

**Florence Unified School District
High School Acceptable Use Policy 2017-2018**

You have a wonderful opportunity before you! You have the opportunity to use the school's technology resources for your education. These resources will broaden your horizons, provide diverse opportunities, and prepare you for the world of today. You will be able to access the Internet with school resources. The Internet has great options for sharing ideas and knowledge, but it also has the potential for misuse. That is one reason the Florence Unified School District filters the Internet in an effort to block inappropriate materials. It is our commitment to educate you about appropriate online behaviors including interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response.

This Acceptable Use Policy (AUP) will provide direction for the use of the resources, and will outline some cautions you must take, and will help you affirm your commitment to comply with this AUP.

1. You agree to act responsibly on any computer or communications system using Florence Unified School District's wired or wireless network services. The user agrees to follow all School and District rules for behavior and communications. Access is a privilege - not a right.

2. The primary purpose of the District network (including but not limited to the Internet, printers, laptops, etc.) is to allow users to conduct School business. Use of District resources will be limited to School related activities. Do not waste school resources by printing excessively.

3. You agree not to tamper with or attempt to illegally access or "hack" any Florence Unified School District computer resources. Intentional damage or misuse of computers or computer networks will not be tolerated. Intentional creation or spreading of a computer virus will not be tolerated.

4. It is your responsibility to protect your privacy; keep your password to yourself. Sharing a password, or logging in for someone else, is strictly forbidden. If you know of a security problem with your account or someone else's, inform the school administration immediately.

5. You agree to abide by the generally accepted rules of "netiquette," conducting yourself in a responsible, ethical, and polite manner while using any

Florence Unified School District technology resource. Suggested netiquette guidelines are available on the district web site.

6. The Florence Unified School District:

- Assumes no responsibility or liability for any loss of data.
- Use of any information obtained via the Internet is at your own risk.
- Specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- YOU are ultimately responsible for backing up your files.
- All technological devices brought onto school campus are subject to search and seizure.

7. Food and drink do not mix with electronic devices. Liquids, even water, will cause corrosion on the electrical parts inside. You are responsible for damage to district technological resources, whether the damage is a broken screen, a corroded electrical part, or a broken keyboard.

8. Help us to help you by reporting any vandalism or misuse of any school resources to the proper school personnel. In addition to the items above, the following activities are **prohibited**:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting, cyber bullying, or attacking others
- Damaging or modifying computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting resources
- Employing the network for commercial purposes, financial gain, or fraud

Violations may result in a loss of access as well as other disciplinary or legal action, per student handbook and/or board policy.

Discipline

The best discipline is self-discipline. Should the need arise for discipline beyond that regarding the use, or misuse, of your computer, your school's administration will determine the appropriate action. The administration will follow the school's code of conduct and Florence Unified School District Board policies, but there may be additional consequences for misuse of technology with possible disciplinary outcomes that could include: suspension, reduced application permissions, loss of access, or contact with appropriate legal entities such as law enforcement for possible misdemeanor or felony charges. In the event there is an allegation of misuse or violation of the AUP, you will be provided with a written notice of the alleged violation and have an opportunity to present an explanation. These are your Due Process rights. Access to the Florence Unified School District network is a privilege, not a right.

Bring Your Own Device (BYOD)

- Florence Unified School District Administration can search your personal device at school just like it is a district device.
- Florence Unified School District is not responsible for theft, damage or loss.
- It is not mandatory that you bring your own device to school.
- The Florence Unified School District Technology personnel will perform "best effort" support for these devices. This means the Technology Dept. will work on the device for a "reasonable" amount of time.
- The Florence Unified School District Technology personnel will not perform any upgrades to the devices and will not install software.
- Any "free" software the district uses can be installed on a personal device but "paid" software cannot be installed for legal reasons (ex. Office).
- Acceptable Devices:
 - Windows laptops
 - Windows tablets
 - Apple macbooks
 - Android tablets
 - Apple tablets
 - Kindle tablets
 - Nook Tablets
 - chromebooks

Publishing to the web

Parents, your child may have schoolwork that will be published on the Internet, most likely on the school website or the Florence Unified School District website. Such publishing requires that the Florence Unified School District have your

permission to publish that work. By agreeing to this AUP, you agree to allow the Florence Unified School District to publish your child's schoolwork where appropriate.

Withdrawal

If you withdraw from school officially or because you were absent (Unexcused) for 10 days in a row, you must return the laptop, charger and laptop bag to the Florence Unified School District since the laptop and accessories are district property. If the laptop and accessories are not returned, the Florence Unified School District will contact the appropriate law enforcement authorities.

Additional Rules for Utilizing School-Issued Laptops

As you grow older, you take on more responsibilities. Your choice to enroll at Poston Butte High School, San Tan Foothills or Florence High School has some added responsibilities. An important job for you is your care of the laptop. Here are some excellent rules to keep in mind when using your laptop:

Safety Issues

The Internet has great promise for sharing ideas and knowledge, it is also has the potential for misuse. The Florence Unified School District does filter the Internet in an effort to block material that is not appropriate for students. Your laptop will tap into that same filtered Internet whether you are at school or at home. You will not be allowed to configure your laptop's Internet access. The Florence Unified School District does not provide home Internet service; this service must be purchased from an Internet Service Provider. The technology department will configure your laptop so that your purchased home Internet service should operate on the laptop and use the district's Internet filter. Remember, even the best filter available will not stop someone who is intent on visiting inappropriate sites. Parents accept full responsibility for supervising their child's use when not in a school setting.

Some Do's and Don'ts:

1. Remember, if you use a district laptop is not yours personally. It belongs to the school district. Keep nothing on it that is so private that you wouldn't share it with a teacher, the principal, the technology department. Assume that your laptop can keep no secrets, because it can't. Your laptop will be treated like a school locker-it can be searched. Files stored on your laptop will not be private. FUSD is authorized to review any and all files, data, messages, and email at any time with or without notice. You **clearly understand** and **agree** that your own personal electronic hardware (such as a different laptop computer or any other

mobile learning device) used on district property falls under this AUP. You also understand and agree that you assume all risks and responsibilities when using your own personal computer equipment and that you will not connect any network-capable devices without prior written permission of the Site Technology Specialist. This connection privilege can be revoked without reason or notice.

2. Do not reveal identifying information about yourself or others through email or the Internet. That information includes name, age, address, phone number, photographs, or parents' names. Check with your teacher if something requires this information. It is better to be safe and guard your information. Identity theft is a growing problem.

3. Don't attempt to override the Internet filtering software or other network configurations. You also agree not to disrupt the District's computer systems and network, or log in as an administrator for the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, use or access proxies, access the internal portion of the laptop, or disrupt the District's systems or networks, will result in disciplinary action, which can include the possibility of felony charges.

4. Don't access, send, create, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal. If you receive any of those items, report it to a school administrator. This includes creating a website or webpage or adding to an existing website or webpage in order to "bully", intimidate, denigrate, or harass another student or staff member even if you did not use district resources to create, modify, or access the site as this will be considered an interruption of the educational process at school.

5. Social Networking sites (ex. Facebook, twitter, etc) will be available to students before/after school and during lunch. Access to these sites are a privilege and if this privilege is abused, these sites will be blocked from student access as a consequence. All the points in #8 above will apply when using the social network sites.

6. Don't use your district laptop or own device to gain access to the school's or other computer systems for any illegal activities, or go beyond their authorized access. This includes trying to login as another user or use another's account. This behavior is related to trespassing and will be treated as such.

7. Don't use your district laptop, own device or the network for commercial, political, or other private purposes. Your district laptop or own device is for your schoolwork.

Connecting to your Home Internet Service

The Florence Unified School District provides courtesy technical support for connecting your student's laptop to your home Internet service. However, not all Internet Service Providers are compatible with our Internet settings, and home Internet service is not guaranteed. Please check with the technology department if you have any questions. Generally, there may be a problem if special software is required to connect to the Internet. Also, generally, broadband and cable Internet connections are not a problem. Connection to any outside network is not guaranteed. Home Internet service cost is the responsibility of the parents, and is not required for enrollment in the Florence Unified School District.

Flash Drive Requirement

All students are required to have a Flash Drive to save and back up all of their work.

Laptop Bags

Laptop bags will be available for purchase in the school store for \$25. Please make sure to keep your laptop in your backpack if you choose not to purchase a laptop bag. This will keep the laptop from being damaged.

Care for District Laptops

Take good care of your district laptop. If a screen, keyboard, or any other component is broken the entire laptop must be replaced. The replacement cost for a laptop is \$500.00.

Taking good care of your laptop is cheap and easy.

Keep your district laptop safe. It is a target for thieves. Don't leave it sitting in a car in plain view. Better yet, don't leave it in a car at all (heat will damage the computer). Don't leave your laptop sitting around unattended. Keeping your laptop in a laptop bag that has padding is the best place for it.

Have the responsibility to treat your laptop correctly. Dropping it onto a desk or the floor can be damaging. Don't fling it around. Don't stack things on top of it. Don't hold it by one corner. Instead use two hands. If you think about how it might fall before it does fall, you can usually prevent that fall from happening in the first place. Don't loan your computer to someone else. You are the person

responsible for what happens to your laptop. You can't blame someone else for damage if you had the opportunity to stop damage from occurring. Brothers or sisters could do damage that you will be responsible for. Friends could too.

Do not write, color or draw on the top cover, bottom cover or palm rest of your district laptop. A \$20 fee will be assessed if your laptop has damage due to any of the above actions. Remember, this laptop is not your property. If there is a need to get it replaced, another student may receive this laptop after repairs are completed.

So what happens if some unfortunate thing happens? Report it to the school administration or technology office as soon as possible. If it is a stolen, contact the police as well. If it is damaged, contact the technology office. You may purchase insurance each year that will pay for repairs or replacement if something bad does happen. If you purchase insurance and damage to the computer occurs due to student neglect, the following deductibles will apply:

1st offense - \$100

2nd offense - \$100

3rd offense - \$100

The purchase of the laptop insurance is required and if it is not paid, you and your parents are responsible for the full repair or replacement cost.

Email

Students may have an email account from another provider, such as Yahoo or Gmail. You will have email access before school, during lunch, and after school. Additionally, students will be provided with a District sponsored "student safe" email account. It is very important that you keep your password secret! Someone else logging into your email and sending inappropriate messages will get you into trouble. You will be expected to use your school email for communicating with teachers and other staff.

Email etiquette expectations:

1. Keep your communications school-appropriate.
2. Your district email can and will be monitored. Please use it appropriately. Infractions may result in the loss of email use or other consequences.
3. Use clear, concise, and appropriate language. Think about what you have to say and how you say it. Email doesn't show sarcasm or wit as well as you might think.

4. Don't engage in personal attacks or harassment.
5. Respect privacy (yours and everyone else's). Do not re-post a message without the permission of the person who sent it. Don't share personal information.
6. Your district email can and will be monitored. Please use it appropriately. Infractions may result in the loss of email use or other consequences.

Copyright Infringement and Plagiarism

You must respect the rights of copyright owners. Copyright infringement happens when you inappropriately copy someone else's work that is protected by copyright. If you are unsure if something can be legally copied or not, request permission to copy from the copyright holder. You and/or your parents are responsible for any copyright penalties that you commit while using your laptop. You agree to abide by all patent, trademark, trade name, and copyright laws.

Plagiarism is when you take someone else's work and present it as if it were your own. Plagiarism is not acceptable and is not tolerated. All sources must be cited.

Labeling and Identifying

Each student laptop will be labeled accordingly: **Internally:** at the login screen where the student's name will appear above the login screen and at the user's home folder, where the name of that home folder will reflect the student issued the laptop. **Externally:** as a sticker.

Florence Unified School District will record the following information on each laptop:

1. Laptop Serial Number
2. Ethernet ID Number
3. Airport ID Number
4. Power Supply (Battery Charger) ID Number
5. Battery ID Number

You are required to keep the same equipment as was originally issued, unless those parts fail or are stolen or damaged. If stolen, report theft immediately to the school administration and appropriate law enforcement authorities. Bring damaged or failed parts to the tech department for evaluation and disposition. All replacement part IDs will be recorded as well.

Miscellaneous

- From time to time, the technology department may need to update your laptop. Your laptop can be remotely watched or even controlled. You will not be able to keep the laptop over the summer break.

- Generally, freshmen that are enrolled by the first day of school will receive a new district laptop if they are not using their own device. New students who enroll at other times of the year will not receive a new laptop, but will instead be issued a previously used laptop. Laptop models and features can and do change from year to year. There is not an upgrade program. The laptop you are issued is to be used throughout your attendance at Poston Butte, San Tan Foothills or Florence High School. If the same laptop cannot be used throughout your time at Poston Butte, San Tan Foothills or Florence High School such as from a theft, one will be issued that most closely resembles the model and features that your original laptop had when possible.
- Files (except music, video, movies, and some other miscellaneous files- please see the technology office for specific file types not backed up) are backed up, but **the student is ultimately responsible for backing up their files. Files lost are not the responsibility of the Florence Unified School District.** Back up yourself onto a personal flash drive or e-mail them to yourself.
- Re-imaging erases a district laptop. Only those files that have been backed up on the District's server are replaced. Music and video files are not replaced after a re-image, nor are some personalized settings.
- District laptop loaners are considered to be an extension of the originally issued laptop. This means that should a loaner suffer damage, the student who possesses it is responsible for the damages to the loaner laptop. Previous users of the loaner laptop are not considered in assessing damages to a loaner laptop.
- As batteries age, they tend to weaken. It will be the technology department's decision when a battery will be replaced should the need arise.
- Should the need arise; the Acceptable Use Policy may be modified by the Florence Unified School District.
- Student class files can be saved to the district's google drive site.
- You may save videos and music on the desktop or your flash drive.

Florence Unified School District
Grades 9-12
Acceptable Use Policy
2017-2018

By signing below, we accept and agree to the above Acceptable Use Policy. A separate application signifying Florence Unified School District Insurance acceptance has also been submitted.

Student Name _____ Grade _____
Please Print

Student Signature _____ Date _____

School _____

Parent Name _____
Please Print

Parent Signature _____ Date _____

Opt Out of Social Networks

If you do not want your student (s) to have access to the social networking sites (facebook, twitter, etc), please sign below.

Parent Name _____

Parent Signature _____ Date _____

