

Beaver Area School District Acceptable Use Policy for Technology

The Beaver 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 21st century. Technology skills are a necessity for our students for lifelong learning, in the workplace, and in the global community. However, access is a privilege, not a right, and carries with it responsibilities for all involved. Misuse means any violation of this agreement or any other use that is not included in the agreement but has the effect of harming people, infrastructure, or hardware.

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.

Hardware and Software: Includes, but not limited to, all computers, laptops, iPads, printers, and all programs installed on said devices.

- Hardware and software shall not be destroyed, modified, or abused in any way. Intentionally altering the files and/or the hardware on district computers will be viewed as vandalism. Each student will be held responsible for the intentional altering of a device that occurs while said device is in their possession.
- The user shall be responsible for damages to the District's equipment, systems, and software resulting from deliberate or willful acts. Students, parents, or guardians will be charged for willful damage to hardware.
- All district iPads are covered under AppleCare. However, in an instance that AppleCare will not cover damages to the iPad, the student, parents, or guardians will be charged the cost of repair or the cost of replacement.
- All district required apps take precedence over personal apps. Personal apps must/will be deleted if storage limits are exceeded.

Internet and Intranet: The Beaver Area School District utilizes a local area network, a wireless network and provides access to the internet for academic purposes.

- District iPads will be content filtered at all times, removal of the profile that governs this is not permitted.
- The internet, network, and computer technology may not be used for illegal activity; transmitting or willfully receiving offensive materials; hate mail; discriminating remarks; or to willfully obtain or send obscene, pornographic, sexist, racist, anarchist, violent or bomb making material. If for any reason such material is received, the material is to be deleted immediately. Saving, forwarding, or printing of said material is strictly prohibited.
- Users shall not intentionally seek information, obtain copies of, or modify data, or passwords belonging to other users or misrepresent other users on the network. Users may not give their password to anyone. Users may not send or receive a message with someone else's name on it.
- Any unauthorized attempt to access the Beaver Area School District's servers, mainframe, routers, networking equipment, internet filters, or operating systems either from on campus or off campus will be considered an attempt at "hacking" and is prohibited.
- Network accounts are to be used only by the authorized owner of the account for an authorized purpose. Attempts to log on to the Internet, network or workstation under an assumed identification will result in cancellation of the user's privileges. Any user identified as a security risk, or having a history of problems with other computer systems may be denied access to the Internet or other technological services.
- The Beaver Area School District reserves the right to log Internet use and monitor computer activity by remote access while still respecting the privacy of user accounts.
- The Beaver Area School District may terminate the availability of Internet, network, or computer technologies accessibility at its sole discretion.

IPADS

- Beaver Area School District assumes no responsibility for configuration, installation of software, or support of personal devices.
- Beaver Area School District assumes no responsibility for lost, damaged or stolen devices. Students use their personal devices at their own risk.
- Beaver Area School District assumes no responsibility for content viewed or accessed by students who “tether” their personal device and use their cellular data network
- Student devices with camera and video capability can be used only for educational use when authorized by the building principal, district administration, or designated professional staff member for the purposes of participation in educational activities. The Board prohibits all other photography, audio recording, and/or video recording, via electronic devices by students during the instructional day in district buildings, on district property, and when engaged in a school-sponsored activity. The Board prohibits students from taking, storing, disseminating, transferring, viewing, possessing or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including, but not limited to, texting and e-mailing. Because such violations may constitute a crime under local, state and/or federal law, the district shall report such conduct to local, state and/or federal law enforcement agencies.

Beaver School District iPad Initiative

- School District iPads will be provided to students for grades seven through twelve. Parents are responsible for purchasing Applecare insurance at a cost of \$60 per student (There is a pricing discount for multiple students and a discount for purchasing the insurance on the BASD school store). This insurance allows for unlimited repairs of an iPad at an additional cost of \$25 per instance (without Applecare, the cost would be normal replacement cost [Currently \$300]). All cost mentioned in this bulleted point are the responsibility of the student/parent/guardian. If you have questions or concerns about this, please contact the Beaver Area School District.
- At the end of the two year lease, parents or students will be given the opportunity to purchase the iPad at the market price (to be determined by Apple). If you do not purchase the iPad, the iPad is to be returned to the Beaver Area School District in good working condition (no cracked screens, broken glass, missing charger or charger cable). If the iPad is damaged, the student will be charged the repair fee of \$25.
- The iPads are pre-loaded with district apps. Other free apps will be required by teachers throughout the year. Students are also permitted to download other apps onto their iPad. Paid apps required by teachers throughout the year will be installed by the tech team.
- Parents, teachers, or administrators can request that all non-essential apps be deleted and that the iPad be locked down to prevent further installation of apps or access to social media sites. If a parent applies a restriction code on the iPad, the parent must notify the technology department of this code so that periodic maintenance can be performed.
- Lost iPads are the responsibility of the student. If an iPad is lost, the student will be charged the replacement cost [Currently \$300].
- Replacement cost for stolen iPads will be dealt with on a case by case basis. No stolen iPad 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.**

Web 2.0 Tools

- Use of blogs, wikis, educationally-based social networking sites, collaboration sites, and other similar web 2.0 entities (including the BASD district website and Moodle) are tools for learning, and as such will be constrained by the requirements and rules of classroom teachers.
- Use of google apps, including e-mail access, are available through the school's domain to ALL students and teachers inside and outside the building but this is still considered a classroom space and must be treated as such.
- COPPA regulations require children under 13 to obtain permission to use certain interactive websites (due to exposure to advertising and creation of accounts). Signing this document will serve as parental permission to use these sites under the guidance of a classroom teacher.
- Users are forbidden to access iMessage, chat rooms, blogs, or similar sites without the express permission and guidance of a teacher or administrator.
- The use of anonymous proxies is a form of impersonation and is strictly forbidden.
- The use of devices for game playing is prohibited unless approved and monitored within in a course or during a faculty supervised activity.

Digital Etiquette

The Beaver Area School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

There can be serious repercussions with the inappropriate use of social and digital media that can affect your future. All users must abide by rules of network etiquette, which include the following:

1. Users may not swear, use vulgarities, harass, or use any other inappropriate language. Abusive language will not be tolerated.
 - a. Do not write anything ANYWHERE you would not want your parents to read or to be read out loud in a court of law.
 - b. Even though you delete a message, it is backed up on a server somewhere.
 - c. Speech that is inappropriate for class is not appropriate for use online.
 - d. What you say and do online should be reflective of who you are.
 - e. You are representatives of the school when you are online in class.
2. Use of the network to create or transmit material likely to be offensive or objectionable to recipients is prohibited.
 - a. Even though you may be in a "private" space nothing online is really private.
3. Users are NOT permitted to reveal their personal address or phone number or those of other students and colleagues.
 - a. Respect others' privacy and your own.
 - b. Don't give out personal information about yourself or someone else.
 - c. Instant messages, away messages, and profiles can be copied and pasted.
4. All communication should be clearly identifiable as to who created it.
 - a. Do not send anonymous messages
 - b. Do not send messages claiming to have been written by someone else.
 - c. Having a copy of something doesn't mean you have the right to copy or distribute.
5. Respect the ideas of others and if you disagree be constructive, not critical or rude.
6. Users are expected to adhere to copyright laws.
 - a. Fraudulent or illegal copying, communication, taking or modification of material is prohibited and will be referred to the appropriate authorities.
 - b. The illegal use of copyrighted software, files, pictures, music or other electronic information is a violation of federal law and therefore strictly prohibited.
 - c. Students may not use plagiarized information to complete assignments. All Internet sources must be cited.
7. Cyber Bullying will NOT be tolerated.

Limitations of Liability: In no event shall the Beaver Area School District be liable for any damages, whether direct, indirect, special, or consequential, arising out of the use of the Internet. Use of information obtained via the Internet is at the user's own risk.

Failure to follow the procedures listed above will result in suspension or loss of the right to access the Internet, to use Beaver Area School District's technology, and the user may be subject to other disciplinary or legal actions.