

# Allen Village School

## TABLET & LAPTOP COMPUTER USE AGREEMENT (Grades K-12)

### STANDARDS of PROPER CARE (Grades K-12)

### ACCEPTABLE USE POLICY (Grades K-12)

#### Tablet & Laptop Computer Use Agreement

This agreement is made effective upon receipt of Computer/Tablet, between the Allen Village School (AVS), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer/tablet, software, and related materials (the "Computer/Tablet") for use while a student is at Allen Village School, hereby agree as follows:

#### **1 - Equipment**

**A. Ownership:** AVS retains sole right of possession of the Computer/Tablet and grants permission to the Student to use the Computer/Tablet according to the guidelines set forth in this document. Moreover, Allen Village School administrative staff retains the right to collect and/or inspect the Computer/Tablet at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

**B. Equipment Provided:** Efforts are made to keep all laptop and tablet configurations the same. All Computers/Tablets include ample RAM and hard-disk space, a protective laptop case, software, and other miscellaneous items. AVS will retain records of the serial numbers of provided equipment.

**C. Substitution of Equipment:** In the event the Computer/Tablet is inoperable, AVS has a limited number of spare laptops for use while the Computer/Tablet is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Computer/Tablet or to avoid using the Computer/Tablet due to loss or damage. Please note that if the Student forgets to bring the Computer/Tablet or power adapter to school, a substitute will not be provided.

**D. Responsibility for Electronic Data:** The Student is solely responsible for any non-AVS installed software and for any data stored on the Computer/Tablet. It is the sole responsibility of the Student to backup such data as necessary. AVS provides a means for backup along with directions but AVS does not accept responsibility for any such software.

#### **2 - Damage or Loss of Equipment**

**A. Responsibility for Damage:** The Student is responsible for maintaining a 100% working Computer/Tablet at all times. The Student shall use reasonable care to ensure that the Computer/Tablet is not damaged including keeping the protective case intact and free of cracks or breakage. Refer to the *Standards for Proper Care* document for a description of expected care. In the event of damage to the Computer/Tablet and/or the protective case, the Student and Parent will be billed a fee according to the following schedule:

- First incident - up to \$100 or full cost of repair or replacement
- Second incident - up to \$200 or full cost of repair or replacement
- Third incident - up to full cost of repair or replacement

AVS reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school. (See the *Standards for Proper Care* document for definitions of "attended," "unattended," and "locked.")
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See *Standards for Proper Care*).

**B. Responsibility for Loss:** In the event the Computer/Tablet is lost or stolen, the Student and Parent may be billed the full cost of replacement

**C. Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Technology Director and Building Principal. If the Computer/Tablet is stolen or vandalized while not at AVS or at an Allen Village School sponsored event, the Parent shall file a police report and provide a copy to the school. All pieces of the broken Computer/Tablet must be returned to the school.

**D. Technical Support and Repair:** AVS does not guarantee that the Computer/Tablet will be operable, but will make technical support, maintenance and repair available.

### 3 - Legal and Ethical Use Policies

**A. Monitoring:** AVS will monitor Computer/Tablet use using a variety of methods - including electronic remote access - to assure compliance with AVS' Legal and Ethical Use Policies.

**B. Legal and Ethical Use:** All aspects of AVS Electronic Acceptable Use Policy remains in effect, except as mentioned in this section.

**C. File-sharing and File-sharing Programs:** File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

### 4 - Allowable Customizations

- The Student *is permitted* to alter or add files to customize the assigned Computer/Tablet to their own working styles (i.e., background screens, default fonts, and other system enhancements).
- The Student *is permitted* to download music to iTunes, but cannot download or install any other software without permission from the AVS Technology Director and Administration.

## Standards for Proper Computer/Tablet Care

You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Computer/Tablet. **Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.**

Read the electronic manual that comes with the laptop or tablet. Following Apple's advice and the standards below will lead to a Computer/Tablet that will run smoothly and serve as a reliable, useful and enjoyable tool.

### **Your Responsibilities:**

- Treat this equipment with as much care as if it were your own property.
- Bring the Computer/Tablet and charging unit to AVS during every school day. (If you forget them, substitutes will NOT be provided.)
- Keep the Computer/Tablet either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Computer/Tablet stored in a secure place (i.e., locked in the cart or other suitable place) when you cannot directly monitor it. For example, during events, extra curricular activities and trips, store the Computer/Tablet in a secure place assigned by your homeroom teacher or sponsor. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen - even at school - it will be your full financial responsibility.
- Avoid removing protective case from Computer/Tablet
- Avoid use in situations that are conducive to loss or damage. For example, never leave Computer/Tablets on school buses, in the gym, in a locker room, or in other areas where it could be damaged or stolen. Avoid storing the Computer/Tablet in a car other than in a locked trunk. ***Avoid leaving the Computer/Tablet in environments with excessively hot or cold temperatures.***
- Do not let anyone use the Computer/Tablet other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Computer/Tablet will be your full responsibility.
- Adhere to Allen Village School's Electronic Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask a Teacher, Building Principal or the Technology Director.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

### **How to Handle Problems**

- Promptly report any problems to the your homeroom teacher and Technology Director.

- Don't force anything (e.g., connections, popped-off keys). Seek help instead.
- When in doubt, ask for help.

### **General Care**

- Do not attempt to remove or change the physical structure of the Computer/Tablet, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the Computer/Tablet.
- Do not do anything to the Computer/Tablet that will permanently alter it in any way. (You can apply vinyl stickers so long as they are completely removable.)
- Keep the equipment clean. For example, don't eat or drink while using the Computer/Tablet.

### **Carrying the Computer/Tablet**

- Always completely close the computer lid and wait for the Computer/Tablet to enter sleep mode before moving it, even for short distances. Movement while the Computer/Tablet is on can result in permanent damage to the hard-drive and therefore the loss of all data.
- Always store the Computer/Tablet in the case or protective sleeve provided. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop/tablet case designed for the Computer/Tablet other than the Computer/Tablet itself as this may damage the screen.
- Carry the laptop with two hands in front of you. Your laptop should be closed and you should not have anything else in your hands. All of your other items should be in a backpack as you rotate between classes.
- Do not grab and squeeze the Computer/Tablet, as this can damage the screen and other components

### **Screen Care**

The Computer/Tablet screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over \$800 to replace. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the computer keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed, thus resulting in a damaged computer.

### **Battery Life and Charging**

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Computer/Tablet charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.

- Close the lid of the Computer when it is not in use, in order to save battery life and protect the screen.

### **Personal Health and Safety**

- Avoid extended use of the Computer/Tablet resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.

Read the safety warnings included in the Apple user guide.

### **Responsibility for Property**

Students issued a laptop are responsible for maintaining a 100 percent working laptop at all times. The student shall use reasonable care to be sure that the Computer/Tablet is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

Students must keep the Computer/Tablet locked (i.e. locked in your classroom cart, home or secure place where others do not have access) or attended (with you or within your sight) at all times. Laptops or tablets left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop or tablet is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back. Unattended and unlocked equipment, if stolen - even at school - will be the student's responsibility.

### **Discipline**

Any student who violates these rules will be subject to disciplinary action. The minimum consequence will be a letter home. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the restricted or revoked students' use and possible suspension or expulsion.

### **Legal Issues and Jurisdiction**

Because AVS owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of

network resources is prohibited. All content created, sent, accessed or downloaded using any part of AVS' network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Acceptable Use Policy.

### **Disclaimer**

Allen Village School does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the Allen Village School. While AVS' intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At AVS, we expect students to obey the Electronic Device Acceptable Use Policy when using the Internet. Students found in violation of the policy will be disciplined. In addition, AVS account holders take full responsibility for their access to AVS' network resources and the Internet. Specifically, AVS makes no warranties with respect to school network resources nor does it take responsibility for:

1. the content of any advice or information received by an account holder;
2. the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

## **EQUIPMENT LENDING INFORMATION**

This **additional** agreement allows students to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, drawing tablets and other audiovisual devices for multimedia school projects. The signed agreement is part of the *Student Tablet/Laptop Program Acknowledgement Form*.

Allen Village School grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

### **Agreements**

1. I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly.
2. I will treat this equipment with the same care as if it were my own property.
3. I will maintain the equipment in clean condition.
4. I will avoid use in situations that are conducive to loss or damage.
5. I will heed general maintenance alerts and advice from school technology personnel.
6. I will promptly report any malfunction, loss, damage or theft to the Technology Director or Building Principal.
7. I will always transport the equipment within the case and/or sleeve provided whenever leaving the school building.
8. I will adhere to AVS School's Acceptable Use Policy when using this equipment at all times and locations.

### **Damage or Loss**

I am responsible for any costs incurred due to loss or damage of equipment as determined by the school.

***I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.***

## Acceptable Use Agreement and Network User Agreement

### **1 – General Statements Regarding Technology Use**

The primary goal of AVS' available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the Computer/Tablet equipment. The following is a list of rules and guidelines that govern the use of AVS' Computer/Tablets and network resources.

*Network Resources* refers to all aspects of AVS' owned or leased equipment, including computer/tablets, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of AVS' network resources whether this access occurs while on or off campus.

#### **Students may not use network resources:**

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others - if you need to transfer large files, please contact the Technology Director to make special arrangements);
- to alter, add or delete any files that affect the configuration of a school computer/tablet other than the laptop/tablet assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto AVS Computer/Tablets; to copy AVS school software (copying school owned software programs is considered theft).

#### **In addition, students may not:**

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

### **2 - Introduction**

This Acceptable Use Agreement is intended to provide Internet and computer/tablet access to students and staff of Allen Village School and is to encourage educational excellence through use of electronic resources and encourage familiarity with technology.



This Acceptable Use Agreement covers all district staff as well as students in grades K-12. Students will only use computer/tablets under direct supervision by a school employee since students this age are not mature enough to understand the Acceptable Use Agreement in its entirety.

The Internet is a global network of computers linking users to schools, businesses, universities, and other sites. The school recognizes many sites have educational uses, while others do not. The school wishes to respond to this by encouraging use of sites for educational reasons only.

This agreement applies to all persons accessing and using Allen Village School network Computer/Tablets, peripherals, and e-mail systems. These users include students, faculty, staff, and other persons affiliated with the school. A user has access to his/her account and hardware. The school owns the access to the account and gives the assigned person the sole privilege of use. Access to computing resources is a privilege, not a right and the privilege can be suspended immediately without notice. The school trusts assigned users to make responsible use of computing resources. Approved visitors who use the school's technology resources are expected to comply with the current Acceptable Use Agreement.

In order for students and staff to use school technology resources, they must follow the guidelines set forth in this Acceptable Use Agreement. The rules written in this agreement are not all inclusive. Allen Village School reserves the right to change this agreement as deemed necessary. If for any reason, a parent or guardian does not want his/her student to have Internet access, then he/she must notify the school in writing. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By using school technology resources, users acknowledge their understanding of the Acceptable Use Agreement as a condition of using the Allen Village School's resources and Internet access.

Legal References: Children's Internet Protection Act, 47 U.S.C. 254(h)

### **3 - Ownership**

Allen Village School provides computing, networking, and information resources for access and use by students, faculty, staff, and other persons affiliated with the school. These resources include the access and use of the school's Google Domain Documents and e-mail system and the school's computer network.

The school owns all hardware, software, user accounts, and e-mail accounts. The school allows user access to the network, hardware, and user accounts for the reasons listed in this agreement. These user guidelines extend outside the school's physical building. (i.e. school e-mail accounts used from home or school hardware used outside of school). Staff members or students will not retain proprietary rights related to the materials designed or created if school hardware/software is used unless those rights are transferred to the user.

Electronic devices and services are provided to contribute to the efficiency of the school and to promote educational excellence in the school. The school has the responsibility to maintain the integrity, operation, and availability of its electronic systems for access and use. The school does not guarantee user privacy or system reliability. It is not liable for loss or corruption of data resulting from using school-owned network resources.

On occasion, duly authorized personnel have authority to access individual files or data to perform repair or maintenance of equipment, or through routine monitoring. Software may be used to track Computer/Tablet usage, system information, and remotely observe and manage network technology.

#### **4 - User Rights and Responsibilities**

A. The school provides students, staff and other users with access to the school's technologies. However, this use is a privilege and is not to be considered a guaranteed right.

B. Each user assumes full responsibility for their actions while using school-owned resources. Any inappropriate use considered by most prudent and discerning adults as unsuitable for use by elementary and secondary students will be subject to consequences as stated in this agreement.

C. Students should never use teacher Computer/Tablets without that teacher's permission and supervision.

D. Each user is to notify the Technology Director and homeroom teacher if he/she believes others know their password and if any user files have been altered. A student that shares his or her passwords will be considered responsible for any results of such use.

E. A Network/Internet User Form needs to be read and signed at the beginning of each school year for grades K-12 before students will be allowed to use school's technology resources. All new students to the district will need to sign a Network/Internet User form and have it on file with the school prior to network access being granted. Each student's parent/guardian must also sign this form before use is allowed. Access can be removed at any time and a new Network/Internet User form will need to be submitted.

F. For K-12 grade students who are receiving a laptop or a tablet, a signed Student Laptop/Tablet Program Acknowledgement Form must be on file prior to that student receiving their assigned laptop computer/tablet.

G. Users are not to post private, identifying information about themselves or others including, but not limited to, home, school, or work addresses and telephone numbers, identification numbers, full names, account numbers, access codes or passwords without that person's consent.

#### **5 - Allen Village School Rights and Responsibilities**

A. Teachers and those assisting students are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate areas of the Internet, for assuring that students understand what constitutes misuse of the Internet, and the consequences of misuse. Teachers should model appropriate behavior and enforce the Acceptable Use Agreement.

B. All software/hardware purchases need approval of the Principal and Superintendent.

C. Allen Village School reserves the right to monitor all activity and use of the network. This includes, but is not limited to, monitoring downloads, files, and documents stored in users'

folders, check Internet histories and cache files, observe users screens, read e-mail if deemed necessary, and block what the district considers inappropriate sites.

D. Sanctions may be both internal, involving loss of privileges or other school measures; or external, involving civil or criminal action under state or federal laws. All inappropriate items can be confiscated and only be returned to a parent/guardian.

E. The district technology staff routinely monitors and performs maintenance on file servers, e-mail, workstations, the Internet, and user accounts. During these procedures, it may be necessary to review e-mail and/or files stored on the network. Users should avoid storing personal and/or private information on the district and/or school's technology resources.

F. If routine maintenance and monitoring of the school's system shows that a user has violated this agreement, another school agreement or law, school officials will conduct an individual investigation or search — if there is a reasonable suspicion the search will uncover a violation of law or school agreement.

G. Students are not to bring software from home to install on school hardware, unless ownership of the software is turned over to the district. If a single copy of a given software package is purchased, it may only be used on one computer/tablet at a time. Any software on school computer/tablets, not owned by the district, will be removed. The school provides all reasonable software. Students are not to download or install software without the knowledge and approval of the Technology Director.

## **6 - District Google Documents and E-mail Accounts**

A. School Google documents and e-mail accounts will be accessed using the school supported and approved client software. Users are not to download software to use as a mail client, web browser, or similar software, which is not supported by the school. The school purchases and provides appropriate software for each user and there should be no personally selected alternatives used without the knowledge and approval of the Technology Director.

B. The Allen Village School will grant Google documents and e-mail accounts to staff members and specified students as needed. This account is owned by the school and can be closed at any time. Staff and other users leaving the school will have their accounts disabled as of their final contract day unless other arrangements are made.

C. Users are responsible for their password and their account. At no time should one give their password to another user. Users are not to use other people's accounts, or allow others to use their account. Any inappropriate use can result in the loss of the account as specified in the user agreement consequences.

D. Information transported using e-mail and e-mail accounts is not to be considered private, secure, or confidential.

E. With regards to personal e-mail use, occasional sending and/or receiving of personal messages by staff and/or students are inevitable. This type of incidental personal use is allowed providing such use does not involve the conduct of any personal, discriminatory, or

unlawful business (including commercial purposes, advertising, and political lobbying), does not violate school agreement and/or adversely affect others, the speed of the network, or the employee's professional responsibilities, including using instructional time for personal communication.

F. E-mail use should reflect professional standards at all time.

G. All e-mail generated on system equipment, created using a Allen Village School e-mail account, or residing on a school district computer, tablet or server is the property of the school district and may be reviewed and deleted as needed to ensure network integrity and confidentiality.

F. All e-mail content is understood to represent the author's point of view and not that of the school.

## **7 - Appropriate Use**

All computer and tablet services shall be used in a responsible, efficient, ethical, and legal manner. Each user is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

A. Be polite. Any form of cyber bullying or harassment will not be tolerated.

B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

C. Do not reveal your personal address or phone numbers of students or colleagues.

D. We expect all users to obey Federal, State, and Local laws.

E. Do not use the network in such a way that disrupts the use of the network by other users.

F. All users are expected to know and follow all copyright laws.

G. Do not bypass the school's Internet filter or proxy.

\*\*Violation of these expectations will lead to consequences determined by the building administrator. Allen Village School reserve the right to administer additional consequences at the discretion of the administration.

The Allen Village School uses Internet filtering hardware/software and an Internet proxy as required by federal law in an attempt to filter access to inappropriate material via the World Wide Web as well as track all Internet traffic in and out of the schools. Federal law requires the district to provide an Acceptable Use Agreement which must be signed and returned to the school office and is kept on file for one year for students in grades K-12. If a user encounters inappropriate material via the World Wide Web or e-mail, he/she is required to immediately notify a teacher, administrator, or the network administrator. Allen Village School will comply fully with any investigation relating to network activity.

Parents/Guardians will be notified of all violations of this Acceptable Use Agreement in a written letter from a school administrator.

## **8 - Network Access and Personal Storage**

Individual student access to on-line resources and network services is a privilege granted to students at Allen Village School. Students shall use the on-line resources and network services provided them by the school for the purposes of data retrieval and storage.

To ensure students are properly maintaining their information storage privileges, the principal of the building and the network administrator may periodically inspect all or a random selection of student network accounts. An inspection shall either occur in the presence of the student whose network account is being inspected or the inspection shall be conducted in the presence of at least one other person.

## **9 – Internet Safety Policy** (Developed by E-Rate Central)

### ***Introduction***

It is the policy of Allen Village School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act.

### ***Definitions:***

Key terms are as defined in the Children’s Internet Protection Act.

### ***Access to Inappropriate Material***

- To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
- Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### ***Inappropriate Network Usage***

To the extent practical, steps shall be taken to promote the safety and security of users of the Allen Village School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### ***Supervision and Monitoring***

- It shall be the responsibility of all members of the Allen Village School 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.
- Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Building Administrator or designated representatives.

**CIPA definitions of terms:**

*Technology Protection Measure*

The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

- A. obscene, as that term is defined in section 1460 of title 18, United States Code;
- B. child pornography, as that term is defined in section 2256 of title 18, United States
- C. harmful to minors.

Harmful To Minors - The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.