

No: 815  
SECTION: OPERATIONS  
TITLE: COMPUTER AND INTERNET ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY  
ADOPTED: October 13, 2008  
REVISED: August 8, 2017

The Mohawk Area School District recognizes technology is an essential instructional tool to help all students develop into critical thinkers who use data, innovation, and creativity in order to become skilled problem solvers and learners in the 21st century. Technology skills are a necessity for our students for lifelong learning, in the workplace, and in the global community. However, access is a privilege, not a right, and carries with it responsibilities for all involved. Misuse means any violation of this agreement or any other use that is not included in the agreement but has the effect of harming people, infrastructure, or hardware.

For the protection of students, filtering of content, monitoring of the network, and protection of information will be conducted in accordance with Act 197 (Pennsylvania House Bill 2262), The Children's Internet Protection Act (CIPA). Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the Internet may include the potential for access to inappropriate materials for school-aged students. Every user must take responsibility for his or her use of the network and avoid these sites.

The Family Educational Rights and Privacy Act (FERPA) is a law that protects the privacy of student education records. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to parties or under the conditions outlined in the law.

**Hardware devices and Software: Includes, but not limited to, all computers, laptops, chromebooks, tablets, printers, and all programs installed on said devices.**

- Hardware and software shall not be destroyed, modified, or abused in any way. Intentionally altering the files and/or the hardware on district computers will be viewed as vandalism. Each student will be held responsible for the intentional altering of a device that occurs while said device is in his/her possession.
- The user shall be responsible for damages to the District's equipment, systems, and software resulting from deliberate or willful acts. Students, parents, or guardians will be charged for willful damage to hardware.
- Mohawk Area School District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
- Mohawk Area School District assumes no responsibility for configuration, installation of software, or support of personal devices.
- Mohawk Area School District assumes no responsibility for lost, damaged or stolen devices. Students use their personal devices at their own risk.
- Mohawk Area School District assumes no responsibility for content viewed or accessed by students who "tether" their personal device and use their cellular data network.

- Personal devices must be powered off or silenced during the school day unless otherwise permitted by district procedures.
- Personal and District devices with camera and video capability can be used only for educational use when authorized by the building principal, district administration, or designated professional staff member for the purposes of participation in educational activities. The Board prohibits all other photography, audio recording, and/or video recording, via electronic devices by students during the instructional day in district buildings, on district property, and when engaged in a school-sponsored activity. The Board prohibits students from taking, storing, disseminating, transferring, viewing, possessing or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including, but not limited to, texting and emailing. Because such violations may constitute a crime under local, state and/or federal law, the district shall report such conduct to local, state and/or federal law enforcement agencies.
- Users are not permitted to load or use unauthorized or privately owned content onto any device.
- Users are responsible for backing up information on their district issued devices.

**Internet and Intranet: The Mohawk Area School District utilizes a local area network, a wireless network and provides access to the internet for academic purposes.**

- District devices will be content filtered at all times, removal of the program that governs this is not permitted.
- The internet, network, and computer technology may not be used for illegal activity; transmitting or willfully receiving offensive materials; hate mail; discriminating remarks; or to willfully obtain or send obscene, pornographic, sexist, racist, anarchist, violent or bomb making material. If for any reason such material is received, the material is to be deleted immediately. Saving, forwarding, or printing of said material is strictly prohibited.
- Users shall not intentionally seek information, obtain copies of, or modify data, or passwords belonging to other users or misrepresent other users on the network. Users may not give their password to anyone. Users may not send or receive a message with someone else's name on it.
- Any unauthorized attempt to access the Mohawk Area School District's servers, mainframe, routers, networking equipment, internet filters, or operating systems either from on campus or off campus will be considered an attempt at "hacking" and is prohibited.
- Network accounts are to be used only by the authorized owner of the account for an authorized purpose. Attempts to log on to the Internet, network or workstation under an assumed identification will result in cancellation of the user's privileges. Any user identified as a security risk, or having a history of problems with other computer systems may be denied access to the Internet or other technological services.
- The Mohawk Area School District reserves the right to log Internet use and monitor computer activity by remote access while still respecting the privacy of user accounts.
- The Mohawk Area School District may terminate the availability of Internet, network, or computer technologies accessibility at its sole discretion.

**Mohawk School District Chromebook Initiative**

- School District chromebooks will be provided to students for grades seven through twelve. Students are responsible for the general care of the chromebook they have been issued by the school.
- Students leaving the district must return the chromebook and charger to the district.
- Within a school year, insurance for first time hardware or software malfunction will be covered by the district. However, all other damages to the chromebook will be charged to the student, parents, or

guardians. Student, parents, or guardians will be charged the cost of repair or the full cost of replacement<sup>1</sup>.

- Within a school year, if a chromebook is damaged, a second or subsequent time, the student, parents, or guardians will be charged the cost of repair or the full cost of replacement<sup>2</sup>.
- Batteries should be fully charged each day upon entering the school building. It is recommended that students do not bring chargers with them to school.
- It is recommended that each student bring their own headphones or earbuds.
- It is recommended that the student carry the device in a bag/case that does not have anything else in it to school and each class. Do not place the Chromebook in a bag/case that has other heavy books or other objects that could cause damage to the chromebook.
- All district required apps take precedence over personal apps. Personal apps must/will be deleted if storage limits are exceeded.
- The chromebooks are pre-loaded with district apps. Other free apps will be required by teachers throughout the year. Students are required to create a personal play store account and download these free required apps. Students are also permitted to download other apps onto their chromebook. Paid apps required by teachers throughout the year will be installed by the tech team.
- Parents, teachers, or administrators can request that all non-essential apps be deleted and that the chromebook be locked down to prevent further installation of apps or access to social media sites.
- Lost chromebooks are the responsibility of the student. If a chromebook is lost, the student will be charged the replacement cost.
- Replacement cost for stolen chromebooks will be dealt with on a case by case basis. No stolen chromebook will be replaced without a copy of a police report.
- GoGuardian must be enabled on all student chromebooks. If a student disables GoGuardian and the chromebook is lost or stolen, the replacement cost for the parents will be the full cost of a new chromebook.
- Students are not to add stickers, decals, etc or add any markings on their Chromebooks.
- At the time of the student's graduation, parents or students will be given the opportunity to purchase the chromebook at the market price (to be determined by MASD). If you do not purchase the chromebook, the chromebook is to be returned to the Mohawk Area School District in good working condition (without cracked screens, with working hinges, with charger, etc) and cosmetically correct (free of intentional scratches, with all screw covers, etc). If the chromebook is damaged, the student will be charged the repair fee to be determined<sup>3</sup>.
- At the end of each school year, the chromebook is to be returned to the Mohawk Area School District in good working condition (without cracked screens, with working hinges, with charger, etc) and cosmetically correct (free of intentional scratches, with all screw covers, etc). If the chromebook is damaged, the student will be charged the cost of repair or the full cost of replacement<sup>4</sup>.

## Web 2.0 Tools

- Use of blogs, wikis, educationally-based social networking sites, collaboration sites, and other similar web 2.0 entities (including Google Apps for Education (GAFE)) are tools for learning, and as such will be constrained by the requirements and rules of classroom teachers.
- Use of google apps, including email access, are available through the school's domain to ALL students and teachers inside and outside the building but this is still considered a classroom space and must be treated as such.

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<sup>1</sup> This cost will vary depending on the cost at the time of district purchase.

<sup>2</sup> This cost will vary depending on the cost at the time of district purchase.

<sup>3</sup> This cost will vary depending on the cost at the time of district purchase.

<sup>4</sup> This cost will vary depending on the cost at the time of district purchase.

- COPPA regulations require children under 13 to obtain permission to use certain interactive websites (due to exposure to advertising and creation of accounts). Signing this document will serve as parental permission to use these sites under the guidance of a MASD teacher.
- Users are forbidden to access Hangouts, chat rooms, blogs, personal email or similar sites without the express permission and guidance of a MASD teacher or administrator.
- The use of anonymous proxies is a form of impersonation and is strictly forbidden.
- The use of devices for game playing is prohibited unless approved and monitored within in a course or during a faculty supervised activity.

## **Digital Etiquette**

**The Mohawk Area School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.**

There can be serious repercussions with the inappropriate use of social and digital media that can affect your future. All users must abide by rules of network etiquette, which include but are not limited to the following:

1. Users may not swear, use vulgarities, harass, or use any other inappropriate language. Abusive language will not be tolerated.
  - a. Do not write anything ANYWHERE you would not want your parents to read or to be read out loud in a court of law.
  - b. Even though you delete a message, it is backed up on a server somewhere.
  - c. Speech that is inappropriate for class is not appropriate for use online.
  - d. What you say and do online should be reflective of who you are.
  - e. You are representatives of the school when you are online in class.
2. Use of the network to create or transmit material likely to be offensive or objectionable to recipients is prohibited.
  - a. Even though you may be in a "private" space nothing online is really private.
3. Users are NOT permitted to reveal their personal address or phone number or those of other students and colleagues.
  - a. Respect others' privacy and your own.
  - b. Don't give out personal information about yourself or someone else.
  - c. Instant messages, away messages, and profiles can be copied and pasted.
4. All communication should be clearly identifiable as to who created it.
  - a. Do not send anonymous messages.
  - b. Do not send messages claiming to have been written by someone else.
  - c. Having a copy of something doesn't mean you have the right to copy or distribute.
5. Respect the ideas of others and if you disagree be constructive, not critical or rude.
6. Users are expected to adhere to copyright laws.
  - a. Fraudulent or illegal copying, communication, taking or modification of material is prohibited and will be referred to the appropriate authorities.
  - b. The illegal use of copyrighted software, files, pictures, music or other electronic information is a violation of federal law and therefore strictly prohibited.
  - c. Students may not use plagiarized information to complete assignments. All Internet sources must be cited.
7. Cyber Bullying will NOT be tolerated.
8. Users may not send documents, images, sound, video or other communications for the purpose of cheating.

9. Users may not quote personal communications in a public form without the original author's prior consent.

**Limitations of Liability:** In no event shall the Mohawk Area School District be liable for any damages, whether direct, indirect, special, or consequential, arising out of the use of the Internet. Use of information obtained via the Internet is at the user's own risk.

**Failure to follow the procedures listed above will result in suspension or loss of the right to access the Internet, to use Mohawk Area School District's technology, and the user may be subject to other disciplinary or legal actions.**

MOHAWK AREA SCHOOL DISTRICT  
COMPUTER AND INTERNET  
ACCEPTABLE USE POLICY (AUP)/  
INTERNET SAFETY POLICY

Name: (please print) \_\_\_\_\_

Building: \_\_\_\_\_

Title or Position: \_\_\_\_\_

I am requesting independent use of the Mohawk Area School District’s electronic resources, including the Internet; I understand that said use is granted only for legitimate educational interests. I understand that the use of the Internet, district network and access to electronic communication tools is a privilege not a right. I agree that I have no expectation of privacy and no right to privacy when using the district’s Internet, network and electronic communication tools. I understand that my network use is subject to monitoring, logging and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use on the district’s Internet, network and electronic communication tools even when using my own device.

I attest that I have read, understand, and agree to abide by the Acceptable Use Policy (AUP) of the Mohawk Area School District. I understand that any violation of these regulations is unethical; and should I commit a violation, my access privileges will be revoked and school disciplinary and/or legal action may be taken.

The district makes no assurances of any kind, whether expressed or implied, regarding any Internet, network, or email services. I understand that the school cannot control what is available on these kinds of electronic resources, especially the Internet, and that some materials may be objectionable or even illegal. I understand that it is my responsibility not to access these objectionable or illegal materials.

In consideration for the privilege of using the Mohawk Area School’s electronic resources, including the Internet, and in consideration of having access to the information contained therein, I hereby release and hold harmless the Mohawk Area School District from any and all claims or damages of any nature arising from said access or use. I accept responsibility for any damages or theft of the device and for any damages or legal fees incurred by the district due to misuse of the device..

Upon leave from or termination of employment, I agree to surrender any district issued electronic devices and accessories. Failure to surrender district property will result in the district withholding the equipment’s value from my paycheck and/or legal action.

I hereby agree to abide by the Acceptable Use Policy of the Mohawk Area School District as I access the school district’s electronic resources, including the Internet.

Signature \_\_\_\_\_ Date \_\_\_\_\_

MOHAWK AREA SCHOOL DISTRICT  
COMPUTER AND INTERNET  
ACCEPTABLE USE POLICY (AUP)/  
INTERNET SAFETY POLICY

Student Name (please print) \_\_\_\_\_ Grade \_\_\_\_\_

As a student at Mohawk requesting independent use of the school district's electronic resources, including the Internet, I understand that said use is granted only for legitimate educational interests. I further understand that the topic(s) being researched must be agreed to and approved by a teacher/administrator prior to access being granted. I understand that the use of the Internet, district network and access to electronic communication tools is a privilege, not a right. I agree that I have no expectation of privacy and no right to privacy when using the district's Internet, network and electronic communication tools. I understand that my network use is subject to monitoring, logging and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use on the district's Internet, network and electronic communication tools even when using my own device.

I attest that I have read, understand, and agree to abide by the *Acceptable Use Policy (AUP)* of Mohawk Area Schools. I understand that any violation of these regulations is unethical; and should I commit a violation, my access privileges will be revoked and school disciplinary and/or legal action may be taken.

As a parent or guardian of the student named above, I have read and understand the *Acceptable Use Policy* of the Mohawk School District. I understand that the school cannot control what is available on these kinds of electronic resources, especially the Internet, and that some materials may be objectionable or even illegal. I understand that it is my son's/daughter's responsibility not to access these objectionable or illegal materials and my responsibility to convey standards and offer guidance to make it clear that I do not want my son/daughter accessing any inappropriate or illegal materials. I understand that a violation of the *Acceptable Use Policy* at school may result in my child's privileges being suspended and disciplinary action being taken. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In consideration for the privilege of allowing my child to use the Mohawk Area School's electronic resources-including the Internet-and in consideration of having access to the information contained therein, I hereby release and hold harmless the Mohawk Area School District from any and all claims or damages of any nature arising from said access or use. I accept responsibility for any damages or theft of the device and for any damages or legal fees incurred by the district due to misuse of the device.

Upon withdrawing from the school, I agree to surrender any district issued electronic devices and accessories. Failure to surrender district property may result in the district taking legal action.

I hereby grant permission for my son/daughter to access Mohawk's electronic resources, including the Internet, while he/she is a student at Mohawk.

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

I hereby agree to abide by the *Acceptable Use Policy* of the Mohawk School District as I access the school district's electronic resources, including the Internet.

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