

## **BLACK HORSE PIKE REGIONAL ACCEPTABLE USE POLICY**

### **I. Introduction**

The Board of Education encourages the use of technology in the classroom as an educational tool and to promote student achievement. To achieve this, the Black Horse Pike Regional School District strives to maintain an array of technology and telecommunication equipment, which is made available to all students and staff members. In an effort to maintain high standards of technology, the following policies have been put into place to ensure the safety and security of the district network, as well as the safety and security of those who are using it.

Technology, as defined in this policy, refers to any software, computer hardware, video conferencing equipment, or device owned by the District or student/staff member that makes a connection to the Black Horse Pike Regional School District (BHPRSD) network.

The Internet connectivity and other network resources that are provided by the Board of Education are for the purpose of allowing students and staff to access unique resources, to support research, and to promote collaboration.

### **II. What constitutes acceptable use?**

The Board of Education supports the use of technology and the Internet in the district's instructional program. "Acceptable use" is defined as any educational activity involving technology that is approved by the teacher in a classroom setting, including research and collaboration. Students are allowed to utilize school devices in conjunction with the district network to retrieve information and run specific software applications as directed by their teachers for enhancing the classroom learning experience. For instructional purposes, the use of technology and the district network shall be consistent with the curriculum adopted by the school district, as well as the varied instructional needs, learning styles, abilities and developmental levels of the students. Teachers may create videos for flipped classrooms streamed from our network. Students may not be in videos that are streamed from our domain unless a signed release by the parents is on file. These videos must be educationally sound and in line with the curriculum. Any websites or other links should reflect appropriate educational value for both students and staff. The use of blogging on our domain must be moderated by the teacher to be sure posts are appropriate and do not violate and of the guidelines outlined below.

### **III. Computer / Internet is a privilege**

Use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules may result in cancellation of the privilege. The Board of Education, under this agreement, is delegated the authority to determine appropriate use and may, revoke, suspend or deny access to any user account at any time based upon its determination of inappropriate use by an account holder or user.

#### **IV. Liability Disclaimer / No Warranties**

The district makes no warranties of any kind, expressed or implied, that the functions or the services provided by or through the BHPRS D network will be error-free or without defect. The District will not be responsible for any damage users may suffer including, but not limited to, loss of data or interruption of service. The district is not responsible for financial obligations arising through the unauthorized use of the BHPRS D network.

#### **V. Filtering**

The district is in compliance with the Children's Internet Protection Act (CIPA) and uses technology protection measures that block and/or filter visual depictions that are obscene. Technology protection measures have been put into place with respect to any of our computers with Internet access that protects against access through such computers to visual depictions that are obscene, child pornography, or harmful to minors.

When an Internet site with legitimate educational value is inadvertently blocked, a district technology staff member may override the protection measures that blocked and/or filtered that site upon receiving a written request from a district staff member.

#### **VI. Illegal/ Prohibited Activities**

Use of BHPRS D network for any illegal activities that violate federal, state, or local laws and regulations is prohibited. Illegal activities include, but are not limited to:

- Accessing or distributing material that is obscene, pornographic, harmful to minors or otherwise inappropriate for educational use.
- Downloading or storing movies, music, software, games, documents or other materials on the district network which would violate copyrights or licensing agreements. Students' folders are subject to inspection by members of the technology department, and files that violate this policy will be deleted without notice.
- Accessing any district system or file without authorization, stealing data or other intellectual property, invading the privacy of others, vandalizing data of another user, intentionally disrupting network traffic.
- Tampering with district equipment or computers to crash, degrade, disrupt or bypass the district network.
- The use of proxies, remote software or any other means to bypass the district web filter.
- Utilizing the district computer network to operate a business, or to publish/host a website unless authorized by a staff member for educational purposes.
- Sending "chain letters"
- Using the internet to lobby for votes
- Using the Internet to send/receive/access pornography or other inappropriate material
- Using the internet to send/receive information that advocates racism, sexism, religious bigotry or that contains obscenities.
- Using the network to raise funds without the expressed permission of School District Administration.

## VII. Monitoring of equipment

Technology equipment and the BHPRSD network is property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet, e-mail, computers and the district network. The system is designed to keep a record of all activity on and off the Internet, and this information is also district property. It is important for all users to understand that no use of the Internet or e-mail can ever be guaranteed private.

School building staff and/or faculty will have the ability to monitor students' use of the Internet, through direct supervision, or monitoring Internet use history, to ensure enforcement of this policy.

## VIII. Security / Safety

### a. *Password security*

Staff and students entering the BHPRSD are issued a network login and password for their exclusive use. The combination of a user login and password is not to be shared with anyone at any time. Logins and passwords are in place to protect information contained in district network resources. User names and passwords will be used to log into the wireless BHPRSD SSID on personal devices as well as district owned devices.

### b. *Private information*

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender. Users shall not publish private information about another individual.

The district respects and values privacy. In order to maintain system integrity and to ensure responsible use of district technology however, the district technology department has the capability to view the contents of any file server, workstation, laptop or district e-mail. Therefore, users of BHPRSD equipment, network, or website should have no expectation of privacy regarding their use of district property, network and/or Internet access.

### c. *Information Security*

Students should only use electronic mail, chat rooms, blogs, social media and other forms of direct electronic communication for school related purposes as directed by staff, and will not disclose personal information such as name, school, address, and telephone number to others outside of the district network except under the direct supervision of a staff member. Use of e-mail, chat rooms, blogs, social media and other forms of direct electronic communication for school related purposes shall not be used to harass, intimidate, or bully. Swift and thorough investigations will take place and proper disciplinary action will be taken, including but not limited to the revocation of network privileges.

### d. *Staff Communication with students*

Electronic communication with students shall be conducted only via district online facilities and systems or outside/public systems or services explicitly approved by the administration of the district. Be aware that electronic mail (e-mail) is not

private. Be cautious about student confidentiality. Remember that staff member e-mails sent or received through the district is the property of the district and is archived for seven years. This includes communications with students via e-mail. Communication of staff with students via e-mail must remain professional, appropriate, reasonable and have a legitimate curricular/co-curricular purpose. Staff members may email students directly through the district email system only. Staff e-mailing students from personal accounts is not permitted. If a student emails a staff member from a personal account, the staff member may accept student work in the form of an attachment; however, the staff member may not reply to the student's email from the personal account. Staff members may only reply to students relevant to school-related matters if it occurs from a district account to a district account.

By signing this Acceptable Use Policy, parents and students give consent to delete or discard their e-mails if they wish; however, e-mails back and forth with staff members will be archived for 7 years.

*e. Electronic Gradebook:*

Since the district uses an electronic grading system, staff members must lock their workstation when walking away from their computer. Staff members may not allow students to use their computer sign-in when the electronic gradebook is active.

## **IX. Personally Owned Electronic Devices**

A Personal Electronic Device is described as any electronic device that would have the capability to connect wirelessly to a network. The district offers filtered wifi access in each building. Students and Staff are permitted and encouraged to use personally owned electronic devices as educational tools within the classroom to expand the access to knowledge and enable the communication between students, staff, parents and the world around us. Please be aware that once a personal device is connected to the district's SSID, the staff member and the device will be governed by the district's Policy and Regulation # 2361 Acceptable Use Policy, Policy # 4282 Use of Social Networking Sites, Policy # 5516 Remotely Activating Communication Devices, and all other district policies and regulations.

The district will only allow up to two (2) personal devices per staff member and **one (1) personal device per student.**

- Staff and students utilizing personal devices while on district property, do so at their own risk. The district assumes no responsibility for personal devices that are stolen, damaged or lost.
- Staff and students are advised to take reasonable precautions to prevent damage or theft of personal devices.
- Functionality, including but not limited to, wifi set-up/connection, maintenance/updating, charging, software and operation of the personal electronic device, is solely the device owner's responsibility. Charging facilities may not be available or provided at school, students should plan to bring personal devices to school fully charged.
- The district Technology Department will confirm that the district wifi network is working correctly within the building, **but will not provide technical support for personal electronic devices.**

- Personal devices may have the ability to connect to cellular networks and enable features beyond what is available on the district wireless network. (i.e. Text Messaging) Use of any of these features may involve costs or charges that are not within the control of the district and will be the responsibility of the owner of the device. Should a device connect to a network other than the district's, the device may have access to content not suitable for school, and the user of the device is still expected to abide by district acceptable use guidelines while the device is in use on school property.
- Using personal devices is a privilege and may be revoked at any time.

**X. Violations of this Acceptable Use Policy**

Individuals violating this policy shall be subject to the consequences as indicated below and other appropriate discipline which is listed in the district code of conduct, including but is not limited to:

- Use of the network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Revocation of computer privileges
- Suspension from school and/or
- Legal action and prosecution by the authorities

**Signature for AUP / Consent**

No student shall be allowed to use the BHPUSD network (SSID) and the district Internet connection unless a consent form signed by the student and his/her parent(s)/guardian(s) is on file at the schools which the student attends.

No staff member shall be allowed to use the BHPUSD network (SSID) and/or the district Internet connection unless a signed consent form is on file with the District.

\_\_\_\_\_  
Student PRINT NAME

\_\_\_\_\_  
Parent PRINT NAME

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

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Staff Member PRINT NAME

\_\_\_\_\_  
Staff Member Signature

Staff: Replying to the e-mail sent is considered your signature. Parents & Students... clicking the accept button in Parent Access is considered your signature.