

The Acceptable Use of iPads in Oak Lawn Community High School

Privilege

The use of technology resources at OLCHS is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources, including, but not limited to, the iPad. If a person violates this agreement, the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Electronic Network Access

(Taken from the Student-Parent Handbook on Electronic Network Access)

All use of the electronic network will be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The agreement does not attempt to state all required or prescribed behavior by users. The failure of any user to follow the terms of the above will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Student iPad Acceptable Use Policy

All use of iPads, both in school and out, shall be consistent with the District's goal of promoting educational excellence. These terms of use do not attempt to state all required behavior by users, however, some specific examples are provided. Student conduct is always being evaluated by district staff, which includes, but is not limited to: administrators, teachers and coaches. All the aforementioned staff can make recommendations regarding whether or not a user has violated these procedures. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Privileges— The use of the District's iPad is a privilege, not a right, and inappropriate use may result in those privileges being denied, revoked, or suspended at any time including eliminating the ability to take iPad outside the building. The iPad is subject to routine monitoring by district staff. The district reserves the right to supervise all iPad use, or to confiscate and search a student's district-owned iPad to ensure compliance with the Acceptable Use Policy. In the event of disciplinary action, completion of all classwork remains the responsibility of the student.

Cameras— Students must use good judgment when using the camera. The camera will not be used to take inappropriate, illicit, or sexually explicit photos or videos, nor will it be used to embarrass anyone in any way. Use of the camera and microphone during school are strictly prohibited unless permission is granted by district staff. Any use of cameras in the bathrooms or locker rooms will be treated as a violation of the Acceptable Use Policy.

Software Applications (Apps)— The apps and operating system originally installed must remain on the iPad in usable condition and be easily accessible at all times. Students will be granted permission to customize certain aspects of the iPad, however appropriate media must be

used and screen lock pass codes must be given to district staff whenever asked to present them.

Disclaimer— Oak Lawn Community High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes the loss of data or service interruptions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through the iPad.

Security— Network security is a high priority. If the user can identify a security problem on the iPad, the user must notify the district technology staff immediately. Do not demonstrate the problem to other users. Keep your account and passwords confidential at all times. Do not use another individual's account without permission from that individual and/ or district staff. Any user identified as a security risk may be denied access to the iPads.

Vandalism— Vandalism is any attempt to harm or destroy hardware, software, or data of another user, the Internet, or any other network. This also includes modifying the iPad in any way other than instructed by district staff and applying any permanent marks, decorations, or modifications to the iPad. Vandalism will result in cancelation of privileges and other disciplinary action.

Responsibility— The iPad is intended to only be used by the student it was issued to. The student is responsible for the iPad and therefore should not be used by anyone other than the student. The student should also never leave the iPad unsupervised at any time. The Student and their parents/guardians are responsible for the iPad in the event that it becomes damaged or stolen.

Unacceptable and Strictly Prohibited Use--The user is responsible for his or her own actions, and activities involving the iPad. Some examples of unacceptable uses are as follows:

- Using the iPad for any illegal activity, including violation of copyright, or transmitting any material in violation of any State or Federal law;
- Unauthorized downloading of Apps or any other media such as videos, music, or images;
- Using the district's Internet/Email accounts or iPad for private financial or commercial gain or advertising;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files or resources;
- Invading the privacy of individuals that includes the unauthorized disclosure of information about anyone that is of a personal nature including a photograph, video, or audio recording.
- Publishing or posting material authored or created by another without his/her consent;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- Use of online resources for selling term papers, book reports and other forms of student work;
- Sending mass or inappropriate emails;
- Gaining access to other students' accounts, files, and/or data;
- Use of anonymous and/or false communications
- Participation in credit card fraud, electronic forgery, or other forms of illegal identity theft behavior;
- Bypassing the district's Internet Web filter by any means, including the use of anonymizer websites and anonymizer/proxy bypass/remote access Apps. This includes, but is not limited to, the use of tethering or portable hot-spot devices, or connecting to any other Wi Fi network (like neighboring home networks) or ISP's (Internet Service Provider) while at school.

Students who misuse and/or interfere with the operation of the Oak Lawn High School Academic Computing System, from inside or outside of the school building, including the Internet will be subject to discipline based on the following guidelines:

VIOLATION	POTENTIAL CONSEQUENCE(S)
Viewing a website not related to coursework	<ul style="list-style-type: none"> • As per the Teacher's Classroom Management Plan • Discipline Code
Viewing an inappropriate website (profanity, obscenity, ethnic/racial slurs, threats, adult content) Saving files to an unauthorized area.	<ul style="list-style-type: none"> • Internal Suspension • 1-10 Days External Suspension • Internet Access Restricted • Possible recommendation for expulsion
Using software or website to avoid the school internet web-blocking software	<ul style="list-style-type: none"> • Internal Suspension • 1-10 Days External Suspension • Internet Access Restricted • Possible recommendation for expulsion
Breaching the School's Network Security	<ul style="list-style-type: none"> • Internal Suspension • 1-10 Days External Suspension • Network Access Restricted • Possible recommendation for expulsion • Possible Criminal Charges

The deans will determine the level of the misuse/interference and assign an appropriate consequence. If the situation merits or if a student continues to misuse and/or interfere with the operation, the student may face Internet and/or network access restrictions or be recommended to the Board of Education for expulsion.

Acceptable Use Policy Signature Page

Parent or Guardian:

As the parent or guardian of _____, I have read, understand and agree with the stipulations outlined in the Acceptable Use Policy.

Parent or Guardian's Name (Please Print)

Parent or Guardian's Signature

Date

Student:

I will follow the terms of usage described in the Acceptable Use Policy at all times and I understand that any use of the iPad is also governed by the Student – Parent Handbook. I also understand that any disciplinary actions taken as a result of misusing the iPad will follow the disciplinary procedures as explained in the Student – Parent Handbook

Student Name (Please Print)

Student Signature

Date