Crazy Horse School K-12 Laptop and Internet Policy

Crazy Horse School Laptop and Internet Policy Handbook

Crazy Horse School, Wanblee, SD

The focus of the integration of computers into the learning and education at Crazy Horse School is to prepare students for their future, a world of digital technology and information and to provide a safe way for students to continue their education in an online version.

As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the computer. This is also a safe way for students to safely continue their education. The individual use of computers is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Computers encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with computers integrates technology into the curriculum anytime, anyplace.

CRAZY HORSE SCHOOL VISION

Crazy Horse School recognizes the importance of an education for the future leaders of the Oglala Sioux Tribe. Therefore, we will continue to provide for the needs of the individuals and incorporate the Lakota values in assisting students to acquire academic and social skills necessary for a productive life in modern society.

MISSION STATEMENT

Crazy Horse School will provide a sacred environment for students to achieve academic, Lakota language, and cultural excellence.

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(Will need to be signed by the student and parent before technology will be issued.)

7.70   SCHOOL LAPTOP & INTERNET POLICY

1. **General Statement of Use.** The Crazy Horse School District reserves the right to review a student's total performance in their academic career, at any time, which includes, but is not limited to attendance, academic performance, and any disciplinary incidents to include social media misuse. If the principal and/or the school district determine that school equipment is threatened, in any way, the district reserves the right to remove any and all privileges that are associated with the Crazy Horse School District computer program. All incidents will be handled on a case-by-case basis and students may be expected to complete educational assignments in a more traditional manner.

2. **Receiving Your Computer.** Computers will be distributed each at an assigned time when the students are enrolled at Crazy Horse School. Parents & students **must sign and return** the Student/Parent Agreement located at the back of the Crazy Horse School K-12 Laptop and Internet Policy handbook. The Acceptable Network & Internet Use, Computer Protection Plan, and Student Pledge documents are outlined in this handbook for parent and student review before technology will be issued.

   During the school year, students will be issued HP laptops or Chromebooks depending on their grade. For the remainder of this section, the word computer refers to any device that may be issued to a student enrolled at Crazy Horse School.

   Computers will be collected at the end of each school year for maintenance, cleaning, and software installations. Crazy Horse Technology and Administration may reserve the right to collect computers at other times during the year as required for any unplanned maintenance or updates. Students will retain their original computer each year while enrolled at Crazy Horse School. Students and parents are responsible for care and protection of computers and technology issued to students.

3. **Taking Care of Computer.** Students are responsible for the general care of the computer they have been issued by the school. Computers that are broken or fail to work properly must be taken to the IT office, Room 216(B) in the Crazy Horse High School Area.

   a. **General Precautions.**

      i.   Please keep food or drink away from your computer while it is in use.

      ii.   Cords, cables, and removable storage devices must be inserted carefully into the computer. Proper care of chargers is essential to protection of the laptop and chargers to avoid unnecessary costs.

      iii. Students should never carry their computers while the screen is open, unless directed to do so by a teacher.

      iv.   Computers must remain free of any writing, drawing, stickers, or labels that are not the property of the Crazy Horse School.

  v. Computers must never be left in a car or any unsupervised area.

  vi. Students are responsible for keeping their computer's battery charged for school each day.

 b. Carrying Computers. A protective case must be used to protect computers. A protective case that has sufficient padding to protect the computer from normal treatment and provides a suitable means for carrying the laptop will be provided by the school. The guidelines below should be followed:

  i. Computers should always be within the protective case when carried.

  ii. Some carrying cases can hold other objects (such as folders and workbooks), it is important to avoid placing too much pressure and weight on the computer screen.

  iii. The computer should be turned off before placing it in the carrying case.

 c. Screen Care. The computer screens can be damaged if subjected to rough treatment. The screens sensitive to damage from excessive pressure on the screen. Do not lean on the top of the computer when it is closed. Do not place anything near the computer that could put pressure on the screen. Do not place anything in the carrying case that will press on the cover. Do not place anything on the keyboard before closing the lid (pens, pencils, disks). Clean the screen with a soft, dry cloth or anti-static cloth.

4. **Using Computer at School.** Computers are intended for educational use. Students may participate in face-to-face   instruction, hybrid or remote learning while enrolled at Crazy Horse School during the school year. During the current year, this will be determined by parent and student request, or the type of education being offered at Crazy Horse School. This will be dependent upon guidance from the OST, BIE and CHS School Board with respect to the OST Risk Level Chart for the Reservation due to COVID–19 cases. In addition to teacher expectations for computer use, school messages, announcements, calendars, and schedules will be accessed using the computer. Students must be responsible to bring and utilize their computer to all classes, in person or remote, unless specifically advised not to do so by their teacher. This will be in effect whether students are in person or remotely attending classes.

 a. Computers Left at Home. If students leave their computer at home, they will be allowed to phone parents to bring them to school. If unable to contact parents, the student will have an opportunity to use a replacement computer, either from the Help Desk or be asked to use an alternate machine. Repeat violations of this policy will result in parent meetings or disciplinary action.

 b. Computer Undergoing Repair. Loaner computers may be issued to students when they leave their computers for repair.

c. **Charging Computer Battery.** Computers should be brought to school each day in a fully charged condition. Students need to charge their computers each evening. In cases where use of the computer has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class. If students are instructed to leave students at school, they will ensure that the computer is plugged in at the end of the day to charge prior to their return to school.

d. **Screensavers.** Inappropriate media may not be used as a screensaver. Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions. Passwords on screensavers are not to be used. Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

e. **Sound.** Sound must always be muted unless permission is obtained from the teacher for instructional purposes. Headphones or ear buds may be used by the students with teacher permission.

f. **Printing.** Students may use network printers with teachers' permission during class or breaks. Students who want to print on a home printer must ask the technology Help Desk to add their printer software to the computer. Students and teachers are encouraged to print to a .pdf printer.

5. **Managing Files and Saving Work.**

a. **Saving Data to Removable Storage Devices.** Students may backup their work using removable file storage, such as removable memory cards and or flash drive memory sticks.

b. **Cloud Storage.** Students may have access to Cloud Storage (Microsoft OneDrive and Google Drive). It should be known that documents saved to the cloud are not backed up by the district and therefore cannot be recovered if lost or deleted. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not acceptable excuse for not submitting work.

6. **Software on Computers.**

a. **Originally Installed Software.** The software originally installed by Crazy Horse School IT Department must always remain on the computer in useable condition and be easily accessible. The computer is supplied with an operating system and with additional software. Licensed software provided with all new computers includes:

    i.   Adobe
    ii.   Microsoft Edge, Internet Explorer, Google Chrome, Mozilla Firefox
    iii.   Microsoft Office including OneNote, Word, Excel, Access, PowerPoint & Publisher

iv.   Microsoft Windows 10 Professional
    v.   Virus Protection Software
   vi.   LanSchool Student (Classroom Management Software)
  vii.   Windows Media Player
 viii.   Windows Movie Maker
   ix.   Photo Story
    x.   And other educational related software
   xi.   Content Filter (On and Off-Site)

From time to time the school may add or delete software applications for use in a course.

b. **Virus Protection.** The computer has anti-virus protection software. This software will scan the hard drive for known viruses. The virus software will be upgraded from the network. The school's storage server and the state's e-mail server are also installed with virus protection software and hardware.

c. **Inspection.** Students may be selected at random to provide their computer for inspection. This will be at the discretion of Administration and if students refuse they are subject to discipline for this action.

d. **Procedure for Re-Loading Software.** If technical difficulties occur or illegal software is discovered, the technician will verify that the student files in the My Documents Directory are on the network server. The hard drive will then be re-formatted. Authorized software will be installed, and the data files reinstated in the My Documents Directory. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

e. **Software Upgrades.** Upgrade versions of licensed software are available from time to time. Students will be instructed to upgrade their software from the school's network periodically.

7. **Acceptable Use.**

a. **General Guidelines.**

   i.   Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Crazy Horse School District.

   ii.   Students are responsible for their ethical and educational use of the technology resources of the Crazy Horse School District.

   iii.   Access to the Crazy Horse School District technology resources is a privilege and not a right. Each employee, student and/or parent will be

required to follow the Handbook and Acceptable Use Policy.

    iv.   Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

    v.   Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school principal, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Crazy Horse School Discipline Policy.

b. Privacy and Safety.

    i.   Do not go into chat rooms or send chain letters. If applicable, teachers may create discussion groups for communication between students for educational purposes.

    ii.   Do not open, use, or change computer files that do not belong to you.

    iii.   Do not reveal your full name, phone number, home address, social security number, credit card numbers, password, or passwords of other people.

    iv.   Remember that storage is not guaranteed to be private or confidential.

    v.   If you inadvertently access a web site that contains obscene, pornographic, or otherwise offensive material, notify a teacher or a principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

c. Legal Propriety. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Use or possession of hacking software is strictly prohibited, and violators will be subject to Step 3 consequences of the Behavior Matrix. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the school.

d. Consequences. The student in whose name a system account and/or computer hardware is issued to will always be responsible for its appropriate use. Noncompliance with the policies of the Computer Handbook or School Acceptable Use Policy will result in disciplinary action as outlined in the School Acceptable Use

Policy and the School Discipline Matrix. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The School will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

8. **Protecting & Storing Computer.**
   a. **Computer Identification.** Student computers will be labeled in the manner specified by the school. Computers can be identified in the following ways: record of serial number and asset tag or individual user account name and password.

   b. **Password Protection.** Students are expected to password protect their computers by logging off their computer when not in use and keeping all passwords confidential. The computers are for educational use only.

   c. **Storing Computer.** When High School students are not utilizing their computers, they can be stored in their homeroom classes. Nothing should be placed on top of the computer. High School students are encouraged to take their computers home when requested by a teacher. Computers should not be stored in a student's vehicle at school or at home. Every effort should be made by students to keep computers safe and in good working order.

      Middle School students will store their computers in their assigned homeroom. Middle School computers are not to leave the building without teacher or principal approval.

   d. **Computers Left in Unsupervised Areas.** Under no circumstances should computers be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, Computer labs, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised computers will be confiscated by staff and taken to the Principals' Office. Disciplinary action may be taken for leaving your computer in an unsupervised location.

9. **Repairing or Replacing Computer.**
   a. **Warranty.** Coverage is purchased by the Crazy Horse School as part of the purchase price of the equipment. The provider warrants the computers from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the computer or computer replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses. Students and parents may be asked to report and complete a report with law enforcement if a computer is damaged or stolen. If a computer is broken or

damaged the warrantor has experts who will determine whether the damage is accidental or intentional. Students and parents may be asked to pay in full or partially for intentional damages to computers. Please report all computer problems to the Crazy Horse School IT Department located in room 216B in the Crazy Horse High School.

b.   **Accidental Damage Protection.** Crazy Horse School will purchase coverage to protect the computers 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. Students and parents will be responsible for these types of damage. The warranty agent will assess the computer damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. Crazy Horse School IT technician(s) will service repairs and replacements for detective parts and acts of accidental damage. Please report all computer problems to the Crazy Horse technology department in room 216B at Crazy Horse High School.

c.   **Insurance.** Students or parents may wish to carry their own personal insurance to protect the computer in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the computer.

d.   **Claims.** All claims must be reported to the IT Technology Department located in Room 216B. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a computer can be repaired or replaced with School Protection Plan. Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the School Discipline Matrix. Crazy Horse School will work with Law Enforcement to alert pawnshops and police departments in the area to be aware of school-owned equipment if necessary.

10. **Computer Technical Support.** The Technology Department is in Room 216B in Crazy Horse High School and coordinates the repair work for computers.

Services provided include the following:

a.   Hardware maintenance and repairs;

b.   Password identification;

c.   User account support;

d.   Operating system or software configuration support;

e.   Application information;

f.   Re-imaging hard drives;

g.	Updates and software installations;

h.	Coordination of warranty repairs; and

i.	Distribution of loaner computers and batteries.

11. Computer FAQs.

**a.	Are students able to use computer and software while enrolled at Crazy Horse School?**

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at Crazy Horse School. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper-level courses require different textbooks, you may need additional software as you move through the curriculum.

**b.	Are students able to use their own personal computers for their education at Crazy Horse School?**

Students will be required to use the school issued computer for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Crazy Horse School is also limited to provide maintenance service or assistance for only the computer you have been issued by the school. For these reasons, other computers will not be used on the Crazy Horse School network at school.

**c.	Are students able to have computers over the summer?**

No. All computers will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their computers again in the fall to ensure that everyone receives complete information about the computer, including its warranty, insurance coverage, software usage and Crazy Horse School policy regarding the ethical use of computers.

**d.	What about protection against theft or breakage through carelessness?**

Computers are very portable and very valuable, making them an attractive target for thieves. The best protection is to take care of your computer. Do not leave your computer in the building, classroom, hallways, or car unattended. Always know where your computer is! Above all, take your computer home each night or turn it into a staff member for safe keeping.

**e.	Does Crazy Horse School provide maintenance for my computer?**

Yes. The IT staff will coordinate maintenance for students. Students enrolled at Crazy Horse School will be covered by a maintenance agreement for items described in the warranty agreement and Accidental Protection Plan.

f.   What will I do without a computer in my classes if my computer unit is being repaired or while I am replacing it if it is lost or stolen?

Crazy Horse School District stocks a limited number of computers that can be loaned out on a first come, first-served basis. You will be able to request a loaner through the respective principal and the IT Department, the same area where you will go for service on your computer. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

g.   How do I connect to the Internet at home?

You may connect to the Internet using an Ethernet Cable connection or wireless Ethernet connection. If you have DSL service with Golden West Communications or West Central Electric, you simply need to plug the Ethernet cable into the Ethernet port on the computer. If you maintain a wireless home network, you must set the computer to connect to your wireless connection. Students who do not have internet at home and have educational expectations and assignments from teachers and the school will be provided a MIFI to be able to complete assignments. All expectations of computer protection and usage will apply to MIFI's as well.

h.   Will there be facilities to back up the files I create on my computer?

Yes. When you save your documents to the My Documents Directory folder, your files are automatically saved to the school storage server. You are encouraged to save your documents to a removable memory card or USB port.

i.   Are students able to add options to computers?

No. Only the Crazy Horse School is authorized to add options and upgrades to your computer. Students can submit requests to the IT Department for considerations of software. The IT Department will review all requests and make recommendations for future upgrades.

j.   Are students allowed to run another operating system on my computer?

No. Only the operating system chosen by the Crazy Horse School will be authorized to run on a student-issued computer.

k.   Will the students be given a new battery if the original goes bad?

Yes. The computer battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance.

l. **What has the school done to help prevent students from going to inappropriate sites?**

Crazy Horse School has software designed to help monitor Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office. Classroom management software has also been installed onto all students' computers allowing classroom teachers to monitor student screens.

m. **Are Student Computers subject to school "snooping"; what if students bring their computer in for repairs and "objectionable data" is detected?**

Inappropriate material on computers should be reported to the classroom teacher, principal, or IT immediately upon identification. Students who have "objectionable data" on their computer but have failed or chosen not to report it, will be referred to the Principal's Office.

n. **If the accessories to the computer are lost or stolen, how much will it cost to replace them?**

If computer accessories are stolen, the lost items should be reported to the Help Desk or Principals' office. The student and parents may be responsible for all costs if accessories are lost or stolen. All defective accessories will be allowed to be replaced.

12. **Computer Privileges.** Students will begin the school year with Standard Privileges. They will also receive training and education on the care of computers and how to transport them in a safe, respectful manner. Students will be asked to demonstrate and communicate that they understand how to protect computers from damage and how to use them appropriately.

a. **Description of Privileges.**

   i.   All pre-installed software provided by the district;

   ii.   Campus account for student information (grades, attendance);

   iii. Internet access at school;

   iv.   K12 Email Account;

   v.   My Documents; and

vi.   Office 365 Access.

b. Suspended Privileges: Student Privileges Removed by Administration.

i.   Loss of home use;

ii.   Limited Internet access, limited email privilege, and/or limited program privileges;

iii.   Limited use of computer at school (hour by hour checkout only);

iv.   Loss of all computer privileges.

All incidents will be handled on a case-by-case basis

c. Criteria for Privileges: Students Will Begin the Year with These Privileges.

i.   Violation of the Acceptable Use Policy, Internet Safety Policy.

ii.   Excessive Damage to Computer (accidental or misuse) Computer.

d. Computer Damage. Students with damage to their computer need to report it to their teacher, principal or IT, as soon as possible. Students may need to switch from online education to completing education packets if there are repeated incidents with damage to a student's computer.

*Loaner computers may not be allowed to go home while the damages of student's computers are being fixed.

NOTE: All incidents will be handled on a case-by-case basis and the Crazy Horse School reserves the right to suspend any or all privileges at any time if so necessary at the discretion of the Principals and IT Coordinator.

13. Internet Safety.
   a.   It is the policy of the Crazy Horse School District to:

i.   Prevent user access over the district's computer network to inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.

ii.   Prevent unauthorized access, "hacking," and other unlawful activity.

iii.   Prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors.

iv.   Provide Internet Safety Education to all students.

      v.   Comply with the Children's Internet Protection Act (CIPA)

b.   **Technology Prevention Measures.** The state provided firewall and content filter are in use to protect the students from inappropriate materials.

      i.   Obscene materials, child pornography, and any material deemed harmful to minors is blocked through this filter.

     ii.   Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the technology director or designated representative.

    iii.   Based on the IT technician's review of internet traffic and staff referrals, the blocking/filtering settings may be altered to keep inappropriate content from being accessed by students and staff.

    iv.   Students are supervised while using district computers to ensure their safety through the use of network surveillance software, staff monitoring, and classroom monitoring software.

     v.   Instant messaging programs, chat rooms, and email are not allowed for personal use.

    vi.   Emails (k12.sd.us) will be utilized by students to be set up at the3rd grade. Students and all district employees will use K-12 emails for one form of communication for school use only and they will be monitored.

    vii.   All school district computers that are taken off site will have the necessary off- site firewall/content filter protection to help protect from inappropriate materials.

   viii.   Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for research or other lawful purposes.

c.   **Inappropriate Network Usage.**

      i.   Students and Staff shall only use the School's Internet/Network for the purposes of education. Failure to abide by the School's Acceptable Network and Internet Use Policy will result in loss of some or all Internet and/or network privileges.

     ii.   It shall be the responsibility of all members of the Crazy Horse School District faculty and staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act (CIPA).

d. Documentation.

  i. Staff, parents, and students are informed of the Acceptable Network and Internet Use policy at the beginning of each school year.

  ii. Permission forms will be subject for student use of the Internet and the care and safety of all computer and technology equipment issued, as well as for permission to use student's works, photos, or names on the school sponsored Internet/Social Media websites. The forms will indicate understanding of appropriate care and respect for all technology by the Crazy Horse School. The Technology Use Contract is attached to this Policy Manual as **Appendix 12**.

14. **Internet Safety Education.** The Crazy Horse School staff will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and responses.

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5) require schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. The School's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the School's Network, and to ensure such use complies with the CIPA requirements.

"Network" is defined as any and all School owned computers, servers, hardware or software, the school's local area network, wireless access points, the Internet, the School's intranet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by the school regardless of the physical location of the user. This AUP applies even when school provided equipment (laptops, Computers, etc.) is used on or off premises of school property.

15. **Acceptable Use Policy.** The Network may be used only as a tool to support and advance the functions of the school as well as its curriculum and educational programs. Access to the school's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the school's Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the school. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the school. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not

violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted.

Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students who are under 18 must have their parents or guardians sign this AUP and submit it to the school.

16. **Network Etiquette.** Users are expected to abide by generally accepted rules of network etiquette (netiquette). These include but are not limited to:

    a. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.

    b. Use appropriate language. Remember you are a representative of your school on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.

    c. All communications and information accessible via the Network should be considered private property that you cannot appropriate for your own use without appropriate attribution and consent.

17. **Prohibited Use.** The school reserves the absolute right to define prohibited use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequence of such inappropriate use. Prohibited use includes but is not limited to the following:

    a. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, or copyrighted materials.

    b. Criminal activities that can be punished under law.

    c. Selling or purchasing illegal items or substance The unauthorized collection of email addresses ("harvesting") of e-mail addresses from the Global Address List and other District directories.

    d. Obtaining and/or using anonymous email sites; spamming; spreading viruses.

    e. Circumvention of the School Technology Protection Measure/filter to access blocked sites.

f.   Disclosure of minors' personal information without proper authorization.

g.   Students' disclosure of personal information such as the student's name, address, phone number, password, or social security number, to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites.

h.   Causing harm to others or damage to their property, such as:

    i.   Using profane, abusive, or impolite language; threatening, harassing, bullying, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;

    ii.   Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;

    iii.   Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;

    iv.   Using any school computer to pursue "hacking," internal or external to the school, or attempting to access information protected by privacy laws; or

    v.   Accessing, transmitting, or downloading large files, including "chain letters" or any type of "pyramid schemes".

i.   Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:

    i.   Using another's account password.

    ii.   Interfering with other users' ability to access their account(s); or

    iii.   disclosing your own or anyone's password to others or allowing them to use your or another account(s).

j.   Using the network or Internet for Commercial purposes.

    i.   Using the Internet for personal financial gain;

    ii.   Using the Internet for personal advertising, promotion, or financial gain; or

    iii.   Conducting for-profit business activities and/or engaging in nongovernment related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

18. Off-Premises Use of Network. The student's parent or guardian is responsible for

monitoring the minor's off premise use of the Network including but not limited to School-assigned email accounts and/or other Network components including but not limited to school assigned computers such as laptops, Computers or e-readers and ensuring such use complies with this AUP.

19. **Disclaimer.** Crazy Horse School makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the school network are to be borne by the user. The school also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the school, its affiliates, or employees.

20. **Enforcement.** Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension, or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities.

   When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation of said school rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

21. **Crazy Horse Computer Protection Plan.** The Crazy Horse School District recognizes that with the implementation of the computer initiative there is a need to protect the investment by both the school and the Student/Parent. The technology improvements will be sustainable so that students are able to continue to utilize technology as they move into their educational futures.

22. **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/parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. An additional charge is the responsibility of the student/parent and must be paid before the computer can be repaired or replaced

23. **Intentional Damage/Accessory Replacement.** Students/Parents are responsible for full payment of intentional damages to computers or replacement of lost or damaged accessories. Warranty, Accidental Damage Protection, or School District Computer Protection DOES NOT cover intentional damage of the computers or accessories needing to be replaced due to damage or loss.

APPENDIX 11:   STUDENT PLEDGE OF COMPUTER USE.

Student Pledge for Computer Use:

1. I will take good care of my computer and know that I will be issued the same computer each year.

2. I will never leave the computer unattended.

3. I will never loan out my computer to other individuals.

4. I will know where my computer is always.

5. I will charge my computer's battery daily.

6. I will keep food and beverages away from my computer since they may cause damage to the computer.

7. I will not disassemble any part of my computer or attempt any repairs.

8. I will protect my computer by only carrying it while in an approved case.

9. I will use my computer in ways that are appropriate and educational.

10. I will not place decorations (such as stickers, markers, etc.) on the District computer.

11. I understand that my computer is subject to inspection at any time without notice and remains the property of the Crazy Horse School.

12. I will follow the policies outlined in the Computer Handbook and the Crazy Horse School Acceptable Use Policy while at school or at home, during and outside the school day.

13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.

14. I will be responsible for all damage or loss caused by neglect or abuse.

15. I agree to return all issued equipment, complete and in good working condition.

APPENDIX 12:   STUDENT/PARENT TECHNOLOGY USE AGREEMENT.

Student/Parent Technology Use Agreement

Website Permission/Email Permission Form Throughout the year, the School District will be updating school district web pages with photographs of classes, activities, student of the month, etc. Teachers may also be updating their websites with student work/projects. The school's website can be viewed at http:/www.crazyhorse.k12.sd.us.

Email Accounts: All students will receive an Email Account. Elementary students will receive instruction on how to use and access as determined by the parent, teacher and principal.

Please read through the following options and initial in agreement of understanding before each.

_____ I agree to my student being assigned a k12.sd.us email account for the purposes of communicating to teachers by students and parents. I understand that the email account will be monitored.

_____ I agree to the stipulations set forth in the above Computer Handbook.

_____ I have read, understand, and agree to comply with the Internet Safety Policy, Acceptable Network and Internet Use Policy, the Crazy Horse School Protection Plan, the Student Expectations, and the Website/Email Permission form.

Student Signature: _____   Date: _____

Parent Signature: _____   Date: _____

Principal: _____   Date: _____

_____
Computer Model & Tag ID Number

_____
MIFI Number & Tag ID