

## **Electronic Devices**

Personal electronic devices may be used appropriately by students throughout the school day. Behaviors that infringe on the learning process or violate the school's core values will be dealt with according to the discipline manual.

- The school will assume no financial responsibility for these items once they are confiscated.
- If a student is found using or to have used a wireless communication device while taking a test or quiz then the student will be considered to have cheated on that test/quiz as there is no way to verify that he/she did not receive inappropriate help. In such a case the student will receive a grade of zero (0) on the assignment.
- Students and parents must sign appropriate use policies for wireless devices and internet use.
- Students and parents must sign a statement of liability for school computers.
- [Haliwa-Saponi Tribal School assumes no liability for the condition of personal devices.]
- Use of HSTS WIFI by personal devices should be limited to laptops, not smart phones.
- Students may not transmit personal information online.
- Students and parents must accept responsibility for technological tools and they must sign a liability statement for the students to be allowed to take them home.
- Internet usage at HSTS is for educational purposes only
- The Haliwa-Saponi Tribal School makes no warranties of any kind, whether expressed or implied, for the service it is providing
- Users agree to abide by Local, State and Federal laws.
- The Haliwa-Saponi Tribal School will not be responsible for any damages a user may suffer including but not limited to loss of data, delays, nondeliveries, misdeliveries, or service interruptions caused by provider/user negligence, errors or omissions.

## **ACCEPTABLE COMPUTER USE POLICY**

### **HSTS Network/Computer Access-Terms and Conditions**

A responsible student user of the HSTS Network

- MAY ONLY USE HSTS technology as directed by HSTS staff or as assigned by the teacher.
- Students and parents agree to use HSTS technology and network for educational purposes only.
- AGREES to NEVER share passwords with any other student.
- (UNDERSTANDS that NO communication is private.
  - Internet activity may be tracked and monitored
  - Internet activity may be made available for parental review.
  - HSTS staff may examine physical drives and disks if necessary
- UNDERSTANDS that if any provision of the HSTS Acceptable Computer Use Policy is violated, the student may not be allowed to use the HSTS network and disciplinary action may be taken.
- UNDERSTANDS that if he or she loses the privilege of using the HSTS network, there shall be no obligation to provide a subsequent opportunity to access the network.

**Workstation Violations:** A student is to leave the computer exactly as he or she finds it unless given specific permission from an instructor. Prohibited changes include, but are not limited to

1. Installing software on a school device without permission.
2. Modifying computer software or hardware.
3. Modifying computer themes (screen saver, desktop background, sounds, icons, etc.)
4. Logging into an account other than your own.
5. Stealing, vandalizing or defacing hardware (including keyboards, monitors, and headphones).
6. Not reporting computer vandalism that you are aware of.
7. Removing or replacing hardware or cables without authorization.

**Usage Violations: Use of the computer must be in support of education and research and consistent with the educational objectives of The Haliwa-Saponi Tribal School. *The student is responsible, at all times, for its proper use.* Improper use of the HSTS network and computers is prohibited. Uses of the HSTS network and computers that are prohibited include, but are not limited to**

1. Use of HSTS technologies in support of any illegal purposes.
2. Intentionally uploading, creating, or spreading computer viruses or worms.
3. Attempting to gain unauthorized access to the HSTS network, or any other network, or to any secure data is considered hacking activity and thus is prohibited. Hacking activity includes students attempting to logon to the network/Internet as a faculty member or an administrator.
4. Possessing and/or using or attempting to use hacking tools, including keystroke loggers and password/encryption tools.
5. Not reporting network security violations or potential violations that you are aware of. If you become aware of a problem, do not demonstrate the problem to other users.
6. Downloading and storing files on the network without authorization (as a student you are authorized to store only course-related documents)
7. Connecting any non-HSTS hardware (including mp3 players, personal laptops and PDA devices) to the network or computers without specific advance permission.
8. Providing access to the HSTS network to unauthorized individuals via one's own account, another's account, or otherwise.
9. Using profanity, obscenity or language that is considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities. This includes retrieving, viewing, producing, posting, or sending (or attempting to post or send) material that
  - a. is profane, obscene, lewd, sexually explicit or suggestive or pornographic in purpose.
  - b. advocates or engages in illegal acts, threats, hate or violence .
  - c. potentially disrupts, causes damage, threatens or endangers students or staff.
10. Spamming: Distributing mass e-mail messages and chain letters or sending e-mail to school address lists or other large numbers of people or a large volume of messages to one or more individuals for the purpose of causing annoyance.
11. Posting personal or private information about yourself or other people on the Internet. Violating any aspect of a student's right to privacy by disclosing confidential information including but not limited to a student's grades or test scores.
12. Posting, sending, or disclosing over the Internet information that insults, defames, or harasses.
13. Re-posting" or forwarding personal communications without the author's prior consent.
14. Chat rooms, social connection sites and instant messaging are off-limits during school hours except with prior specific permission.
15. Using HSTS technology to copy commercial software in violation of state, federal, or international copyright laws.
16. Using the HSTS network for financial gain or for the transaction of any business, commercial or lobbying activities.
17. Personal software, games, and music are not allowed.

18. Printers are for academic use only. Excessively long documents (more than 4 pages) may not be printed without the permission of a teacher. Use of school printers for personal work or fun is not allowed. Individuals will be charged for excessive or personal printing.
19. Using technology to cheat; to misrepresent another's work as one's own or to pass one's work on to another for the purpose of cheating.
20. Plagiarizing (claiming another person's writings as your own) any information gained on or through the network or from the Internet. (This includes the downloading of reports or term papers purchased on the Internet and passing them off as one's own). Be aware that HSTS has implemented software that identifies plagiarized copy obtained by students over the Internet. NEVER SUBMIT ANY WORK THAT IS NOT YOUR OWN without proper attribution.

**Conduct Violations: The use of the computer is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and severe disciplinary action. The school administrators will deem what is inappropriate use, based on the explicit and implicit guidelines in the Acceptance Computer Use Policy.**

1. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Do not be rude or abusive in your messages to others.
  - b. Use only appropriate language. Do not swear or use vulgarities or any other inappropriate or offensive language.
2. Using technology for off-task activities during class (playing games, videos, music, or visiting websites not instructionally related) is prohibited.
3. You may not visit chat rooms, social sites, bulletin boards, newsgroups or translator services at any time during class without your instructor's permission.
4. **You may not instant message or check your email, or send email or chat messages during class unless your instructor gives you permission to do so. (permission will only be granted if use is DIRECTLY related to the completion of an academic assignment.)**
5. No food or drinks are allowed near the computer.
6. You must log-off and clean up your workstation before you leave.
7. You must report any unsolicited or inappropriate web site that pops up on your screen without your consent to your teacher.
8. If you experience any problems with your workstation (you can't log on, you can't print, you can't get on the network or to the Internet, etc.), you must report these problems to your teacher/advisor or an administrator ..
9. It is your responsibility to keep your passwords confidential. **IF YOUR PASSWORD IS COMPROMISED, YOU MUST CHANGE IT IMMEDIATELY!**

### **Consequences for Violations of Terms and Conditions**

**Computer, internet and Usage Violations** such as those listed above are SERIOUS violations with SEVERE consequences. Workstation and Usage violations can incur

suspension of computer privileges as well as disciplinary action and notification of a student's parents. Reinstatement will require parental signature and/or conference.

**Conduct Violations** also have the consequence of disciplinary action which may include suspension of computer privileges and suspension from school. Repeated conduct violations will be treated as a serious violation (see above) and parents will be notified.

### **Academic Consequences of Violations**

Violations of the Acceptable Computer Use Agreement may carry serious academic consequences. If you lose your computer privileges, you may not use ANY HSTS computer. You may NOT bring a personal laptop to school to use for the duration of the violation. If you have access to the necessary hardware/software at home, you may complete computer-related assignments at home. Otherwise, you must complete your assignment at a public library or some other public computing facility. You may propose alternate, non-technology assignments to your teachers. Your teachers will decide whether your proposal constitutes an acceptable alternative for meeting the learning objectives of the original computer-based assignment. If there are no valid alternatives in computer-based courses, the result may be that you would fail the assignment.

The following applies to all violations:

- If the school year ends before the computer suspension, the remainder of the suspension may carry over to the next school year.
- Acts of vandalism that require the replacement of equipment will require financial recompense by the student or the student's parents.
- The student and his/her parent/guardian shall be responsible for any cost incurred by the school for viruses/malware that must be removed or any changes to a computer that affect its ability to operate and require professional services to correct.
- Any violation of this agreement may result in additional disciplinary action in accordance with school policies, local, state and federal laws.

Please sign and return to the school. This will be kept on file for the school year 2016-2017

**Financial Liability for Broken Devices**

During the school year, a student may be given a device to use (not to own) for education. The parents/guardians of the student agree to assume financial responsibility for the device if it is broken while under the supervision of the student. We feel that it is not fair to charge a student or parent/guardian for the entire cost of a device (unless it is totaled), therefore we will respond to any incident in which a device is broken on a case-by-case basis and charge the parent/guardian for parts + shipping and any labor required to repair the device. You may request copies of receipts or quotes as proof if needed. By signing below, you and your child agree to assume financial liability for any broken device under your child's care in addition to abiding by the guidelines set forth above in the "Electronics Devices" document.

---

Student Name Printed Date

---

Student Signature Date

---

Parent Signature Date