

Swallow School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration-- a vital skill for our 21st century learners. Campus servers, laptops, and computers, as well as personal devices, are strictly for educational use consistent with the educational goals of Swallow School. Along with the opportunity this provides comes responsibility. These Acceptable Use Guidelines are designed to give students and their family's clear and concise guidelines regarding the appropriate use of technology devices both on the Swallow School campus and through our remote servers. The underlying premise of this policy is that all members of the Swallow community must uphold the values of honesty and integrity. The proper use of technology reflects the strength of one's character, as does one's behavior. We expect our students to exercise good judgment and to utilize technology with integrity.

Audio and Video

- Audio on computers should be turned off unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff can/ may relax this policy at their discretion.
- When sound is needed, headphones must be used.
- The use of laptops to watch movies and DVD videos, unless assigned by a teacher or directly related to an assignment, is not permitted during the school day.
- Any audio or video recording related to a school activity or purpose may be done only with the prior permission of all parties being recorded.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

Blogging and Chatting

- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized on campus only for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.
- Social networking is prohibited on any school device including the network. Educational networking coordinated and directed by faculty is acceptable.

Copyright

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.

Downloading and Loading of Software

- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- Students are not permitted to install custom/individual applications on any school device or on the school network.

Electronic Communication (including e-mail and texting)

- The use of e-mail or texting during class is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their e-mail messages.
- Should e-mail services be provided by the school, it is to be used only for the exchange of appropriate information.
- No inappropriate communication is allowed including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's account.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school e-mail system.

File Sharing

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on school computers including laptops. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file sharing connections.

Games

- The viewing and/or playing of electronic games / devices is not permitted during school hours except as part of an assigned, in-class activity.
- No games that are "played" over the school network are allowed.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or "played" on school computers or network.

Internet Use

- The Internet is a rich and valuable source of information for education. However inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material on any school device or access or store this material on the school network.

- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, adult, the Principal or Superintendent as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.

Laptops

- Swallow laptops should be handled with respect and care. Inappropriate treatment of school laptops is not acceptable.

Network Access

- Students must not make any attempt to access servers or network information that is not open to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- Swallow School is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or our file servers.

Privacy, Use, and Safety

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are directed to do so by faculty for educational purposes. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- Swallow School respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use or harassment is suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities that take place on school-owned computers and network including logging website access, newsgroup access, bandwidth, and network use.
- Student must log on with own user name and password.
- Students are prohibited from accessing faculty, administration, and staff computers and accounts; as well as school file servers for any reason without explicit permission from the user or administrator of that computer or account.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.

- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing between computers unless authorized by the technology staff.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- Cyberbullying, the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos, is prohibited. Examples of this behavior include but are not limited to:
 - Sending/posting false, cruel, hurtful or vicious messages/comments;
 - Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others;
 - Breaking into an email account and sending vicious or embarrassing materials to others;
 - Engaging someone in electronic communication and tricking that person into revealing sensitive personal information and forwarding that information to others;
 - Posting of a student picture without his or her permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the students and staff member's right to be safe and secure. Actions deliberately threatening, harassing, or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.

Possession and Use of Electronic Communication Devices

Beginning with the 2011-2012 school year, Swallow School district, will allow the use of electronic communication devices by students at specified times. Personal electronic communication devices include but are not limited to the following: cell phones, smart phones, mp3 players, iPod Touches, iPads and eReaders.

It is not mandatory for students to bring their own mobile learning devices. When electronic devices are used to enhance student learning in the classroom, students without a personal device will be provided access to an appropriate digital device. Students who choose to bring their personal devices must log in and use the Swallow School filtered wireless network during the school day.

Students may utilize electronic communication devices in the classroom for educational purposes when the teacher deems appropriate. While the district encourages students to use electronic communication devices for educational purposes in the classroom, use is prohibited during passing periods and lunch. Additionally, students will be allowed the opportunity to use their devices before/after school.

NOTE: Students bring electronic communication devices to school at their own risk. The District will not be held responsible if a personal electronic device is lost, stolen, or misplaced including those that have been confiscated.

Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence.

Use of electronic communications devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an academic environment and the integrity of the classroom.

Guidelines

Students must comply with staff directives, including but not limited to, using appropriate device volume. When in use, devices must be on vibrate or silent mode so that no audible tone is heard. Using functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action up to and including suspension and/or expulsion and will be reported to the local authorities.

All cell phone use during the school day should only take place under the supervision of staff personnel.

Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited. Also, using any device that permits recording the voice or image of another to take, disseminate, transfer or share audio, images, video or photographs that reveal private parts of the body that are ordinarily covered by clothing is prohibited. The possession of pornographic images or video on any electronic device is prohibited.

Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members.

Random checks of student devices will be conducted throughout the year to ensure that these policies are being followed.

Note: The registration signature page acknowledging the Swallow School Technology Responsible Use Policy must be received before being allowed to use Swallow School computers/devices and student electronic communication devices.

Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of privileges on the schools network, the loss of the use of a personal device for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action, and possible legal action.
- These consequences apply to all students who are using the school's Network and computers.

**SWALLOW SCHOOL DISTRICT
TECHNOLOGY ACCEPTABLE USE**

Access Release and Authorization Form

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As a condition of using technology in the Swallow School District, I agree to the following:

1. I will abide by such rules and expectations as outlined by the Swallow School District's Technology Acceptable Use Policy.
2. I have read and agree to comply with the Acceptable Use Policy. I also understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken.
3. I understand that the purpose of the H drive is for my primary usage and saving of work and that the S drive is a shared student drive and only work that I am finished with and/or have saved to my H drive first should be saved there.

Student Name: _____ Student ID: _____

Signature: _____ Date: _____

Parent or Guardian (If you are under the age of 18 a parent or guardian must also read and sign the agreement.)

As the parent or guardian of this student, I have read the Acceptable Use Guidelines and Policy 380. I understand that this access is designed for educational purposes. I recognize it is impossible for the Swallow School District to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue access and/or an account for my child.

Parent or Guardian's Name: _____

Signature: _____ Date: _____

Return completed form to the school office in order to access district technology.