

Acceptable Use Policy and Responsibility Agreement for iPads

East Knox Local Schools

23201 Coshocton Road
Howard, OH 43028

The mission of the East Knox Local Schools. Is to provide an appropriate educational program and learning environment which will effectively:

- A. meet the educational needs of its students and citizens
- B. help its students accomplish educational goals which are significant, durable, and transferable

The use of the computer network and iPad is a **privilege, not a right**. District Administrators will deem what is inappropriate use and their decision is final.

Students will not post personal contact information about themselves or other people.

Personal photos will not be posted without permission of parent/legal guardian (FERPA Form), and be connected with a teacher-approved project.

Students will promptly disclose to their teacher or other school employees any messages they receive or site they access that is inappropriate or makes them feel uncomfortable.

Students will not attempt to circumvent the district's Internet Content Filtering software.

Students will not attempt to gain unauthorized access to the computer network or to any other computer system.

Students may not download any type of software through the internet without specific permission by the teacher. All copyright laws must be obeyed.

Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.

Users may be responsible for authorized use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should users provide their passwords to another person.

Users will immediately notify the teacher, librarian, or system administrator if they identify a possible security problem. Users will not intentionally look for security problems.

Users will use the system only for educational, professional or career development activities, and limited, high-quality, self-discovery activities.

Students should print only materials when necessary for educational purposes.

Users should have a limited privacy expectation in the contents of any files on the computer network. An individual search may be performed at anytime with or without cause and with or without notice.

This Policy contains restrictions on accessing inappropriate material. While the Internet content is filtered, it is not feasible for the District to monitor and enforce a wide range of social values students use on the Internet

The same standards of intellectual honesty and plagiarism apply to software as to other forms of published work.

All users must receive training and will sign an Acceptable Use Policy (AUP) prior to accessing the Internet.

Faculty may impose additional guidelines and/or policies regarding the use of technology within the respective curriculum.

Network system administrators may add guidelines to East Knox Schools Technology Policy at any time when new or changing technology warrants it.

iPad Loan Agreement

One Apple iPad, charger and case in good working order are being lent to the student. It is the students responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the property of East Knox Local Schools and is herewith lent to the student for educational purposes only for the academic year. The students may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his/her privilege to use the iPad. The equipment will be returned when requested by East Knox Local Schools, or sooner, if the student withdraws from East Knox Local prior to the end of the school year.

The District Property may only be used by the students for non-commercial purposes, in accordance with district policies and rules, the District Acceptable Use Policy, as well as local, state, and federal statutes.

Students may not install or use any software other than software owned or approved by the district and made available to the student in accordance with this Receipt and Agreement.

Once the user has been set up on the iPad, with specific privileges and capabilities, the student agrees to make no attempt to change, or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete, access, or modify other users accounts on the iPad or on any school owned device.

The East Knox Local Schools network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.

A case has been provided. It must remain on the iPad at all times. If the case becomes damaged please contact the district tech support as soon as possible. Additional stickers, labels or marking of any kind are not to be added to the machine

A Google email account will be available for each student to use, for appropriate academic communication with other students and staff members only. This email is for only communication within the school district.

The student agrees to use his/her best efforts to assure the district property is not damaged or rendered inoperable by any such electric virus while in student's possession.

The student acknowledges and agrees that the use of his/her iPad is a privilege and that by student's agreement to the terms hereof, acknowledges his/her responsibility to protect and safeguard the district property and to return the same in good condition or repair upon request by East Knox Local Schools.

PARENT/GUARDIAN and STUDENT Responsibilities

East Knox is committed to bringing new and innovative ideas to students. iPads will allow teachers to individualize learning in order to best support each student's needs. Using the device is a privilege, **therefore there are responsibilities of parent(s)/guardian(s) and students** to follow to ensure proper usage of the device. This chapter will explain what is expected from parents/guardians and students.

PARENT(S)/GUARDIAN(S) RESPONSIBILITIES

Your son/daughter has been issued an iPad to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this iPad.

I will supervise my child's use of the iPad at home.

I will discuss our family values and expectations regarding the use of the internet and email at home.

I will supervise my child's use of the Internet and email.

I will not attempt to repair the iPad, nor will I attempt to clean it with anything other than a soft dry cloth.

I will report to the school any problems with the iPad.

I will not load or delete any software from the iPad.

I will make sure my child brings the iPad to school every day.

I understand that if my child comes to school without the iPad I may be called to bring it to school.

I agree to make sure that the iPad is returned to school when requested and upon my child's withdrawal from East Knox Local Schools.

STUDENT RESPONSIBILITIES

Your iPad is an important learning tool and is to be used for educational purposes only. In order to take your iPad home each day, you must be willing to accept the following responsibilities:

When using the iPad at home, at school, and anywhere else I may take it, I will follow the policies of the East Knox Local Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and federal laws.

I will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby, and I will always keep my iPad in my school issued protective case.

I will not lend the iPad to anyone; it will stay in my possession at all times.

I will not load any software or programs or remove files from the iPad.

I will not give personal information to others when using the iPad.

I will bring the iPad to school every day.

I agree that email (or other communication) should be used only for appropriate, legitimate, and responsible communication.

I will keep all accounts and passwords assigned to me secure and will not share them with others.

I will not attempt to repair the iPad.

I will return the iPad when requested and upon my withdrawal from East Knox Local School.

I will keep the iPad in its own case at all times.

Rules For Acceptable Use

Please follow the rules for acceptable use. This section will provide rules to be sure you are taking the best precautions and caring for your device as well as safety on the internet.

Student Network and Internet Acceptable Use and Safety Agreement

1. The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of privileges. The staff of East Knox Local Schools has the right to deny, revoke, or suspend a student's account.
2. The use of student accounts must support education, research, and be consistent with the educational goals of the East Knox Local Schools.
3. Transmission of any materials in violation of any U.S. or state regulation is prohibited. This included, but is not limited to, copyright, threatening, or obscene materials or pornography of any kind. Students may not send or receive emails that contain inappropriate or obscene comments, suggestions, or language.
4. Use of commercial activities is not acceptable.
5. The iPad, or any electronic device, will not be used to create messages or pictures that harass, insult, or attack others. Cyber bullying is prohibited.
6. Revealing person addresses or phone numbers is prohibited.
7. Students who maliciously damage hardware and/software will lose privileges and will make financial restitution. Malicious introduction of computer viruses is forbidden.
8. All communication accessible on the internet should be assumed to be private property. All copyright issues regarding, software, information, and authorship must be respected. Rules against cheating and plagiarism will be enforced.
9. Use of non-educational games, videos, movies, or games/videos/movies, not assigned by a teacher, while on the network or using school property is prohibited.

10. Attempting to login to the network as a system administrator will result in cancellation of privileges.
11. Any student identified as a security risk will be denied access to the local school network and the Internet.
12. East Knox Local Schools makes no warranties of any kind, weather expressed or implied, for the service it is providing. East Knox will not be responsible for any damages students suffer which included, but is not limited to, loss of data or service interruptions.
13. East Knox Local Schools Specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.
14. Teachers and building administrators are responsible for determining what unauthorized or inappropriate use is. The principal or assistant principal may deny, revoke, or suspend access to the Network/Internet to individual(s) who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and take such other disciplinary action as appropriate pursuant to the Student Code of Conduct. Copyright 2005, NEOLA of Ohio.
15. Students will not access the Internet via smart phone Hot Spots or any other method that bypasses the school's security filters.

Parent Computer Acceptable Use Agreement

The purpose of this document focuses on Internet usage, but applies to all computer usage in the East Knox Local Schools. The Local School Network has reference materials, word processing, and other educational programs. The Internet is a separate privilege, which allows student's access to the World Wide Web (Internet).

With access to the Internet, there is material available that is considered to be of educational value in the contest of the school setting. The Board has implemented the use of Technology Protection Measures which is specific technology that will protect against (e.g., block/filter) Internet access to visual displays that are obscene, child pornography or pornography, and other material that is obscene, objectionable, inappropriate and/or harmful to minors. However, on the Internet, it is impossible to control all materials, and students may discover controversial information.

East Knox Local Schools firmly believe that the valuable information available on the Internet far outweighs the possibility that students may access materials that are not consistent with education goals of our district. Parent/Guardians assume this risk by consenting to allow their students to participate in the use of Internet. Student accessing the Internet. Student accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

These guidelines are provided so that parents/guardians may be aware of the student's responsibilities. These guidelines require the student to use The Local School Network and Internet in an efficient, ethical, and legal manner. System administration reserve the right to monitor the Local School Network and Internet use, while respecting the privacy of the student. If a student violates any of these provisions, the students' account may be terminated and future access could be denied.

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or comes in contact with while on the Internet. I further understand that individuals and families may be liable for violations. The extent that proprietary rights in the design of a web site hosted on the Board's servers would vest in my child upon creation. I agree to assign those rights to the board.

iPads

- Use the iPad on a hard, stable surface
- Students are strictly forbidden from installing any software that can inhibit the proper performance of or negatively effects the operation of the computer. It is against school policy to illegally download copy written music, movies, and software.
- Any attempts to circumvent the internet filtering mechanism are prohibited.
- Do not set books on top of the iPad
- Keep your iPad in its case. Treat your iPad as you would a valuable possession
- Do not eat or drink when using the iPad. The iPad should not be in the cafeteria during lunch
- If using the iPad outside, avoid sand, dirt, rain and high temperatures in direct sunlight.
- Wipe surfaces lightly with a clean, soft cloth. Never spray liquids directly on your iPad.
- Be patient! Sometimes iPads need a few seconds to process data and commands so don't start pounding on it if response is not immediate.
- You are responsible for keeping your iPad safe, secure, and undamaged. Take good care of it. Remember, never remove your iPad from its case
- Bring your iPad to class charged and ready to go as requested by your teachers. Start each day with a fully charged battery.
- Use your iPad appropriately. Activities unrelated to academics such as instant messaging, non-school related emails, downloading music, and/or video or internet surfing should only occur during those times that are approved by classroom teacher or administration.
- Keep your iPad in a locked secure place when it's not with you.
- Understand that the iPad belongs to East Knox and it can be checked at any time or taken away for disciplinary reasons.
- Keep your password secret. NEVER sign-on as someone else.
- If you need help, ASK! Don't ignore a small problem that may turn into a BIG one.
- NEVER record anyone's voice and/or image without specific permission.
- Individual teachers have the option to determine classroom rules beyond above rules. Follow the Acceptable Use Policy (AUP) and the iPad Agreement.

