if you saw it happen.

----- To be completed by the Principal -----

Student WILL BE – WILL NOT BE charged for the damage as described in the tech. handbook.

Circle the correct option

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Student's signature

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## **Acceptable Network and Internet Use Policy**

### **Miller School District**

#### **I. Introduction**

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5) require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This District's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the District's Network, and to ensure such use complies with the CIPA requirements.

"Network" is defined as any and all District owned computers, servers, hardware or software, the District's local area network, wireless access points, the Internet, Internet 2, the District intranet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by the District regardless of the physical location of the user. This AUP applies even when District provided equipment (laptops, tablets, etc.) is used on or off premises of District property.

#### **II. Acceptable Use**

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted.

All members of the staff who wish to use the Network must sign this AUP whenever requested by the District, to confirm that the staff person has read and understands this policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students who are under 18 must have their parents or guardians sign this AUP and submit it to the District.

#### **III. Network Etiquette**

Users are expected to abide by generally accepted rules of network etiquette (netiquette). These include but are not limited to:

Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.

Use appropriate language. Remember you are a representative of your school on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.

All communications and information accessible via the Network should be considered private property that you cannot appropriate for your own use without appropriate attribution and consent.

#### **IV. Prohibited Use**

The District reserves the absolute right to define prohibited use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequence of such inappropriate use. Prohibited use includes but is not limited to the following:

- A. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- B. Criminal activities that can be punished under law;
- C. Selling or purchasing illegal items or substances;
- D. The unauthorized collection of email addresses ("harvesting") of e-mail addresses from the Global Address List and other District directories;
- E. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- F. Circumvention of the District's Technology Protection Measure/filter to access blocked sites;
- G. Disclosure of minors' personal information without proper authorization;
- H. Students' disclosure of personal information such as the student's name, address, phone number, password or social security number, to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites
- I. Causing harm to others or damage to their property, such as:
  1. Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;

4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
  5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- J. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
1. Using another's account password(s) or identifier(s);
  2. Interfering with other users' ability to access their account(s); or
  3. Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).
- K. Using the network or Internet for Commercial purposes:
1. Using the Internet for personal financial gain;
  2. Using the Internet for personal advertising, promotion, or financial gain; or
  3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

**V. Off-Premise Use of Network**

Students under the age of 18 should only access District-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, tablets or e-readers off of District premises if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's off-premise use of the Network and ensuring such use complies with this AUP.

**VI. Disclaimer**

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

**VII. Enforcement**

Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities.

When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation of said school rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

**VIII. Technology Handbook**

The Technology Handbook sets forth additional guidelines, responsibilities, consequences for failure to not follow the School District's Technology Policies and fines assessed for damaging district technology equipment. The handbook is found on the District's web site ([www.miller.k12.sd.us](http://www.miller.k12.sd.us)) for your convenience. Please read the handbook.

I have read, understand and agree to comply with this Acceptable Network and Internet Use Policy.

Date: \_\_\_\_\_

Class: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Legal  
Guardian or Faculty  
Name: \_\_\_\_\_

Parent/Legal  
Guardian or Faculty  
Signature: \_\_\_\_\_

Appendix 1: Technology Student Violations/Consequence Matrix

Type of Consequence and number of length of consequence in days

Violation No. of violations →	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation	Habitual
Sending, accessing, uploading, or distributing illegal, pornographic or sexually explicit material.	TBD	TBD	TBD	TBD
Using the District's technology equipment for illegal activities.	TBD	TBD	TBD	TBD
Releasing files, or personal information of students or staff that violates the CIPA or other laws.	TBD	TBD	TBD	TBD
Attempting to, or logging onto the District's technology equipment to defeat the district's security policy, or internet filtration system.	TBD	TBD	TBD	TBD
Intentionally damaging the District's technology equipment.	TBD	TBD	TBD	TBD
Accessing another student's files or information without permission. Trespassing in another users folder or using another users password or equivalent.	C+ 6-10 days	R 6-18 days	LCP TBD	TBD
Abuse of the K12 Email System by sending mass mailings, or using profanity etc.	LOE 3-5 days	LOE & C 6-10 days	TBD	TBD
Using the District's internet for commercial, political or financial gain without school approval.	C 3-5 days	C+ 6-10 days	R TBD	TBD
Downloading, loading, installing software without district approval.	C 3-5 days	C+ 6-10 days	R 6-10 days	TBD
Using the district's technology equipment (laptops etc.) for recreational or entertainment during class time or study hall periods without the permission of the classroom instructor.	C 3-5 days	C+ 3-5 days	R 6-10 days	TBD

- C = Constrained Internet Use
- C+ = Constrained Internet Use
- R = Restricted Internet Use
- LCP = Loss of Computer Privileges
- LOE – Loss of Email
- TBD – To be determined by a district Administrator

Note: The school district's Principals and Superintendent have the authority, right and duty to modify these consequences as they deem appropriate to the situation.