

# AMBRIDGE AREA SCHOOL DISTRICT

## Responsible Use Policy



The Ambridge Area School District recognizes technology is an essential instructional tool to help all students develop into critical thinkers who use data, innovation, and creativity in order to become skilled problem solvers and learners in the 21<sup>st</sup> century. With this educational opportunity comes responsibility. All users of AASD devices and networks are expected to abide by this agreement. This Responsible Use Policy shall be enforced in conjunction with *School Board Policy 815: Responsible Computer, Telecommunications, and Information Technology Use* and other relevant Board Policies, the Student Handbook and other official District directives.

### ACCEPTABLE COMPUTER AND NETWORK USAGE

All use of the Internet and computer technology must be in support of the educational program within the Ambridge Area School District. The following activities are specifically prohibited and if performed will subject the user to loss of access, disciplinary action, and/or legal actions:

- The Internet and computer technology will not be used for illegal activity, for profit purposes, non-school related activities, lobbying, advertising, to transmit offensive materials, hate mail, discriminating remarks, to obtain obscene or pornographic material, or material harmful to minors.
- Users shall not intentionally seek information, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Use of school technology or Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of the law is prohibited and will be referred to appropriate authorities.
- Loading or use of unauthorized games, programs, files or other electronic media is prohibited.
- The illegal use of copyrighted material is prohibited.
- The network shall not be used to disrupt the work of others.
- Hardware or software shall not be destroyed, modified, relocated, or abused in any way.
- Disabling or bypassing the Internet blocking/filtering software without authorization.

### NETWORK ETIQUETTE AND PRIVACY

Students at AASD will abide by the generally accepted rules of network etiquette. Communication with others should always be course-related. Students should notify the teacher of anything inappropriate or that makes them feel uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times. These rules may include, but are not limited to:

- All users will be respectful in their postings and edits. No inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated.
- No student may edit or delete the work of another student without teacher permission.
- No student will reveal their home address or personal phone number, (or the addresses or phone numbers of other students), or any other personal information/images in any email correspondence, in other electronic communication or in any files that are shared with anyone outside of the school community.
- All students will receive a username and password to be used only by the student. If any user suspects that a password has been compromised, he/she must notify the technology department immediately.
- All use of these Internet resources must be in accordance with the school's Acceptable Use Policy, including entries made from computers outside of school.

### STUDENT PERSONAL DEVICES

- Ambridge Area School District assumes no responsibility for configuration, installation of software, or support of personal devices.
- Ambridge Area School District assumes no responsibility for lost, damaged or stolen devices. Students use their personal devices at their own risk.

- Ambridge Area School District assumes no responsibility for content viewed or accessed by students who “tether” their personal device and use their personal cellular data network or District internet access inappropriately.

## DISTRICT ISSUED STUDENT DEVICES

- District iPads will be provided to students for grades Kindergarten through five. District laptops will be provided to students in grades six through twelve. This District device is designed to be the student’s personal learning device. As is the case with all technology used at or owned by Ambridge Area, students are governed under the rules and regulations covered in Ambridge Area's Board Approved Responsible Use Policy #815, other Board policies, the Student Handbook and other official District directives.
- Parents and/or Guardians and Students are required to sign a Student Device Agreement prior to receiving their district issued device. Device terms are outlined in the Device User Agreement document.
- Inappropriate use of a District issued laptop or iPad could result in disciplinary action. In addition to the Responsible Use policy, the following guidelines also apply:
  - Students may configure additional personal email accounts on the device, but email content resides on the device and will be subject to these rules and regulations.
  - Mobile device management software and profiles may not be removed from the device.
  - "Jailbreaking" the device results in the loss of the Apple warranty and is a violation of the terms of use. Using a jail-broken device on the Ambridge Area network is prohibited.
  - It is expected that students will have their laptop or iPad available each day for class, and that it is charged at home daily.
  - Laptops and iPads are to be returned as received, except normal wear and tear as determined by the District, when a student withdraws from the District or when requested by any school District official.
  - Administration reserves the right to access and review student computer/iPad use, the District devices and/or internet and technology use at any time. Students have no privacy interest in District provided technology devices or their use of District technology.
  - The Ambridge Area School District *Responsible Computer, Telecommunications, and Information Technology Use School Board Policy #815* applies to all students and staff using laptop computers and iPads, regardless of location.
  - The assignment and use of a laptop computer is considered to be a privilege. Inappropriate use or neglect of a laptop, iPad, charger, the Internet and/or any installed software could result in the loss of laptop or iPad privileges. Loss of privileges will not change classroom expectations and/or assignment completion.
  - District issued device repair and replacement costs are covered under the *Student Device User Agreement*.
  - All equipment must be returned or made available to AASD upon the student’s separation from AASD, either by graduation, withdrawal, or at the request of AASD Administration.
  - *All equipment must be returned in good working condition* (i.e. no cracked screens, broken glass, missing charger or charger cable). If the iPad is damaged, the student and his/her parent or guardian will be charged the repair fee.
  - Lost devices are the responsibility of the student. If an iPad is lost, the student and his/her parent or guardian will be charged the replacement cost.
  - Replacement cost for stolen iPads or laptops will be dealt with on a case by case basis. No stolen iPad or laptop will be replaced without a copy of a police report.
  - Find my iPad must be enabled on all student iPads. If a student disables Find my iPad and the iPad is lost or stolen, the replacement cost for the parents will be the full cost of a new iPad.
  - Any other directive communicated by the District to students and their parents/guardians must be followed.

## **DATA BACKUP**

Students are responsible for maintaining a backup of all data on the laptop or iPad, either by using your District Office 365 account or another means such as a flash drive. Ambridge Area School District is not responsible for data loss in the event of a device failure or malfunction.

## **OFFICE 365 STUDENT ACCOUNT INFORMATION**

Ambridge Area School District has purchased Office 365 for all students in Grades K-12 to allow for collaboration using our custom implementation of Office 365. These accounts are for school district curriculum and instruction. The rules governing proper electronic communications by students are included in our Responsible Use Policy in conjunction with School Board Policy #815 and may be amended from time to time. The primary purpose of Office 365 is for students to have access to Office applications from any device with a connection to the internet. The Office 365 suite is cloud-based and accessible from anywhere. Students will use Office 365 to communicate with staff, send and receive emails, access school assignments, collaborate with fellow students on school activities and store files in OneDrive. Students may attend school virtually and engage in synchronous learning opportunities with educators and classmates using Teams. Collectively, these are referred to as the "Office 365 Apps."

Students have access to the current desktop Microsoft Office suite on a maximum of five personal computers and five mobile devices. Students have access to 1TB of cloud storage that will allow access to files both at home and at school. Account usernames and passwords will be provided to parents upon request so parents may monitor the account. Use of the school's Office 365 program is a privilege, and may be revoked at any time for misuse. Official student email addresses will be assigned. This account is considered the student's official AASD email address until such time as the student is no longer enrolled at AASD. This is the same username and password that the students use to log in to the network at school followed by @ambridgearea.org. For example, [26jasmith68@ambridgearea.org](mailto:26jasmith68@ambridgearea.org). All students should already know their usernames and passwords. If they do not, they should contact their homeroom teacher or the technology department.

Administration reserves the right to access and review student content in Office 365 at any time and to update or to change its technology offerings. AASD complies with all state and federal privacy laws. As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience.

## **SUPERVISION AND MONITORING**

AASD administrators and their authorized employees monitor all information technology resources to ensure that student utilization is secure and conforms to this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks or on District devices in order to further the health, safety, discipline, and/or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to school officials and law enforcement. Teachers will make every reasonable effort to monitor conduct in order to maintain a positive learning community. All users will respect each other's time and efforts by supporting the same positive approach.

For the protection of students, filtering of content, monitoring of the network, and protection of information will be conducted in accordance with Act 197 (Pennsylvania House Bill 2262), The Children's Internet Protection Act. Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the Internet may include the potential for access to inappropriate materials for school-aged students. Every user must take responsibility for his or her use of the network and avoid these sites.

## **CONSEQUENCES FOR VIOLATIONS**

Failure to comply with district Acceptable Use Policies may result in disciplinary action by faculty and/or administration including the loss of use of the school's information technology resources and possible referral to law enforcement agencies.

## RESPONSIBLE USE POLICY SIGN-OFF SHEET

This Responsible Use Policy shall be enforced in conjunction with *School Board Policy 815: Responsible Computer, Telecommunications, and Information Technology Use and the Student Device User Agreement*. This agreement will be in effect for the current school year only and must be re-signed every year.

"I have reviewed and explained the Responsible Use Policy with my child."

Student Name (please print):	Parent Name (please print):
Student Signature:	Parent/Guardian Signature:
Date:	Date:

"My child has my permission to access the Internet."

Student Name (please print):	Parent Name (please print):
Student Signature:	Parent/Guardian Signature:
Date:	Date:

"As parent/guardian, I grant my child permission to use school computers on an independent basis as outlined in the Responsible Use Policy. I agree to assume responsibility for damages (hardware/software) resulting from deliberate or willful acts by my child."

Student Name (please print):	Parent Name (please print):
Student Signature:	Parent/Guardian Signature:
Date:	Date:

"As parent/guardian, I grant my child permission to use the district assigned Office 365 Apps and email account."

Student Name (please print):	Parent Name (please print):
Student Signature:	Parent/Guardian Signature:
Date:	Date:

***AASD reserves the right to publish student photographs and/or work to the District website. AASD may display and share electronically via the internet and/or in other displays, photographs and/or video footage of my child taken in conjunction with school activities. If you DO NOT want your child to be published, you must submit a request in writing to your building principal.***