



## STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

Parents/Guardians and students review and agree to this agreement as part of the student registration process and annual student information update/confirmation procedures. This agreement can also be found on the FHSD website at <https://www.foresthills.edu/departments/technology.html>.

By digitally or physically signing/agreeing to the Student Network and Internet Acceptable Use and Safety Agreement, students and parents/guardians agree to strategies and guidelines outlined in this agreement, as well as and the Forest Hills Board of Education:

[Student Network and Internet Acceptable Use and Safety policy](#)

[Cellular Telephones and Personal Communication Devices policy](#)

[Student Education Technology Acceptable Use and Safety guidelines](#)

[Wireless Communication Devices guidelines](#)

Forest Hills School District believes technology and its utilization enhances the quality and delivery of education and is an important part of preparing children for life in the 21st century. The community of technology users must understand that the internet is a global, fluid community that remains largely unregulated. While it is an extremely valuable educational tool, there are sections that are not commensurate with community, school or family standards. However, FHSD believes that the internet's advantages far outweigh its disadvantages and therefore will provide an internet filtering device which blocks access to a large percentage of inappropriate sites. However, it should not be assumed that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, FHSD considers access to the internet and computer resources a privilege, not a right. Therefore, users violating the district's Acceptable Use Agreement may be subject to revocation of these privileges and potential disciplinary action. The district also reserves the right to report any illegal activities to the appropriate authorities. Ultimately, parents and guardians of minors are responsible for conveying the standards that their children should follow when using media, internet and information sources and upholding the standards of the district. All students must have a current, signed Acceptable Use Agreement on file with their school of attendance or they will not be permitted to access the district network or the internet.

The district employs a number of strategies in order to maximize learning opportunities and reduce risks associated with utilizing the network and internet. These strategies are as follows:

### General

- Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
- The school district may regularly monitor students' internet usage.
- Students and teachers will be provided with training in the area of internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Students will treat others with respect at all times and will not participate in actions that may bring the district into disrepute.

### Network

- Students will access the network and internet with specific teacher permission and supervision and further understand that activities on any school computer may be observed directly or remotely.
- Students will not access or use files, utilities or applications capable of altering intended computer or network performance, settings or access.
- Students will not use or attempt to gain unauthorized access to student, faculty or administrative

passwords; folders, work, files or accounts; network administrative programs or equipment; and will protect the secrecy of home/school accounts and passwords.

- Students will refrain from using the network for financial gain, political gain, commercial activity or any illegal activity.

### **World Wide Web**

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicize personal information.
- Students will only download materials or images relevant to their studies.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

### **Email**

- Students are provided email accounts in grades K-12. However, only students in grades 7-12 can send/receive emails from domains outside of foresthills.edu. Some exclusions apply for ProgressBook or other district approved domains.
- Students will not send or receive any material that is illegal, obscene or defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.

### **Social Networking**

- Chat rooms, discussion forums, Weblogs and other electronic communication forums will only be used for educational purposes.
- Student social network accounts should only be used during the school day for educational purposes.

### **Software Accounts**

The district is permitted to sign students up for accounts such as Glogster or Symbaloo which allow districts to provide accounts with parent permission. The district reviews privacy policies to ensure student privacy is protected.

### **School Website**

- Students may be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The website will be checked regularly to ensure that there is no content that compromises the safety of students or staff.
- The publication of student work will be coordinated by a teacher.
- Students' work may appear in an educational context on web pages.
- Personal student information including home address and contact details will be omitted from school web pages.
- Students will own the copyright on any work published.

### **Personal Cellular Devices**

- Students using their own cellular technology in school, such as leaving a mobile phone turned on during school hours, using it in class without teacher permission, or the unauthorized taking of images with a mobile phone camera (still or moving) is in direct breach of the district’s Acceptable Use Agreement as well as the district’s Student Code of Conduct.
- Students may use cellular technology in class for educational purposes with teacher permission.

**Sanctions**

Misuse of the network or internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in some cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

**General Provisions**

Students and parents should familiarize themselves with information on the following legislation relating to internet use:

**Children’s Internet Protection Act of 2000**

The district will have the following in continuous operation, with respect to any computers belonging to the district and having access to the internet:

- 1) A qualifying “technology protection measure,” as that term is defined in CIPA; and
- 2) Procedures or guidelines developed by the Department of Curriculum, Instruction and Assessment and the Technology Department which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic or harmful to minors, as those terms are defined in CIPA.

Such procedures or guidelines will be designed to:

- 1) Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the internet and the World Wide Web;
- 2) Promote the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- 3) Prevent unauthorized access, including so-called “hacking,” and other unauthorized activities by minors online;
- 4) Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- 5) Restrict minors’ access to materials “harmful to minors,” as that term is defined in CIPA.

**Rental Devices**

Technology augments the curriculum and is necessary in a 21st century world. Therefore, the district offers rental computers to students in grades 7-12. The cost for a rental device is \$50 per semester of use. The repair cost schedule listed below applies to rentals as well as devices in grades K-6.

**Damage/Replacement Cost**

If a student damages a district device while it is in their care, the below fee schedule will be used. A bill will be sent directly to the parent. If the damage was not caused by the student, the building administrator will investigate and make a determination of action.

**Repair Cost Schedule**

Item	Cost
Broken Screen	\$75
Broken Case (Chromebook cases cannot be repaired)	\$100-\$250 (receipt for part + labor will be provided)

Keyboard Replacement	\$75
Complete Device Replacement (if determination that the device cannot be repaired)	Actual cost minus depreciation. Fixed depreciation of 20% per year for laptops and 33% per year for Chromebooks.

**Loaner Devices**

If a personally owned device requires a repair, a loaner device will be provided to the student. If the student keeps the loaner device for more than 60 days, the \$50 fee for that semester will be applied, as well as \$50 for the following semester if the student opts to keep the loaner.

**Personally Owned Devices**

Personally owned devices are the responsibility of the student. The district will be held harmless for replacement/repair unless an alternative determination is made by the Principal or Director of Technology.

- Students are responsible for installing antivirus on devices that attach to the district network.
- If the district suspects that inappropriate activity is taking place on a personally owned device, the district reserves the right to hold the computer and/or cell phone. A parent/guardian will be contacted.