

**SECTION IX**  
**COMPUTERS/INTERNET**

**IX-A. ACCEPTABLE USE POLICY**

HAMLIN SCHOOL DISTRICT STAFF & STUDENTS

Please read carefully the following terms for use of the Hamlin School District Network before signing this document.

Purpose of Hamlin School District Network:

The Hamlin School District provides computers and network capabilities to students and staff for the purpose of enhancing instruction through technological resources. The Hamlin School District provides devices, Internet access or electronic mail (e-mail) available to students and staff on the Hamlin network as educational resources. It is general policy of the district to promote the use of computers in a manner which is ethical, responsible, legal, and appropriate. Access to the Hamlin network and technology equipment is a privilege. Failure to adhere to the Acceptable Use Policy will result in revocation of access privileges shall be no obligation to provide a subsequent opportunity for access to the Hamlin School District network.

Internet Access Information:

With access to computers/internet and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals. The district shall make every effort to restrict access by adults and minors to inappropriate materials, yet it is impossible to control all materials, and an industrious user may discover controversial information. This district will maintain a technology protection measure by way of web content filters or blocks to limit minors' ability to access obscene matter or materials on the Internet when using the district's network or device.

Internet access is coordinated through the state of South Dakota system in cooperation with Dakota State University.

**IX-B. TERMS AND CONDITIONS OF ACCESS AND USE**

Hamlin School District Network

Network Access and Use:

The use of the Hamlin Public School network must be in support of education and research and consistent with the educational objectives of the Hamlin School District. Uses of the Hamlin School District network that are prohibited include but are not limited to the following.

a.) Transmission of any material in violation of any United States or state regulation is prohibited, including but not limited to copyrighted material, threatening, obscene, or offensive material, or material protected by trade secret.

b.) Use of the network for commercial activities, advertisement, or political lobbying is unacceptable and is prohibited.

c.) Use of the network for, or in support of, any obscene or pornographic purposes; this includes, but is not limited to, the retrieving or viewing of any sexually explicit material.

d.) Plagiarizing (claiming another person's writings as your own) any information gained on or through the Hamlin School District network or any other network access provider.

#### User Privileges:

Since access to the Hamlin School District is a privilege, not a right, users have the responsibility to utilize the network in an appropriate manner. The school administration will deem what is inappropriate use and their decision is final. Misuse or abuse of this privilege will result in disciplinary actions as set forth in this policy. The district may deny, revoke, or suspend specific uses access. The user to whom an account on the network is issued is responsible, at all times, for its proper use.

#### Netiquette:

Each user is expected to abide by the general accepted rules of network etiquette. These include, but are not limited to, the following:

- a.) Be polite. Messages should not be abusive to others. Do not use a computer to harm other people or their work.
- b.) Use appropriate language. Users are not allowed to send or encourage others to send messages, which contain swearing, vulgarities, or any other language deemed inappropriate or harassing. Chain letters are also prohibited.
- c.) Illegal activities are strictly forbidden (see Network Access and Use above).
- d.) Note that electronic mail (e-mail) is not guaranteed to be private. The school administration has access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
- e.) Do not use the network in any way that would disrupt network services for other users.
- f.) Individuals using the school-sponsored network are representatives of the Hamlin School District. As members of the community, users are expected to be polite and to adhere to all school district policies and procedures.

#### Communication Issues:

E-mail is provided to students and teachers to enhance education by allowing collaboration, resource sharing, and communication with people around the world. Guidelines for utilizing email and all forms of electronic communication but are not limited to, the following:

Software: Software cannot be downloaded from the Internet without administration credentials. Copying software may be in violation of state, federal, or international copyright laws.

Storage: DSU is responsible for storage as well as cloud storage.

Privacy: Network resources are subject to review by the school and network administration. Storage areas, Internet records and communications are some of the areas which may be reviewed in order to maintain system integrity. Periodical reviews will help to ensure that all users are responsibly utilizing system resources.

Vandalism: Vandalism of hardware, software or stored information will result in disciplinary action as set forth in this policy. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet or any agencies or other networks connected to Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

Notification: Each user has the responsibility to notify a teacher or the network administrator immediately if by accident, you encounter materials which violate the acceptable use policies. This includes the responsibility to report any user known to violate the policy. Users who know about but do not report infractions may also be subject to disciplinary action. If you come across an inappropriate site accidentally, you must report to the administration immediately, and not express or revisit that site with any other individual using the Hamlin network.

Non-liability: Hamlin Public School makes no warranties of any kind, whether expressed or implied for the service it is providing. Hamlin Public School will not be responsible for any damage suffered. This includes loss of data resulting from delays, nondelivered, mis deliveries, or service disruption caused by negligence, errors, or omissions. Use of any information obtained via the Hamlin School District network is at the user's own risk. Hamlin Public School is not responsible for the accuracy or quality of information obtained.

IX-C. TECHNOLOGY & COMPUTER PROTECTION

**TECHNOLOGY Protection and Usage Fee**

The Hamlin School District recognizes that with the implementation of the 1 to 1 computer initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection for the parents and the school.

**ACCIDENTAL DAMAGE PROTECTION:** The Hamlin School District has coverage to protect the technology device against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. This coverage also does **not** cover broken screens or lost power cords. Hamlin School will assess the technology device damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

**INSURANCE FOR THEFT, LOSS OR FIRE:** Devices that are stolen, lost or damaged by fire are not covered by the school district Protection Plan.

**School District Usage Fee**

Students are required to pay the school district an annual usage fee for coverage of minor computer repairs and damage in the amount of \$25.00 or \$75.00 for family coverage when there are three or more children in high school using Laptop computers. The \$25.00 payment is non-refundable. **This annual usage fee begins upon receipt of the payment and ends at the conclusion of each school year. The usage fee does NOT cover broken screens or lost power cords.**

**ADDITIONAL INFORMATION:** In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent.** A copy of the police/fire report must be provided to the principal's office.

**INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to school technology devices. School District Protection **DOES NOT** cover intentional damage of the device.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print First & Last Name)

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

**\*\*PLEASE CHECK ONE OF THE ABOVE BOXES BEFORE SIGNING**

Payment received by \_\_\_\_\_ Date \_\_\_\_\_  
Staff signature

Amount received \_\_\_\_\_  Cash  Check

**IX-D. STUDENT PLEDGE FOR TECHNOLOGY DEVICE USE**

**IX-D. STUDENT PLEDGE FOR TECHNOLOGY DEVICE USE  
Student Pledge for Technology Device Use**

**For Students**

1. I will take good care of my device and know that I will be issued the same device each year.
2. I will not leave the device unsecure and will know where it is at all times.
3. I will not loan out my device or accessories to other individuals.
4. I will begin each school day with a fully charged battery.
5. I will keep food and beverages away from my device.
6. I will not disassemble any part of my device or attempt any repairs.
7. I will use only the case provided or another approved carry case while transporting my PC outside of the classroom.
8. I will be responsible for all damage and/or loss caused by neglect or loss.
9. I agree to pay for lost or stolen accessories/devices.
10. I agree to return my computer in good working condition.
11. I understand the administration may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect anything stored on school devices to be private.
12. I agree to follow all the rules and guidelines outlined in the Handbook.

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

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

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

**I \_\_\_\_\_ DO (initials in this space) authorize the Hamlin School District to use pictures of the above children on the Hamlin School District website. All pictures will NOT be labeled with student names. Failure to initial in the space provided indicates that you would prefer that your student's pictures are not included on the website.**