

Hopewell Area School District Acceptable Use Policy for Technology

The Hopewell Area School District recognizes that 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 life-long learning, in the work place, 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 this Agreement but has the effect of harming people, infrastructure, or hardware.

For the protection of students, Hopewell Area School District will filter Internet content, monitor the network, and protect information to comply with Act 197 (Pennsylvania House Bill 2262), The Children's Internet Protection Act (CIPA). 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 Internet and network and avoid these sites.

Hardware and software: Includes, but is not limited to, all computers, laptops, smart devices, readers, and printers. Also includes 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 computer workstation that occurs while they are logged into the computer network.
- 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.

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

- 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 District’s servers, 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 the 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 District reserves the right to log Internet use and monitor computer activity and files by remote access while still respecting the privacy of user accounts.
- The District may terminate the availability of Internet, network, or computer technologies accessibility at its sole discretion.

Personal Devices: Include only Electronic Readers

- Follow guidelines of the Electronic Reader Permission Form.

Web 2.0 Tools

- Use of blogs, wikis, educationally-based social networking sites, collaboration sites, and other similar Web 2.0 entities (including the 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 District’s domain to selected students and teachers inside and outside the building but this is still considered a classroom space and must be treated as such.
- Children’s Online Privacy Protection Act (COPPA) regulations require children under 13 to obtain permission to use certain interactive websites (due to exposure to advertising and creation of accounts). Signing will serve as parental permission to use these sites under the guidance of a classroom teacher.
- Users are forbidden to access chat room, 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 a course or during supervised activity.

Digital Etiquette

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 that 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 also inappropriate for use online.
 - d. What you say and do online should be reflective of who you are.
 - e. You are representative of the District when you are online in class.
2. Use of a network to create or transmit material likely to be offensive or objectionable to recipients is prohibited. 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 communications 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 infer the right to copy or distribute it.
 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 in 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 is prohibited.

Limitation of Liability: In no event shall the 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 and to the District’s technology. User may be subject to other disciplinary or legal actions.

**Hopewell Area School District
Technology Authorization Form**

Student:

I have read, understand, accept, and will abide by the rules and procedures which govern my use of the Internet and the Technology of the Hopewell Area School District. I understand that the Internet account is designed for educational purposes only. I understand that failure to follow the procedures listed above may result in suspension or loss of the right to access the Internet and/or use the Hopewell Area School District's Technology and may result in other disciplinary or legal actions as noted above. I will not hold my teacher, other District personnel, or the Hopewell Area School District responsible for or legally liable for materials distributed or acquired from the Internet or network. I also agree to report any misuse of Internet or network to a teacher or administrator.

Date: _____ Grade _____ Homeroom: _____

Printed Name of Student: _____

Signature of Student: _____

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Parent/Guardian:

I have read the Acceptable Use Policy for Technology. I understand that any Internet/Network account is designed for educational purposes only. I understand that the Hopewell Area School District will do everything it can to adhere to the CIPA (Act 197-PA House Bill 2262) and filter questionable material. I also understand that teacher, District personnel, and the Hopewell Area School District are not responsible or legally liable for materials distributed to or acquired from the network. I also agree to report any misuse of information to District administration. I accept full responsibility for my child's use of the Internet/Network in the school setting both on an independent basis and as outlined in the Internet/Network and Computer technology policy and when the student accesses these services when not in school. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct. Once signed, this authorization will remain in effect until I notify the District otherwise.

Printed Name of Parent/Guardian: _____

Dated Accepted and Agreed: _____

Signature of Parent/Guardian: _____

Hopewell Area School District
Consent and Release to Photograph/Videotape a Student

To publicize the achievements of our students and the great work they do, we occasionally publish our student's names, photographs, or achievements in our school publications or release the information to the local newspapers. We may also post the information on the School District's website.

We understand that you may not want to have your child's name, photo, and/or achievements published, so please complete the form at the bottom of this letter.

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I, _____, the parents of _____,
Print Parent/Guardian Name Student Name

in grade _____, a student at _____, on behalf of my child,
Attending School

_____ Do Consent _____ Do Not Consent to the photographing/videotaping of my child while he/she is involved in any school programs and/or activities while enrolled at Hopewell Area School District. Your authorization will enable us to use specially prepared materials to increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, websites, etc.

I hereby release and hold harmless the Hopewell Area School District and its authorized representative from any and all actions, claims, damages, costs, or expenses, including attorney's fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of the recordings as specified above.

It is understood that the School District will not duplicate photograph(s)/videotapes(s) for the use or benefit of any individual student or parent. It is also understood that failure to return this permission form to the District will constitute parent/guardian consent for the purposes described above.

My signature shows that I have read and understand the release and I agree to accept its provisions.

Parent/Guardian Signature

Date

* Not to include public events