

# **Somerset Berkley Regional School District Acceptable Use & Internet Safety Policy (AUP/ISP)**

## **SOMERSET BERKLEY REGIONAL HIGH SCHOOL**

### **Computer, Network, and Internet - - Terms and Conditions**

The Somerset Berkley Regional School District (SBRSD) believes that the use of computers and networked services, including the Internet, have become, if used appropriately, an integral part of the educational program. To this end, SBRSD provides both computers and network access for educational purposes, which includes the preparation and completion of classroom lessons and assignments; use of online educational resources; independent research; and other pertinent school business. This policy is intended to comply with the Children's Internet Protection Act (CIPA, NCIPA), and the Protecting Children in the 21st Century Act.

SBRSD expects all students, teachers, staff, and families to work together in creating a safe and secure learning environment when using technology. In support of this, SBRSD takes several steps to accomplish this goal, including educating students about appropriate online behavior in social networking and being aware of cyberbullying and responses to it. In addition, SBRSD implements both network filtering and monitoring to help encourage and supervise appropriate behavior.

SBRSD expects that parents/guardians will supervise their child(ren) when using technologies from home. It is the responsibility of all computer users to make sure they comply with providing a safe and secure learning environment when using technology.

SBRSD has implemented the LARK framework, which provides general principles and guidelines that we expect our students to follow:

#### **L.A.R.K.: Legal, Appropriate, Responsible, and Kind**

**Legal:** Respect copyright laws by copying text, pictures, music and videos only with permission, and by citing where the materials were found. Permission must be obtained before taking pictures or videos of others. Illegally copied or downloaded software, files, pictures, music or games may not be used on any SBRSD computer, nor may the computers or networks be used for any illegal purpose.

**Appropriate:** School technology is to be used for educational purposes, and only appropriate words and images may be used and viewed. If inappropriate materials are viewed or received, it is the responsibility of the recipient to delete them. The guidelines set forth in the Acceptable Use and Internet Safety policy should be followed at all times.

**Responsible:** Diligent care should be taken with all hardware, systems settings (including shared computer screensavers or systems files) and software, so as to prevent damage, changing, or misuse, whether intentional or not. Personal information and passwords should be kept private.

**Kind:** Using computers does not change our obligations to be kind to one another. Do not use the computer to tread on the rights or feelings of others when communicating online. Be polite and kind when using online communications, and tell an adult if you observe misuse of online communication that might be harmful to you or to others.

Although the Internet offers vast opportunities to access resources, we must maintain an environment that promotes both responsible and ethical conduct in all computer activities conducted by students and staff.

*STAFF AND STUDENTS ARE TO ACT RESPONSIBLY IN FOLLOWING OUR ACCEPTABLE USE/INTERNET SAFETY POLICY (AUP/ISP) FOR EDUCATIONAL PURPOSES ONLY.*

## **Acceptable Use/Internet Safety Policy**

Somerset Berkley Regional High School provides access to many kinds of equipment and networked resources. Members of the SBRSD community are encouraged to use the computers, peripheral hardware, software applications, electronic mail, and software installed by SBRSD technology department for educational or school-related activities and for the exchange of useful information. The equipment, software, and network capacities provided through SBRSD computer services remain the property of the Somerset Berkley Regional School District.

Access to SBRSD computing resources, including the Chromebook provided, is a privilege, and certain responsibilities accompany that privilege, including those described in this policy. SBRSD users are expected to demonstrate the same level of ethical and professional behavior as that of face-to-face or written communications.

### **General Principles**

1. Follow the LARK principles at all times when using school computers or networks, regardless of location or device.
2. Do not attempt to damage, subvert, or bypass the SBRSD network (including firewalls and network filtering), SBRSD computers, or equipment belonging to others.
3. Any student owned electronic devices, such as cell phones, etc. are subject to the Electronic Device Policy as noted in the Student Handbook.
4. Do not attempt to modify the computing hardware provided by SBRSD.
5. SBRSD recognizes that the Internet has become a focal point for entertainment, business, and social uses as well as education.
6. Any information contained on any device purchased or leased by SBRSD is considered to be the property of Somerset Berkley Regional High School. SBRSD reserves the right to inspect any data, including email, and instant messages, stored on SBRSD devices or transmitted on SBRSD networks at any time, in order to retrieve SBRSD information and records, engage in routine computer maintenance and housekeeping, carry out internal investigations, check Internet access history, provide data or files to law enforcement authorities, or for other purposes related to school business. SBRSD staff may take immediate action as needed when a problem has been detected, including disconnecting systems from the network and blocking email messages or other uses that threaten the security, integrity, or functionality of the network.
7. All users must understand that SBRSD cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated digitally.

### **Use of the Network**

1. The school network is to be used for educational purposes that are for the purpose of work pertaining to your SBRHS class work only.
2. Students are not allowed to bring in their own computing devices. Upon delivery of school-issued devices to all students, any non-District owned devices will not be allowed to connect to the school network.
3. Student Chromebooks will be assigned automatically to Google Management Admin server.
4. Streaming is allowed for educational purposes only. Streaming media for entertainment (such as YouTube, Netflix, Hulu, Vimeo, HBO Go, Pandora, Spotify, and others) is not permitted on the SBRHS

network. Non-educational use IS NOT ALLOWED as it can overload the network, interfering with the educational work of others.

5. Overloading the network, bypassing or otherwise interfering with the network infrastructure (including firewalls, network filters, and network monitors), attempting to subvert the security of other computer systems, or using the network to interfere with the work of other students, teachers, and staff, IS NOT permitted.
6. Playing computer games IS NOT permitted in the library media center, or in any situation which interferes with the network use or educational work by other students.

### **Examples of Inappropriate or Unacceptable Use**

1. Forging, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
2. The creation, propagation and/or use of computer viruses are prohibited.
3. Deleting, examining, copying, or modifying files or other data belonging to other users is prohibited.
4. Unauthorized copying or installation of software belonging to the school is prohibited.
5. The hardware or software shall not be altered, mishandled, or abused in any way, aside from normal software customization.
6. Gambling activities are prohibited.
7. Accessing proxy sites, installing software or plugins to use proxy services, or other attempts to bypass the security or other network filtering of the SBRHS network is prohibited.
8. Intentionally destroying, deleting, or disabling SBRSD-installed software on any SBRSD computer is prohibited.
9. Vandalism, including (but not limited to) any attempt to harm or destroy the data of another user; to harm the network or any networks or sites connected to the network or Internet; or to breach security codes or passwords is prohibited.
10. Illegally copied or downloaded software, files, pictures, music or games may not be used on any SBRSD computer, nor may the computers or networks be used for any illegal purpose.

### **Personal Safety**

Users are expected to refrain from posting inappropriate personal information about themselves or other people on the Internet during school hours. Users will promptly disclose to a school administrator any message they receive or view that is inappropriate in nature.

### **Illegal Activity/System Security**

Users will not attempt to gain unauthorized access to the District system or to any other computer system through this local area network or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's hardware and files. These actions are illegal, even if only for the purpose of "browsing". Users will not make deliberate attempts to disrupt the computer system's performance or destroy data by spreading computer viruses or by any other means. These actions are illegal. Users will not use the District network to engage in any illegal acts.

Users are responsible for the use of their individual account(s) and should take all reasonable precautions to prevent others from being able to use/access their account. Under no conditions should a user provide their password to another person. Users will immediately notify the main office or administration if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access. Users will not upload, create, or spread computer viruses.

Violations may result in a loss of access as well as other disciplinary or legal action. Consequences may include, at the discretion of school staff:

- Confiscation of the SBRSD computer or other device
- Loss of access to the network
- Revocation of privileges, athletic participation, or extracurricular participation
- Parental/Guardian meeting
- Saturday School
- Principal's Hearing (37H3/4)
- Felony charges:
  - MGL Ch. 266, Section 126a
  - Willful Destruction of Private Property (in severe cases) /Theft: Because of the importance of computing within the SBRHS curriculum, SBRHS prefers not to take computers away from students. However, if you break the AUP, it will be taken away and in cases of repeated violation of this policy, SBRSD reserves the right to take it away for any period of time up to and including the remainder of the school year.

### **SBRHS Online AUP/ISP Agreement Form**

All SBRHS students must complete the SBRHS Online AUP/ISP Agreement Form included in this document. This agreement includes a statement that the student has read and agrees to this policy. These statements are expressly incorporated as part of this policy. Before receiving a Chromebook, students must complete this form, and both students and parents/guardians must read and sign the following Computer Maintenance and Support Agreement, which incorporates this policy as well.

SBRSD expects that both students and parents/guardians have read both this policy and the Chromebook agreement before signing.

The decision of SBRSD regarding inappropriate use of the technology or telecommunication resources is final. In situations requiring repair or replacement of equipment, SBRSD may seek monetary compensation for such costs. Somerset Berkley Regional School District reserves the right to amend or revoke this policy.

### **Computer Care, Maintenance and Support Agreement**

The Somerset Berkley Regional School District (SBRSD) has initiated a program to provide each student with a Chromebook while the student is actively enrolled in Somerset Berkley Regional High School (SBRHS).

This agreement relates to the computer issued to the student while enrolled at SBRHS. By accepting possession of the computer, software, and related peripherals such as cables and chargers, we hereby agree to the following terms and conditions. We understand that by signing this agreement, we agree to participate in the SBRSD Chromebook Loaner Program.

#### **As a student, I agree to:**

1. Use the Chromebook as a tool for learning.
2. Bring a fully-charged Chromebook to school each day.
3. Follow the direction of teachers for when and if Chromebooks should be open and used in class.
4. Utilize device for academic work only.
5. Abide by all provisions of the SBRSD Acceptable Use Policy/Internet Safety Policy (AUP/ISP).
6. Use streaming media at school only when authorized by a teacher to do so.
7. Get permission from all people involved before making audio or video recordings.
8. Make my own backups of the data on the Chromebook on external storage devices or network-based backup services.

9. Only download large files and software updates while at home.
10. Keep my Chromebook with me or in a secure location at all times.
11. Keep the Chromebook in the appropriate, protective case provided by the tech department at all times.
12. Close my Chromebook and carry it in a protective sleeve or backpack when moving. I understand that walking with an open Chromebook is more likely to cause damage and loss of data.
13. Not mark the Chromebook in any way with markers, stickers, etc. School issued Chromebook case may be personalized on the top portion of the case without covering the identification information.
14. Not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the Chromebook.
15. Not eat or drink near the Chromebook, or use it with food or drink nearby as it may cause damages.
16. Not leave the Chromebook in a car or any other location in conditions of extreme heat or cold, which can damage the Chromebook.
17. Not use water or other cleaning solutions on the Chromebook. I will wipe the surfaces lightly with a clean soft cloth. I will avoid touching the screen.
18. Not loan my Chromebook to someone else.
19. Not damage, degrade the performance, or abuse my Chromebook or anyone else's Chromebook in any way.
20. Not try to repair it myself. I will bring Chromebook problems to the SBRHS IT Department.

**As a parent/guardian, I agree that:**

1. I am responsible for supervising my student's Internet and computer use at home.
2. I understand that school filtering services is active 24 hours per day, 7 days per week for the entire calendar year inside and outside of the school building and that monitoring software on the Chromebook will continue to monitor and record Internet history.
3. I am responsible for allowing my student to locate access to Internet service. A low cost internet service can be found at [www.internetessentials.com](http://www.internetessentials.com).
4. I will ensure my student will abide by the terms of this agreement and the SBRHS Acceptable Use Policy/Internet Safety Policy.

**Together, as student and parent/guardian, we agree that we:**

1. Have read, understand and agreed to adhere to the SBRHS Acceptable Use Policy/Internet Safety Policy and the SBRHS Chromebook Care, Maintenance and Support Agreement.
2. Understand that only the student has the right to use the Computer System while enrolled at SBRHS.
3. Understand that the student must comply with the software license agreements for the software installed on the computer.
4. Agree to return the Computer System, including all peripherals, to SBRHS in the same condition as when we took possession, excepting reasonable wear and tear, by the deadline established by the school if we transfer from SBRHS or withdraw before graduation. This means that the Chromebook and charger must be fully operational with no cracks, dents or breakage of the case. They must be free of markings other than those made by Somerset Berkley Regional School District. We understand that SBRSD may charge a late fee equivalent to the cost of the remaining lease value of the Computer System and/or seek any other appropriate remedy.
5. Will not sublease, sell, or otherwise grant any individual or business any right or security interest to the Computer System, or otherwise encumber Somerset Berkley Regional School District's lease or ownership of the equipment.

**Extended Maintenance Fee (EMF)**

Somerset Berkley Regional High School will protect the device against accidental damage, theft, fire, flood, natural disasters, power surge and vandalism. Police reports will need to be filed through law enforcement for

theft, fire, flood and vandalism. This EMF will cover full replacement cost coverage and will protect the item worldwide (on and off school grounds). If the damage is deemed intentional, you will be responsible for the replacement/repair costs. The coverage is also transferrable to the replacement unit. Lost items are not covered by the EMF. If a Chromebook is lost, the replacement cost is approximately \$250. **Students are responsible for replacing lost power cords.** The EMF offers our families full coverage on Chromebook repairs, theft and accidental damage. Upon graduating from SBRHS, you will be able to keep your Chromebook.

**All incoming freshmen will pay a one-time \$100 EMF. The EMF fee covers the above for the 4 years of high school.**

**If a student transfers into SBRHS the following EMF must be paid:**

**Sophomore: \$75**

**Junior: \$50**

**Senior: \$25**

#### **Chromebook Repair Pricing**

Hinge Set	\$20.00
WiFi Card	\$20.00
Top/Bottom Cover	\$25.00
Protective Case	\$25.00
LCD Bezel	\$30.00
Touchpad	\$35.00
LCD Back Cover	\$45.00
LCD Panel	\$45.00
Battery	\$55.00
Keyboard	\$70.00

#### **Steps for Repairs**

When a Chromebook needs to be repaired, the student should take the following steps:

- All claims should be reported to the SBRHS IT Department immediately. **DO NOT TRY TO FIX THE DEVICE YOURSELF.**
- Damaged Chromebooks will be repaired in-house.
- In the case of damage or theft, SBRHS will make a loaner Chromebook available for student use. There are a limited number of loaner Chromebooks.
- In the event of a theft, fire, flood and vandalism you must report the incident to a law enforcement agency immediately and no later than 3 days after the theft. A Police Report must be submitted with your claim. Filing a false Police Report is a felony under the law.

**Somerset Berkley Regional High School**  
**SBRHS AUP/ISP & Care, Maintenance, and Support Sign-Off**

**Terms and Conditions Statement:**

I (we) have read the **SBRHS AUP/ISP** and **SBRHS Computer Care, Maintenance and Support Agreement** and agree to abide by the terms and conditions herein. Specifically, I (we) acknowledge that the computer is on loan and remains the property of Somerset Berkley Regional School District. If the student leaves SBRHS for any reason prior to graduating, the computer must be returned in good working condition showing only reasonable wear and tear.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

YEAR OF GRAD: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_