

# Acceptable Use Policy

## School City of Hammond

**STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY (AUP)**  
**(In accordance with Children's Internet Protection Act [CIPA]**  
**and School City of Hammond Board Policy 7540 and 7540.03)**



AUP PURPOSE: Hammond High School provides all students access to the Internet, network resources as well as computer labs and tablet computers at designated grade levels, as a means to promote achievement and provide diverse opportunities during the educational experience. This policy provides guidelines and information about the limitations that the school imposes on use of these resources. In addition to this policy, the use of any school computer, including tablet computers, also requires students to abide by the SCH Technology Use Guidelines as stated in the Student Code of Conduct. Additional rules may be added as necessary and will become a part of this policy.

### **TERMS OF THE ACCEPTABLE USE AND INTERNET SAFETY POLICY**

Specifically, the student: Will adhere to these guidelines each time the Internet is used at home and school.

1. Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded or transferred on district-owned technology are not private.
2. Will use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber Bullying such as personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks are to be reported to responsible school personnel. Rules of netiquette should be followed conducting oneself in a responsible, ethical and polite manner.
3. Will follow copyright laws and should only download/import music or other files to a district owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
4. Will never reveal identifying information, files or communications to others through email or post to the Internet.
5. Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
6. Will not share passwords or attempt to discover passwords. Sharing a password could make you liable if problems arise with its use and subject to disciplinary action.
7. Will not download and/or install any programs, files, or games from the Internet or other sources onto any district owned technology. This includes the intentional introduction of computer viruses and other malicious software.
8. Will not tamper with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of the computer or computer files. Damage to computers may result in felony criminal charges.
9. Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations.
10. Will use technology for school-related purposes only during the instructional day while refraining from use related to commercial, political or other private purposes.

11. Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).
12. Will not connect any personal technologies such as tablets and workstations, wireless access points and routers, printers, iPods, smart phones, PDAs etc. to district owned and maintained local, wide or metro area network. These personal devices are not supported by SCH technical staff.
13. Will keep tablet secure and damage free. Follow these general guidelines:

- Do not loan your tablet or charger and cords.
- Do not leave the tablet in vehicle.
- Do not leave your tablet unattended.
- Do not eat or drink while using the tablet or have food or drinks in close proximity to the tablet.
- Do not allow pets near your tablet.
- Do not place the tablet in floor or in sitting area such as couches or chairs.
- Do not leave the tablet near table or desk edges.
- Do not stack objects on top of your tablet.
- Do not leave the tablet outside or use near water such as a pool.
- Do not check the tablet as luggage at the airport.

**Violation of any part of the AUP will result in discipline of a progressive nature.**

- 1<sup>st</sup> Offense – verbal warning and parent contact
- 2<sup>nd</sup> Offense – after school detention
- 3<sup>rd</sup> Offense – ICBM and loss of device for ICBM day
- 4<sup>th</sup> Offense – three days of OSS

Any AUP offenses beyond the fourth offense will result in the loss of all technology resources including but not limited to the tablets, student workstations, and video/photo equipment.

By signing this you agree to abide by the conditions listed above and assume responsibility for the care and proper use of SCH technology. SCH is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions or reasons beyond the district's control. Information obtained via the Internet and other sources using SCH technologies is not guaranteed as to its accuracy or quality. I understand that should I fail to honor all the terms of this Policy, future Internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action outlined in the SCH Student Code of Conduct and, if applicable, my Tablet computer may be recalled. By signing below, I give permission for the school to allow my son or daughter to have access to a tablet computer and the Internet under the conditions set forth above.

**Student Photo/Video Release**

*As we participate in our community, we have opportunities to provide photos and videos of our students in newsworthy events. Photos and video footage may be used in newspapers, school promotions, teacher training, approved websites, school brochures, fliers, and television news.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent/guardian, my signature indicates I have read and understand this Acceptable Use Policy, and give my permission for my child to have access to the described electronic resources. I also understand that I will be held financially responsible for the tablet computer that my child is assigned.

Parent/Guardian (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the student, my signature indicates I have read or had explained to me and understand this Acceptable Use Policy, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Terms and Conditions:** *This AUP is valid from the date of signature to graduation.*