



# Blacklick Valley School District

## Network Usage and Google Apps for Education AUP

For the use of Computers, Mobile Devices, Internet Access, Google Apps for Education Suite, and Internet Applications

### Definitions

- **User** includes anyone, including employees, students, and guests, using BVSD technology, including, but not limited to, computers, networks, Internet, email, and other forms of technology services and products.
- **Network** is wired and wireless technology networks including school and district networks, cellular networks, commercial, community or home-based wireless networks accessible to students.
- **Equipment** are cellular phones, PDAs, MP3 players, iPod type devices, and portable computers such as laptops, iPads, desktops, tablets and netbooks, as well as portable storage devices.

Technology provides students with unique and powerful ways to enhance their learning. Blacklick Valley School District (BVSD) supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer Users access to computer networks so that they can access district-supplied technology to enhance learning any time of day.

It is one of the technology goals of the district to ensure that each User's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology through BVSD-owned devices inside or outside of our schools that degrades or defames other Users, or members of our community is unacceptable. BVSD also recognizes that Users have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Policy (AUP).

Access to BVSD's network is a privilege, not a right. The use of technology whether owned by BVSD or devices supplied by the Users entails personal responsibility. It is expected that Users will comply with BVSD rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, the school, and BVSD. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher or school administration.

With the increased usage of free educational applications on the Internet, digital storage areas, containing less sensitive User information, may or may not be located on property of the school, BVSD, or county. In some cases, data will not be stored on local servers. Therefore, Users should not expect that files and communication are private. BVSD reserves the right to monitor Users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of BVSD property, network and/or Internet access or files, including email.

BVSD has a private and secure system for sensitive school records, which will be managed by BVSD Information Technology Staff.



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## Cybersafety and Cyberbullying

### All Users

Despite every effort for supervision and filtering, all Users and Students' parents/guardians are advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every User must take responsibility for his or her use of the network and make every effort to avoid those types of content. Every User must report security or network problems to a teacher, administrator, or system administrator.

### Personal Safety

In using the network and Internet, Users should not reveal personal information such as home address or telephone number.

### Confidentiality of User Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

### Active Restriction Measures

BVSD will utilize filtering software or other technologies to prevent Users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Attempts to circumvent or 'get around' the content filter are strictly prohibited, and will be considered a violation of this policy. BVSD will also monitor the online activities of Users through direct observation and/or other technological means.

## Email

BVSD's email is an educational communication tool that is to be used for educational purposes only. Users are obliged to use it in a responsible, effective and lawful manner. Although by nature email may seem to be less formal than other written communications, the same laws apply.

- BVSD email service is to be used primarily for educational purposes. Uses that interfere with the normal business activities are strictly forbidden.
- Users shall not use email for any for-profit business activities, operating a business for personal gain, or soliciting money for religious or political causes.
- Users shall not use email for solicitation or to transmit or request material that could potentially embarrass BVSD or for which BVSD could be held liable. In particular, users are forbidden from creating, downloading, or transmitting emails that contain offensive or disruptive materials concerning sexual orientation, gender, race, age, political or religious beliefs, disability or national origin, or includes material that is obscene, pornographic, or is in any way threatening, or that is racially or sexually harassing. Receipt of email containing such materials should be reported immediately to the user's supervisor. Sending of email containing such materials can cause disciplinary action.
- Users shall not use email to send or receive commercial software or other material to circumvent licensing agreements.
- Users shall not email to provide unauthorized access to private or confidential information.
- Users shall not use email to provide access to public information without following the existing rules and procedures of BVSD for dissemination.
- Users should report any incidents of email abuse to administration and/or technology personnel.





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## Student Use of Mobile Devices

- School Administration and BVSD Technology staff may search the student's Blacklick Valley School District owned property's memory device if they feel school rules have been violated, which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc.
- Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member and those whom they are recording.
- A student-owned mobile device is a non-district supplied device used while at school or during school or district-sponsored activities. The students may use the student-owned mobile devices in class only with the teacher's expressed permission.
- Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the personal electronic or mobile device. Building principals, teachers and security personnel are authorized to confiscate a student's personal electronic device when used in violation of this policy. All confiscated personal electronic devices shall be delivered to the building principal's office as soon as practical and placed in a confidential envelope for viewing upon consent by the student/parent or to be turned over to local law enforcement, if necessary.

## Student Supervision and Security

BVSD does provide content filtering controls for student access to the Internet using BVSD's network as well as reasonable adult supervision, but at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent BVSD technology security and supervision.

Students using mobile and cellular devices while at school, during school or district-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use.



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## Network Usage and Google Apps for Education AUP Consent Form

After reading the Blacklick Valley School District Network Usage and Google Apps for Education AUP, please complete this form to indicate that you agree with the terms and conditions as stated.

The signatures of both the student and parent/guardian are mandatory before students will be allowed access to any BVSD computer or technology-based resource. This form is required of all students in the Blacklick Valley School District. This document reflects the entire agreement and understanding of all parties.

### **STUDENT**

As a user of the Blacklick Valley School District's computers, network, Google Apps for Education account and Internet access services, I have read and hereby agree to comply with the Acceptable Use Policy.

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

PRINTED NAME: \_\_\_\_\_

GRADUATION YEAR: \_\_\_\_\_ GRADE: \_\_\_\_\_

### **PARENT/LEGAL GUARDIAN**

As a parent/legal guardian of the student signing above, I grant permission for my child to access networked computer services such as Internet and World Wide Web. I have read the information and understand that my child will be given a Google Apps for Education account. This means my child will receive a school email account, access to Google Docs, an online Calendar, and access to the bvvikings Google Sites.

I have read and agree to the Blacklick Valley School District Acceptable Use Policy and understand that I may be held responsible for violations by my child. I understand that some materials on the Internet and World Wide Web may be objectionable; therefore I agree to accept responsibility for guiding my child and conveying to her/him appropriate standards for selecting, exploring, and/or sharing information and media.

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

DATE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ WORK TELEPHONE: \_\_\_\_\_

**For BVSD Use Only**

Received: \_\_\_\_\_ Network: ☐ Excel: ☐ BV # \_\_\_\_\_

Google \_\_\_\_\_



# Blacklick Valley School District

## Bring Your Own Device Guidelines & Registration Form

1. Teachers may allow the use of student owned devices in their classrooms. Students may only use the device at school and when granted permission by a teacher and only for educational purposes.
2. When a device is not needed for school work, it should be stored securely in the student's district provided locker.
3. Students must register all electronic devices.
4. Students will not use the device to take pictures or videos while, school is in session, on school grounds or on the school bus without permission from a teacher.
5. Students may not use the device at times or in ways that, in the teacher's judgment, may be expected to interfere with learning. Students will comply with teachers' directions to turn off the device or to put it away. Refusal to comply shall, or may, result in disciplinary action.
6. The District is not responsible for any lost, damaged, or stolen property. The District is not responsible for any data plan charges on mobile devices.
7. BYOD (Bring Your Own Device) is a privilege that may be revoked if a student does not comply with these guidelines or the school's behavior and technology use expectations. The school's disciplinary and acceptable use policies apply to all student behavior including when using a personal device.
8. Teachers are facilitators of instruction in their classrooms and cannot spend time troubleshooting technical difficulties with student owned devices in the classroom. Similarly, the district's IT staff does not have the resources to provide this service. This responsibility will reside at home with parents/guardians. Personal devices need to be charged prior to bringing them to school.
9. Printing from personal devices will not be possible at school.
10. All devices must be charged at home.

*I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or computer privileges as well as other disciplinary action.*

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Make & Model of Device #1 \_\_\_\_\_

Make & Model of Device #2 \_\_\_\_\_

Mac Address of Device #1 \_\_\_\_\_

Mac Address of Device #2 \_\_\_\_\_

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

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