

Evergreen Park Community

High School

Responsible Use Policy and Procedures

For Technology

2020-2021

Evergreen Park Community High School Technology Use Acknowledgement Page

- I understand my child will be participating in the EPCHS 1:1 program. I am aware that the provided device is owned by the Evergreen Park Community High School District. I am aware that the care and responsibility of the device as outlined in the Responsible Use Policy and Procedures for Technology, both in and out of school, lies with my child.
 - I understand that an **iPad fee of \$125 is due per year** for my student's device. I understand that current market replacement cost (approximately \$500) of the device is due if my student's device is lost or stolen and there is no verifiable proof of theft (forced entry).
 - I understand that after paying this fee for four consecutive years the device will become my property at the end of fourth school year. The district, however, retains ownership and control of the device until this time.
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The Responsible Use Policy and Procedures for Technology is available for download from the website at www.evergreenpark.org and I have read, understand, discussed the material with my child, and agree to comply with the guidelines.

I acknowledge that the District provides access to the District Technology as a privilege and that inappropriate use may result in discipline, as can off-site use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment.

I ACKNOWLEDGE THAT I HAVE NO EXPECTATION OF PRIVACY IN MY USE OF THE DISTRICT TECHNOLOGY AND THAT THE DISTRICT HAS THE RIGHT TO AND DOES MONITOR USE OF THE SYSTEM.

GUIDELINES FOR RESPONSIBLE USE OF DISTRICT TECHNOLOGY

A. Responsible Use

All users of District Technology must comply with the District's Guidelines for Responsible Use of District Technology ("Guidelines"), as amended from time to time. The System/Technology shall include all computer hardware and software owned or operated by the District, the District electronic mail system, the District web site, and District on-line services and bulletin board systems. "Use" of the System shall include use of or obtaining access to the System from any device whether or not owned or operated by the District.

Students have no expectation of privacy in their use of Technology. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District's electronic mail system. The District has the right to and does monitor the Technology used by students, including students' access of the Internet, as part of maintenance and to determine whether the use is consistent with federal and state laws and District policies and guidelines.

The District Technology System was established to comprise part of the District's curriculum and instructional program and is intended to improve communication between the District, students and their parents or guardians, and the community regarding school related matters. The District Technology System does not constitute a public forum.

B. Privileges

Students are given access to the District Technology to enhance their educational opportunities in line with the District's curriculum and instruction. Access to the System is a privilege and may be revoked at any time by the District. Inappropriate use may result in discipline, including loss of Technology privileges. The System, including all information and documentation contained on the System is the property of the District except as otherwise provided by law.

C. Prohibited Use

The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in section I of these Guidelines and the District's Student Discipline Code and rules. The System shall not be used to:

1. Engage in activities which are not related to District's educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, profane or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
3. Access, retrieve, view or disseminate any material in violation of any federal or state law or regulation, or District policy or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full

name, home address, or phone number of any student, District employee, or System user.

4. Transfer any software to or from the System without authorization from the System Administrator.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
7. Gain unauthorized access to, or disrupt or vandalize, the System or the data or technology system of any other individual or organization, including but not limited to engaging in computer "hacking", or downloading, uploading, or creating computer viruses.
8. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
9. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
10. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose personal account or password information of any user.
11. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
12. Send mass electronic mail to multiple users without prior authorization by the appropriate District administrator.
13. Conceal or misrepresent the user's identity while using the System.
14. Post material on the District's website without the authorization of the appropriate District administrator.

D. Discipline for Off-Site Use of Electronic Technology Which Disrupts or Can Reasonably Be Expected to Disrupt the School Environment

The District may discipline a student whose personal website, or other off-site activity involving technology, causes or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved use of the District Technology System.

E. Websites

Any website created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content of any website, including links, created by a student using the System must receive prior approval by the classroom teacher or an appropriate District administrator. All contents of a website created by a student using the System must conform to these Guidelines.

F. Disclaimer

The District makes no warranties of any kind whether express or implied regarding the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

G. Security and User Reporting Duties

Security in the System is a high priority and must be a priority for all users. Students are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline. A student who becomes aware of any security risk or misuse of the System must immediately notify a teacher, administrator or other staff member.

H. Vandalism

Vandalism or attempted vandalism to the System is prohibited and will result in discipline and in potential legal action. Vandalism includes but is not limited to downloading, uploading, or creating computer viruses.

I. Consequences for Violations

A student who engages in any of the prohibited acts listed above shall be subject to discipline which may include: (1) suspension or revocation of System privileges, (2) other discipline including suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse of the System by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her System use privileges have been wrongfully limited may request a meeting with the building principal to review the limitation. The decision of the building principal shall be final.

IPAD POLICY AND PROCEDURES

1. RECEIVING YOUR iPad & iPad CHECK-IN

1.1 Receiving Your iPad

iPads will be distributed each fall to incoming freshman and transfer students. Parents & students must sign and return the **signature page** of the Responsible use Policy and Procedures for Technology before the iPad can be issued.

iPad Check-in

If a student withdraws from Evergreen Park Community High School (EPCHS) during the school year, the iPad, along with the charger and cord, must be returned at that time.

1.2 Fees for missing or damaged iPad

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at EPCHS for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad upon termination of enrollment at EPCHS, they are subject to full replacement cost until the iPad is returned or associated fees are received. Failure to return the iPad within 5 working days after un-enrollment from EPCHS, will result in a theft report being filed with the Evergreen Park Police Department. The student must return the device and accessories to EPCHS in satisfactory condition. The student will be responsible for any damage to the iPad and accessories. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

2. TAKING CARE OF YOUR iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be immediately taken to the EPCHS Technology Office for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow this policy.
- Cords and cables must be inserted and disconnected carefully to prevent damage to the iPad.
- **iPads must never be left in an unlocked locker, vehicle or any unsupervised area.**
- Students must not take off any EPCHS Asset Tags.
- Students must not modify or personalize their iPad case; the case should be returned in the same condition as it was issued.

2.2 Carrying iPads

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school.

The guidelines below should be followed:

- iPads should always be within the issued protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the device.
- Do not place anything in the carrying case that will press against the device.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. USING YOUR iPad AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad device. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed. Repeat violations may result in discipline action.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair with the EPCHS Technology Department. There may be a delay in getting an iPad should the school not have enough to loan.

3.3 Charging the iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening.

3.4 Screensavers/Background photos

- Any media deemed inappropriate by EPCHS staff may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are prohibited and will result in discipline.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is not to be downloaded to the iPad.
- Students are responsible for carrying earphones at all times.
- Students are not permitted to download applications and games. Any personally downloaded games and applications (apps) will be removed.

3.6 Printing

Printing is discouraged in order to preserve resources. However, printing will be available through a request to the teacher. Students can work with teachers to print in instances where printing cannot be avoided. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

3.7 Home Internet Access

Students are allowed to connect to wireless networks on their iPads. This will assist them with iPad use while at home. The policies outlined in this document are applicable to home use of an EPCHS provided device. Any violation of the policy will result in the student's home use privilege being suspended. Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support. If a student does not have Internet access at home,

information on affordable Internet plans are available through Comcast at <https://www.internetessentials.com/> or 1-855-8-INTERNET.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students may save work to the Apple iCloud, the district server, Dropbox or Google Drive from their iPad. Students may also e-mail documents to themselves for storage on a flash drive or District server. Storage space will be available on the iPad – BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

Evergreen Park Community High School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data. It is a violation of the Acceptable Use Policy to use applications that bypass EPCHS Proxies and filtering. Repeat violations will result in disciplinary action.

5. SOFTWARE ON IPADS

5.1 Originally Installed Software

The software apps originally installed by EPCHS must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. Periodic checks of iPads will be made to ensure that students have not removed required apps. Repeat violations will result in discipline action.

5.2 Additional Software

EPCHS will synchronize the iPads so they contain necessary apps for academic work. In this event, student purchased/downloaded apps will be removed. In the event that space is needed on iPads for academic related apps, student downloaded/purchased apps will be removed. Students may not synchronize iPads to home syncing accounts.

5.3 Inspection

Students may be selected at random to provide their iPad for inspection. If a student's device is requested for an inspection, passwords to unlock the device must be provided. EPCHS reserves the right to confiscate the device for any reason at any time.

5.4 Procedure for re-loading software

If technical difficulties occur, illegal, or non-EPCHS installed software or apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software upgrades

Upgrades of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

5.6 Apple ID and iTunes

Students will be provided a free Apple ID and iTunes account using their EPCHS email address.

5.7 Lost iPads

If a device is lost or stolen, the student will work with EPCHS staff to identify the location of the device for recovery. This includes providing all access to accounts to assist with identifying the location of the iPads.

6. ACCEPTABLE USE

The use of EPCHS District technology resources is a privilege, not a right. The privilege of using the technology resources provided by the EPCHS District is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled at Evergreen Park Community High School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The EPCHS District's Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that should be followed on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- At registration, fee days, back to school night, or another scheduled time you will receive necessary information regarding the 1:1 program and are required to sign the Acceptable Use Policy and Permission/Acknowledgement forms.

6.2 School Responsibilities

- Provide Internet access at school.
- Provide information on various home Internet options.
- Provide academic email account to its students.
- Provide Internet blocking of inappropriate materials as able while utilizing EPCHS Internet within the limits of available technology.
- Provide network data storage areas. These will be treated similar to school lockers. EPCHS reserves the rights to review, monitor, and restrict information stored on or transmitted via EPCHS District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research, and academically related activities, help ensure student compliance of the acceptable use policy.

6.3 Student Responsibilities

- Read, understand and follow the EPCHS District Acceptable Use Policy for technology.
- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to iPad/computer use.
- Technology resources shall be used in an appropriate manner that does not result in the informational damage of school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via EPCHS District’s designated Internet System is at your own risk. EPCHS District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Physical damage to devices should be reported immediately to school staff. Failure to report damage in a timely manner may result in additional repair cost.
- Secure iPad devices against theft or loss.
- Help EPCHS protect our computer system/device by contacting technology staff about any security problems they may encounter.
- Monitor all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information. Securing the iPad includes storing device out of sight and in a restricted access location.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to bring his iPad to an EPCHS teacher or administrator immediately.
- Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Students will respect the rights of copyright owners.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at EPCHS for any other reason must return their iPad on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing EPCHS Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games when class is in session.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student’s accounts, files, and/or data.

- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully or harass another person is strictly prohibited.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the EPCHS web filter through a web proxy, phone tethering, and any other means.
- Bullying as defined in EPCHS Board Policy will not be tolerated.
- The use of explicit websites and information is prohibited at all times.

6.5 iPad Care

- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- iPad batteries must be charged and ready for school each day. Failure to have the iPad charged may result in disciplinary action.
- iPad cases furnished by EPCHS must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- iPads that malfunction must be reported to the EPCHS Technology Department. The school district will be responsible for repairing iPads that malfunction.
- iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired. Students will be provided a temporary iPad while their assigned device is being repaired. **EPCHS will cover 1 damage claim per year.**
- iPads that are stolen must be reported immediately to the Evergreen Park Police Department and EPCHS Technology Department. Police reports should not be filed if the iPad is misplaced or left somewhere unintentionally. **EPCHS will only cover 1 theft claim per year.**
- iPads that are lost must be immediately reported to the EPCHS Technology Department for tracking and locating.
- **Students will be charged the replacement cost for lost chargers (\$20) and/or cords (\$20).**

6.6 Legal Propriety

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the EPCHS Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

- Use or possession of hacking software (e.g. jailbreaking) is strictly prohibited and violators are subject to disciplinary consequences. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Conduct and Discipline

EPCHS administration reserves the right to modify discipline based on the severity of the student's action. Violations of general student behavior policies will, of course, be subject to appropriate disciplinary actions.

7. PROTECTING & STORING YOUR IPAD COMPUTER

7.1 iPad Identification

EPCHS has unique ways to identify each device. These identifiers are to remain intact and not be tampered with.

7.2 Storing your iPad

Nothing should be placed on top of the iPad. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home. Extreme temperatures may permanently damage devices.

7.3 iPads Left in Unsupervised Areas

Under no circumstance should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it should be taken to EPCHS Technology Office. Multiple offenses will result in disciplinary action.