

# **Student Technology Computer Policy**

## **Acceptable Use of Internet/ Network**

Aspen View Academy supports use of the Internet and other computer networks for instructional and operational programs to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

This policy has been developed to:

1. Ensure security, reliability and integrity of the system.
2. Avoid situations that may cause Aspen View Academy to incur civil liability.
3. Maintain the image and reputation of Aspen View Academy as a responsible Internet user/provider.
4. Encourage responsible use of the Internet resources and discourage practices that degrade the usability of Internet services.
5. Preserve the privacy and security of individual user's subject to authorized employer review and legal processes.

The electronic information available to students and staff does not imply endorsement by Aspen View Academy of the content, nor does Aspen View Academy guarantee the accuracy of information received. Aspen View Academy shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. Aspen View Academy shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Aspen View Academy reserves the right to log network use and to monitor fileserver space utilization by all users, while respecting the privacy rights of users and outside users.

Administration establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

Aspen View academy complies with state laws for student privacy. You can access and view websites, privacy policies, and terms of use on our website under the student data privacy link. You as the parent and the student will need to review the link to understand the requirements of the law and acknowledge the usage of the websites that are used and approved by Aspen View Academy.

## **Delegation of Responsibility**

Aspen View Academy shall make every effort to ensure that this resource is used responsibly by students and staff.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user at Aspen View Academy and on the Internet.

Administration/Director of Technology shall have the authority to determine what is inappropriate use. Director of Technology shall be responsible for implementing technology and procedures to determine whether Aspen View Academy's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

1. Utilizing a Children's Internet Protection Act (CIPA) compliant technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by Aspen View Academy's administration.
- ~~1.2.~~ Following the guidelines of Colorado Student Data Transparency and Security Act (HB 16-1423) and the Family Educational Rights and Privacy Act (FERPA)
- ~~2.3.~~ Maintaining and securing a usage log.
- ~~3.4.~~ Monitoring online activities of minors through Securly.
- ~~4.5.~~ Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

### **Prohibitions**

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with AVA's policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Access to obscene or pornographic material or child pornography.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Transmission of any material that, at the Board's sole discretion, is unlawful, threatening, abusive, libelous, hateful, or encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, state, federal or international law.
13. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
14. Impersonation of another user, anonymity, and pseudonyms.
15. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
16. Loading or using of unauthorized games, programs, files, or other electronic media.
17. Disruption of the work of other users.
18. Destruction, modification, abuse or unauthorized access to network hardware, software and files.

19. Quoting of personal communications in a public forum without the original author's prior consent.

## **Security**

System security is protected with passwords. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to access another person's account or use a computer that has been logged in under another student's or employee's name.
3. Any attempt to circumvent user authentication or security of any host or network is prohibited.
4. Communications may not be encrypted to avoid security review.
5. Users who violate systems or network security could incur criminal or civil liability, as well as possible suspension or discharge.
6. Only office personnel shall have access to the office computers.
7. Gaming is not allowed on AVA owned device unless used by a teacher for classroom education.

## **E-mail**

All uses of the e-mail system must be consistent with the mission of Aspen View Academy. Guidelines for e-mail use include, but are not limited to, the following:

1. Harassment, whether through language, frequency, or size of messages is prohibited.
2. Reposting of personal communications without the author's consent is prohibited.
3. Students are prohibited from sending unsolicited bulk mail messages (e.g., junk mail, spam, etc.).
4. No chat rooms are permitted.
5. Personal e-mail is prohibited on an Aspen View Academy issued device.

## **Consequences for Inappropriate Use**

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services could be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions could be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Gaming will result in loss of device.

## **Copyright**

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

## **Safety**

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any Aspen View Academy computer/server utilized by students and staff shall be routed through a Children's Internet Protection Act (CIPA) compliant blocking/filtering software.

### **Internet safety measures shall effectively address the following:**

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

## **Education**

Aspen View Academy believes in educating our students on Internet Safety. By teaching students responsible internet behavior, develop a sense of responsibility and ownership for their online experience.

Administration/Director of Technology is responsible for providing education to our faculty, staff, and students in the following:

1. Educate parents/guardians about their children's use of the Internet.
2. Educate about the risks peculiar to computer communication.
3. Educate about rules for efficient, ethical, legal computer/network use.
4. Educate about the safe and appropriate computer social behavior.
5. Educate about the use of available and unavailable services.

Specifically, the mandatory Internet safety education must include lessons on cyber bullying awareness and response as well as teaching appropriate online behaviors for students on social networking sites and in chat rooms.

The Children's Internet Protection Act (CIPA) requires incorporating the law enacted by Congress that imposes new requirements on any school or library that receives funding for Internet access or internal connections from the E-Rate Program.

## Laptop Use Guidelines

The laptop and all its components are the property of Aspen View Academy.

Students who use the laptop, applications, and Internet must comply with Aspen View Academy's policies including the Acceptable Use Policy (AUP) and Handbook policies.

Students should have no expectation of privacy of information stored on, accessed from, or used with the laptop. Aspen View Academy reserves the right to inspect laptops and files at any time.

If technical issues arise, students must notify Aspen View Academy's technical staff as soon as possible.

Do not attempt to repair the computer.

Do not open the back cover of the laptop.

Keep air vents unblocked when laptop is turned on.

Use only the power adapter and battery provided with the laptop by AVA. No other adapter or battery should be used.

Under no circumstances (except in emergencies, drills) may laptops be left in unsupervised areas. These areas include and are not excluded to the school grounds and campus, cafeteria, locker rooms, library, unlocked classrooms or hallways.

If laptop fails or is lost/stolen, student may be required to complete hand-written work until loaner is provided.

Files/documents may not be deleted by anyone other than the original creator/owner or Aspen View Academy's technical staff.

All Sound will always be muted unless permission is obtained from the teacher.

Headphones will be provided by the student

Inappropriate content (refer to AUP, Handbook, and Tech Guide) will not be allowed on laptops.

Students must log in under their assigned username/password and will not share this information. Personal email accounts will not be allowed on student issued technology.

Student work files will be stored on the laptop, network or cloud provided services.

All files stored by students are subject for review.

Each computer is assigned to an individual student. The same laptop will be assigned to the same student while attending Aspen View Academy. In other words, a 6<sup>th</sup> grade student will have the same computer all 3 years. Checking in the computer at the end of each year for a computer refresh and update.

Students should never share their computer with another student.

## Responsibilities

### **5-8 Students 1:1**

Students must sign, understand, and agree to the “Laptop User Agreement”.

Students are responsible at all times for their assigned laptop and charger.

Students are responsible for carrying their laptop in a protective device such as a padded sleeve, padded backpack, or a bag made specifically for laptop use.

Students should not loan their laptop or any laptop component (charger) to another student.

Students are responsible for shutting down and charging the battery daily.

Students are responsible for reviewing and abiding by Aspen View Academy’s Acceptable Use Policy and Tech Use Guide.

### **K-4 Students 2:1**

Students must sign, understand, and agree to the “Laptop User Agreement”.

Students should not loan their laptop or any laptop component (charger) to another student.

Students are responsible for shutting down and charging the battery daily in their assigned computer cart.

Students are responsible for reviewing and abiding by Aspen View Academy’s Acceptable Use Policy and Tech Use Guide.

## Parent

Parents/guardians are responsible for reviewing the Aspen View Academy’s Acceptable Use Policy found in STUDENT HANDBOOK, the Student Data Privacy tab on the website, and this Technology Use Guide with their student.

Parents/guardians should monitor their student’s Internet activities on a regular basis.

Parents will be given access to Securly, which is an internet content filter that monitors the student’s internet usage.

## Students and Parents

Report a lost or stolen laptop as soon as possible. Replacement of the laptop is the responsibility of the student/parent/guardian. They are encouraged to check with homeowner’s insurance for coverage.

Replacement Fee Guide:

	<b>BAK USA Atlas 12</b>	<b>Lenovo 300e</b>
Total Replacement	\$450.00	\$350.00
Screen Replacement	\$200	1 <sup>st</sup> replacement covered under warranty/ 2 <sup>nd</sup> replacement \$100
Key Board Replacement	\$100	1 <sup>st</sup> replacement covered under warranty/ 2 <sup>nd</sup> replacement \$50
Charger/Power cord	\$50	\$50
Mouse (if issued)	\$10	\$10
Stylus Replacement	\$10	\$10

\*prices subject to change based on availability and market changes

## **Laptop Care & Maintenance**

Laptops must be transported in a laptop case designed for a laptop or other padded device to protect the laptop.

To prevent damage, laptops need to be either shut down or put in sleep mode when not in use.

Never leave a laptop unattended including on the floor where it could be stepped on.

Do not place food, liquids or other substances near the laptop that could result in damage.

Do not place heavy objects on top of the laptop. This is also important when placing in a locker or back pack.

Never attempt to repair, reconfigure, or download a program to a laptop or any of the peripherals.

Gaming is not allowed.

Do not write, draw, stick, tape, or adhere anything to the laptop (unless approved by Aspen View Academy).

Do not personalize the case or laptop using markers, stickers, etc. (unless approved by Aspen View Academy). Identification will be provided.

Keep the laptop and other electronic storage media away from electromagnetic fields.

Do not expose the laptop to direct sunlight, or prolonged extreme temperatures. In other words, don't leave a laptop in a car during extreme hot or cold temperatures for extended periods of time [more than an hour or two] or in a back pack outside.

Do not place the laptop on surfaces such as paper, cardboard, or carpet while it is turned on.

Do not carry the laptop while the screen is open or carry by the screen.

Do not place anything on top of the laptop nor lean or sit on it when it is closed.

Do not place anything in the laptop bag (if applicable) that may press against the cover or damage the laptop.

A computer stylus may be used when using the touch screen or in tablet mode (Do not use pens, pencils, etc. to touch the screen)

Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, paper, etc.)

Take care when inserting cords, cables and other removable storage devices to avoid damage to the laptop ports.

Clean screen, touch pad, and laptop with a lightly damp soft or microfiber cloth. Chemicals, cleaners, or a wet cloth are NOT approved cleaning devices.

Laptop should be turned off and unplugged during cleaning.

Laptop is required to be charged at home at night and brought to school with a full charge.

## **Laptop Repair Procedure**

A laptop in need of repair will be reported to AVA tech staff [computer specialist] in the building. You may be instructed to warranty the repairs through our 3<sup>rd</sup> party warranty company.

Students are issued a "loaner" laptop for use during repair (if available). Loaner may not have all capabilities.

Policies outlined in this handbook also apply to loaner laptops.

A loaner laptop may not be issued if damage is determined to be purposeful or due to negligence.

## **Year End Procedure**

At the end of the school year students will leave the laptop and all accessories at school.

The laptops and accessories will be inventoried and inspected for damage, any damage will incur a fee and the fee will be issued at the end of the school year.

All laptops and accessories will be secured in a designated storage room for the summer.