Internet and Device Acceptable Use Policy
(Students/Parents)

A. INTRODUCTION

Although it is a long and detailed policy, it is very important that you read it thoroughly because it explains everything you need to know about using the Internet, computers, and other devices at Aspen Public Schools. It is your responsibility to use the Internet and computers in ways that follow and support this policy.

If you know the behaviors and limits set out in this policy, you will become a successful electronic user at school. This policy document governs all electronic usage throughout the Aspen schools, including daily activities. Your use—or misuse—of any electronics while at school will be interpreted according to this policy.

If you have any questions about the expectations set out in this document, please contact the Principal of your school site.

A. GENERAL PRINCIPLES OF ACCESS

Aspen Public Schools provides access to the Internet, including email, for its schools, faculty, students, and guests. (Guests include, but are not limited to, parents, student teachers, temporary employees, parent volunteers, and other school volunteers.) All Internet access, including email, occurs through the use of the APS system.

This Internet and Device Acceptable Use Policy governs all electronic activity, including email and access to the Internet, which is undertaken by APS faculties, students, and parents/guardians either in their official APS capacity or as part of the educational, instructional, or extracurricular programs connected to the APS. No APS faculty member, student, guest, or parent/guardian may engage in activities prohibited by this policy, whether through the APS's Internet service or through any other Internet Service Provider, for whatever reason. Parents are strongly encouraged to discuss and monitor their child's school Internet use and to discuss any issues or concerns that they may have with the school's teacher and administrators. All use of the Internet will be governed by this policy.

B. TECHNOLOGY TEAM RESPONSIBILITIES

1) The IT Director, or his/her designee, will serve as the coordinator for overseeing Internet access through the use of APS systems.

2) The Executive Director and Principals of each school are responsible for the dissemination of this Internet and Device Acceptable Use Policy, and they will work to enforce this policy on their site.

3) APS reserves the right to revise this Internet and Device Acceptable Use Policy as it deems necessary. It will always post the current policy on each of the school's websites as notice to users of any revisions.

C. LIMITATION OF LIABILITY

1) APS makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the APS system will be error-free or without defect. APS will not be responsible for any damage users may suffer, including but not limited to loss of data or interruptions of service. APS is not responsible for the accuracy or quality of the information obtained through or stored on the system. APS will not be responsible for financial obligations arising from a user's unauthorized use of the system.
2) Users will indemnify and hold APS and its respective schools harmless from any losses sustained by APS as a result of intentional misuse of the system by user.

D. FILTERING

APS has installed Internet filtering software in an attempt to block user access to inappropriate and/or harmful content on the Internet. Filtering technology is not perfect and, therefore, may interfere with legitimate educational research. No filtering software is one hundred percent effective and occasionally fails. If the filtering software is unsuccessful and children gain access to inappropriate and/or harmful material, APS and individual school sites will not be liable.

Families may wish to see how the APS filter system guidelines adhere to the US Congress enacted CIPA guidelines, with rules updated to 2011: http://www.fcc.gov/guides/childrens-internet-protection-act

The filter is set at the most restrictive setting in restricting access to Internet sites that may contain interactive chat or mail or information regarding:

• Sex acts	• Gambling	• Streaming Music
• Sex attire	• Pornography	• Non-Academic Videos
• Sex/nudity	• Hacking	• Illegal Drugs
• Sex/personal	• Proxy avoidance	• Weapons
• Basic sex education	• Addictions	• Criminal Activity
• Advanced sex education	• Forums	• Chat
• Sexuality	• Social Networks	• Hate and Intolerance
• Sports	• Violence	

E. REGULATIONS OF ACCESS

1) Important Consequences of Access

a) APS will always cooperate fully with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the APS system.

b) Internet access is a privilege, not a right, and all students should be aware that APS may revoke Internet access for any reason. If a student's access is revoked, APS will provide an explanation for the revocation, and the school site will ensure that the student continues to have equal access to participate in the educational program.

c) It is very important for students and families to understand that violations of this Internet and Device Acceptable Use Policy DO count as disciplinary actions. All violations of this policy will be addressed according to the Restorative Discipline plan of the school that the student attends. Students and their families WILL have to meet specific concerns related to the violation and cooperate with the school to help the student acquire the specific behaviors necessary to behave appropriately on an electronic network.

2) Privacy: It is important that all users of the APS system understand that there is no expectation of privacy on this system.

a) APS reserves the right to monitor the use of the Internet through its system at all times. APS will collect and store information about usage which includes, but may not be limited to, the date and time a user visits the site and information about the user's activities while online. Any information gathered is obtained solely for the purpose of improving APS services and providing the system with statistical information to assist in improving teaching and learning by teachers and students respectively. b) As required by the Children's Internet Protection Act ("CIPA"), APS will monitor students' online activities. Such monitoring may lead to discovery that the user has violated or may be violating, APS Internet and Device Acceptable Use Policy, the student handbook, or the law. APS also reserves the right to monitor other users (e.g., non-students) online activities.

c) APS reserves the right to employ and review the results of software that searches, monitors, and/or identifies potential violations of the Internet and Device Acceptable Use Policy.

d) Users should be aware that their personal files may be discoverable in court and administrative proceedings and in accordance with public records laws.

e) System users should have no privacy expectation in the contents of their personal files and records of their online activity while on the APS system. APS does not encourage users to store personal data on the APS system - APS cannot be responsible for the loss or damage of such data.

3) Parental Notification and Responsibility

a) Where appropriate, individual schools will provide students and parents with guidelines and instructions for student safety while using the Internet.

b) APS Internet and Device Acceptable Use Policy contains restrictions on accessing inappropriate material. However, there is a wide range of material available on the Internet, some of which may or may not fit the particular values of the students. While student use will be supervised and logged, it is not practically possible for APS to monitor and enforce a wide range of social values in student use of the Internet. Further, APS recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. <u>APS strongly encourages parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through APS system.</u>

4) Access

a) Students will generally be provided with Internet access. This document describes the terms of that access. In addition, a school may decide to create a written agreement or "compact" with parents that expands the terms and responsibilities of the student, parent, and school in further detail. However, that written agreement may not permit any Internet or email activity prohibited by this Internet and Device Acceptable Use Policy, and it may not prohibit any such activity permitted by this Policy.

5) Limitations on Internet Usage
A) Personal Safety Violations For Students

APS strongly recommends that all students follow the two guidelines below, at all times: i) students do not post or transmit photographs or personal contact information about themselves or other people. ii) Students do not agree to meet with someone they have met online.

APS does require that student users promptly disclose to their mentor or other school employee any electronic message they receive that is inappropriate or makes them feel uncomfortable.

B) Illegal Activities: All students need to be aware that engaging in any of the following illegal activities will result in disciplinary action by their school.

1) Users shall not attempt to gain unauthorized access to the APS system or to any other computer system through the APS system or go beyond their authorized access. This prohibition includes intentionally seeking information about passwords belonging to other users, modifying passwords belonging to other users, illegally obtaining wireless passkeys, or attempting to log-in through another person's account. Further, users may not attempt to access, copy, or modify another user's files. These actions are not permitted and may be illegal, even if only for the purposes of "browsing."

2) Users shall not attempt to subvert network security, impair the functionality of the network or bypass restrictions set by network administrators. Users are also prohibited from destroying data by spreading computer viruses or vandalizing data, software, or equipment.

3) Users shall not use the APS system to engage in any other illegal act, such as arranging for a drug sale, engaging in criminal gang activity, threatening the safety of a person, etc.

4) Users shall not use the APS system to download illegal music, books, video, and software without payment to the originator.

5) User shall not use software applications that have a continuous connection to the internet that is streaming steadily and consuming large amount of internet bandwidth (e.g. bit-torrent, etc) for the purpose of obtaining illegal content.

C) System Security Violations

1) Users are responsible for the use of their individual account if applicable and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person. Students are instructed to keep their password secure.

2) Student users will immediately notify a teacher if they identify a possible security problem (such as disclosure of their password to another person), and other users will immediately notify the Technology Team. No users will go looking for security problems because this may be construed as an illegal attempt to gain access. Other violations

include: Unauthorized use of an APS account belonging to another user, Unauthorized reading, use of, or deletion of private files or email belonging to another user, Sharing username and passwords with other users or any other person.

D) Inappropriate Language

All students should be aware that using inappropriate language electronically can be damaging to others and may lead to disciplinary action.

1) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

2) Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive or disrespectful language.

3) Users will not post information that could interfere with the educational process or cause a danger of disruption in the educational environment.

4) Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

5) Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.

6) Users will not knowingly or recklessly post false or defamatory information about a person or organization.

7) Users should not repost a message that was sent to them privately without permission of the person who sent them the message.

8) Users should not post private information about another person.

E) Respecting Resource Limits

- Below are policies that will regulate use of the Internet and computer. These rules have been designed to keep our computers and classrooms functioning at the highest of standards. In order to have access to email, the Internet, and computer, please read the following and sign below.
- Food and drinks should be kept in backpacks the away from laptops
- Computers must be closed and carried in a backpack during transitions
- Students are to hold computers by the base and not the screens to prevent damage
- These computers should only be used for educational use and only for the programs the teacher allows.
- TEACHER-DIRECTED WEBSITES ONLY
- Students MUST ONLY log on to APS student google accounts.
- Students hacking, altering unauthorized files, or using the network in any way other than that intended will lose their computer privileges.
- Computers must be kept in original condition.
- Backgrounds need to remain a TEACHER SET background
- Software applications may not be installed onto your computer
- Keyboard must be used properly
- Keep your password a SECRET!

 Inform your teacher if anything is wrong. The student is responsible for his/her computer.
Consequences:
      1st offense: Call Home
      2nd offense: Loss of Computer Privileges/Office Referral

F) Plagiarism and Copyright Infringement

1) Users 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 original to the user.

2) Users will respect the rights of copyright owners and not infringe on those rights. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

G) Access to Inappropriate Material

1) Users will not use the APS system to access material that is profane or obscene (e.g., pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (e.g., hate literature). For students, a special exception may be made if the purpose is to conduct research and the teacher approves it.

2) If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Internet and Device Acceptable Use Policy.

H) Other

1) Users will not use the Internet for advertising, promotion, commercial purposes, or similar objectives.

2) Users will not use the Internet to conduct for-profit business activities or to engage in religious activities. Users are also prohibited from engaging in any non-governmental-related fundraising or public relations activities, such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes. APS is not responsible for this or any other commercial activity users engage in.

6) Email Policy:

APS Students have access to email with their APS Google account. However, student email accounts are only to be used for educational purposes within APS. Furthermore, email controls have been configured to prevent student email accounts from communicating with non-APS email accounts.

7) Device Use and Care:

The device resources of APS are available to authorized students for educational, research, and administrative purposes. In order to maintain this policy, it is essential that the users themselves observe reasonable standards of behavior regarding the use of the devices. The following actions are prohibited:

• Any attempt to modify or damage device hardware or software, including marking the device in any way or writing on the device

• Improper use of the device equipment

• Recreational game playing

• Use of device resources for private purposes, including, but not limited to, the use of device resources for profit-making or illegal purposes

Device Care

APS is responsible for any routine maintenance of school system devices.

Students who are issued APS-owned and maintained devices must also follow these guidelines:

- Keep the device secure and damage-free.
- Students who take an APS Device home should charge it each night before school.
- Student devices kept in the classroom should be stored in the computer cart.
- Do not loan out the device or charger
- Do not leave the device in your vehicle.
- Do not leave the device unattended.
- Do not eat or drink while using the device or have food or drinks near the device.
- Do not allow pets near the device.
- Do not place the device on the floor or on a sitting area such as a chair or couch.
- Do not leave the device near the table or desk edges.
- Do not stack objects on top of the device.
- When carried outside, the device must be protected from the environment in such a way as to prevent rain,

- snow, ice, excessive heat, and/or cold to damage it.
- Do not use the device near the proximity of water, household chemicals, or other liquids that could damage it.
- When transporting your device, close the screen, place it gently in a backpack, purse, or bag, and handle it with care
- If transporting the device a short distance (such as within a classroom), carry it by the base, not the screen.

APS reserves the right to investigate any of the above abuses, as well as any other interference with the proper functioning of the APS network or infringements upon another user's rights. Any violation will result in disciplinary action. Consequences may include requiring students to support with tech repairs and upkeep (in alignment with restorative justice principles) or loss of device use for a short or extended period of time. If the abuse of the devices is severe, it may include the family's **repaying schools for the cost of replacing the device.**

8) Cyberbullying:

Bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant is prohibited. California anti-bullying laws is enforced by the following: California Education Code 32261-32262, 32265, 32270, 35294.2, and 48900

These actions are prohibited:

• Flaming

• Denigration, also known as "dissing"

• Bash boards

• Impersonation

• Outing

• Trickery

• Exclusion

• Harassment

• Happy slapping

• Text wars or attacks

• Negative Online polls

• Sending malicious codes

• Griefing

Users should always use netiquette (network etiquette) when posting or replying on the internet. Always be kind, have common courtesy, and be considerate to others. Displaying online social behaviors that model good cyber citizenship is emphasized and encouraged.

Infinite Campus Parent Portal

Infinite Campus has developed a parent portal tool, called Campus Parent to allow parents and/or legal guardians to monitor their children's progress, enhance communication with parents and further promote educational excellence. APS will provide parents and/or legal guardians of currently enrolled students the privilege of free access to Campus Parent at any time and anywhere that an internet connection is available. Only parents or guardians of students enrolled in the district will be allowed access to the parent portal. APS reserves the right to deny or cease access to Campus Parent due to the abuse of the portal, court orders, or any other legal proceedings that limit the availability of private educational data.

APS will assume parents/guardians' access responsibility with the signing of this AUP agreement. If a parent/guardian wishes to prevent access, they can contact the school and request that this feature be turned off.

APS has granted parental access to the Infinite Campus student information management system to enhance communication between the district and parents and/or legal guardians. Users of Campus Parent will have access to the following information about their children:
- Personal data and contact preferences
- Attendance

- Student schedule
- Grade book and assignments
- Progress reports
- Unofficial Transcripts

APS reserves the right to add or remove any of the above functions from the Parent Portal at any time.

USE OF THE PARENT PORTAL:
Access to Campus Parent on the school district's system is a privilege, not a right. Users of the parent portal are required to adhere to the following guidelines:

1. User has read the Infinite Campus Parent Portal Acceptable Use and Safety Policy and will act in a responsible, legal, and ethical manner.

2. User will not attempt to harm or destroy data, the school, or the district network.

3. User will not attempt to access data or any other account owned by another user. All data that is accessible on Campus Parent is unofficial.

4. User will not use Campus Parent for any illegal activity, including violation of data privacy laws. Anyone found to be in violation of these laws may by subject to civil and/or criminal prosecution.

5. Users who identify a security problem with Campus Parent must notify the district's Technology Department immediately without demonstrating the problem to someone else.

6. Users will not share their password with anyone, including their own children.

7. Users will not set their own computer to automatically log-in to Campus Parent.

8. Users identified as a security risk to the Infinite Campus system portal or the Aspen Public School's network will be denied access to Campus Parent.

INFINITE CAMPUS PRIVACY POLICY:
School Information Infinite Campus provides security so that school data is only available to those the school designates. Each user maintains a unique username and password in order to access the school's information. Users are able to change their password and user name by contacting the main office. Only the school has access to this information. Infinite Campus Student Management System has security measures in place to protect the loss, misuse, and alteration of the information under our control. Password Information Passwords are private and should not be given to anyone else. Parents and students should protect their password so that others cannot access their information. Student Access Students given access to Campus Student can see the information about themselves that APS has provided, but can make no changes, additions, or deletions to that information. The only personal information we collect from students is their email address. We disclose the email address to the teachers and school System Administrator, who will use it to communicate with their students. If the parent does not give consent, this functionality will be turned off for that student, and no disclosure will be made. Concerns about the data you find on the portal should be addressed to your student(s) teacher, or the main office in your student(s) building.

Internet and Device Acceptable Use Policy
(Students/Parents)

Please sign and return this page to the homeroom teacher and keep the policy document for your review.

Student Agreement: I, _____ (Student Name), have read and understand the Internet and Device Acceptable Use Policy. I agree to follow the rules and guidelines as stated.

- Student Signature: _____
- Date: _____

Parent/Guardian Agreement: I, _____ (Parent/Guardian Name), have read and understand the Internet and Device Acceptable Use Policy. I agree to support my child in following these rules and guidelines.

- Parent/Guardian Signature: _____
- Date: _____

For School Use Only:

- Received by: _____ (School Staff Name)
- Date: _____