

*Prairie Hills Schools*  
*iPad*  
*Policies, Procedures*  
*&*  
*Student Information*  
*Grades 6 - 12*

*Prairie Hills Schools*  
*iPad*  
*Policies, Procedures & Information*

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The goals of the USD 113 one to one technology program are:

- ensure equity in access to technology for all students
- provide students with experience using diverse computer platforms
- provide a device with the capability to complete a variety of basic academic tasks as well as the potential for creative processes using a variety of media.

In order for this endeavor to be successful, it will take a joint effort among the students, staff and parents to ensure the success of this program. This document will outline the responsibilities of all of these parties, but students and families are always welcome to reach out to building staff with any remaining questions.

## **1. RECEIVING YOUR IPAD AND END OF YEAR IPAD CHECK-IN**

### **1.1 Receiving Your iPad**

iPads will be distributed at the beginning of each school year during an iPad Orientation period defined by each building in the district. Parents & students must sign and return the Student Pledge document and Acceptable Use Policy before the iPad can be issued to their child. Parents may sign these documents digitally during enrollment. Students will keep the same device and protective case over the course of their time in USD 113. Students will be charged a \$40 technology fee at enrollment time. This revenue will be used to cover the cost of apps and repairs as the technology team deems appropriate. It will not cover the cost of replacing charging cables should the need occur. Please be sure to also review the section about family responsibilities.

### **1.2 iPad Check-in**

iPads will be returned to USD #113 during the final week of school so they can be checked for serviceability. If a student transfers out of the Prairie Hills School District during the school year, the iPad will be returned at the time of checkout. Individual school iPads and accessories must be returned to the school of attendance at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Prairie Hills Schools District for any other reason must return their iPad on the date of termination.

### **1.3 Check-in Fines**

**1.3.2** If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Prairie Hills School District, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report being filed with the local Police Department.

**1.3.3** Furthermore, the student will be responsible for any damage to the iPad and must return the iPad and accessories to the building principal in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad. (See section 8 for further information about repairs.)

## **2. TAKING CARE OF YOUR IPAD**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the school office who will notify the technology department for an evaluation of the equipment.

### **2.1 General Precautions**

**2.1.1** The iPad is school property and all users will follow this policy and the Prairie Hills School District's acceptable use policy for technology.

**2.1.2** Only use a clean, soft cloth to clean the screen, no cleansers of any type.

**2.1.3** Cords and cables must be inserted carefully into the iPad to prevent damage.

**2.1.4** iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Prairie Hills School District.

**2.1.5** iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.

**2.1.6** Students are responsible for keeping their iPad battery charged for school each day.

**2.1.7** Students will have the same iPad for the life of the iPad.

### **2.2 Carrying iPads**

A protective case/cover for the iPad is required to help protect the iPad and provide a suitable means for carrying the device throughout the day. iPads should always be within the protective case when carried. The school will purchase the

case for the iPad which should be used at all times. The case cannot be replaced with a different case, but students may use additional protective or padded sleeves or bags in addition to the school-provided case.

## **2.3 Screen Care**

- 2.3.1** The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- 2.3.2** Do not put unnecessary pressure on the top of the iPad.
- 2.3.3** Do not place anything near the iPad that could put pressure on the screen.
- 2.3.4** Do not place anything in your backpack or carrying case that will press against the cover.
- 2.3.5** Clean the screen with a soft, dry cloth or anti-static cloth.
- 2.3.6** Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it may crack or break the screen.

## **3. USING YOUR IPAD AT SCHOOL**

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students should bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

### **3.1 iPads Left at Home**

If a student leaves his/her iPad at home, they are responsible for getting the course work completed as if he/she had his/her iPad present. If a student repeatedly leaves his/her iPad at home, he/she will be subject to appropriate disciplinary action.

### **3.2 iPad Undergoing Repair**

Loaner iPads may be issued to a student whose machine is being repaired.

### **3.3 Charging Your iPad's Battery**

iPads should be charged to full capacity each day before they are brought to school. Not having a charged iPad shows irresponsibility and repeat violations will result in appropriate disciplinary action being taken.

### **3.4 Apple IDs**

USD 113 will provide each student with a Managed Apple ID which will be used to aid in management of the iPads and the available apps. Personal Apple IDs already owned by a student may not be added to the iPad for any reason.

### **3.5 Available Apps**

Apps with educational value will be made available to students at the request of their teachers. Distributed apps will either be auto-installed or made available as options in the Mosyle Manager app for students to install and update as desired or at the request of their teachers. Apps may be available based on grade level or on specific course enrollment. Students will not have access to the Apple App Store for installing apps of their selection.

### **3.6 Sound**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students should plan to have ear buds available for use if required by their teachers, but should only be used if requested. During passing periods, students may not use ear buds/headphones.

### **3.7 Printing from the iPad While at School**

Limited printing services will be available with the iPad when students are at school. Students will be given information and instruction on printing from the iPad at school specific to their building where they attend.

### **3.8 Home Internet Access and Home Printing from iPad**

Students are allowed to connect to additional wireless networks on their iPads when they are away from school using the Settings App. This will be necessary if the student wishes to use web-based services outside of the school setting. Once an iPad is connected to an outside wifi network, the student should log in to the **Smoothwall App** which will ensure a filtered internet access away from the district network. To log in to Smoothwall, the student will use their school network credentials. Printing at home will require a wireless printer with airprint compatibility. The district will not provide printers for home use, nor will it provide support in setting up a home printer for use.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving Work on the iPad**

Students should save work to the iPad, but limited storage space will be available on the iPad, and data cannot be guaranteed to be backed up in the event an iPad has to be re-imaged or restored to factory settings. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Cloud-based storage such as Google Drive is a good way to back up important assignments.

## **5. IPAD OPERATING SYSTEM DETAILS**

### **5.1 Originally Installed Software**

The apps, operating system, and settings originally installed by USD 113 must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.

### **5.2 Inspection and Monitoring**

Students may be selected at random to provide their iPad for inspection. iPad use and contents will also be monitored remotely. USD 113 will provide web filtering for iPads both on the school grounds and when the iPad is outside of its network but being used online. Changing the settings to the iPad to bypass this filter will be considered a breach of the student pledge and will be subject to disciplinary action.

### **5.3 Procedure for re-loading software**

If technical difficulties occur, the iPad will be re-set to factory conditions by the district technology staff. The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image.

### **5.4 Software upgrades**

Updated versions of the operating system and apps are available from time to time. Students may be required to check in their iPads for periodic updates. Prairie Hills School District will notify students on how to update the operating system should it be necessary. If an app prompts the user for an update, the student may reinstall it through the Mosyle Manager app to install the update.

### **5.5 Technology Support**

Technology support for iPads will be available during the normal business day at the school of attendance between the hours of 8:05 and 3:35. After hours support will be available by appointment only. For support, students will be expected to submit a ticket request via email to support @usd113.org providing their name, explaining the issue, and stating their building of attendance. In the case email is not accessible, students should request a teacher or other staff member submit the ticket for them.

## **6. ACCEPTABLE USE**

The use of the Prairie Hills School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Prairie Hills School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Prairie Hills School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

### **6.1 Parent/Guardian Responsibilities**

Talk to your children about values and the standards that your children should follow when using the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Because students will have access to their iPad away from school, parents/guardians will need to establish ground rules for iPad use outside of the school day. Establishing routines and limits at home around where and when the devices may be used and charged is an important role of the parent/guardian. District-owned devices will have internet filtering on them at all times even when used off school premises. But if concerns arise around content that is accessed, parents are encouraged to contact their child's school.

## 6.2 School Responsibilities:

- 6.2.1 Provide internet and e-mail access to its students.
- 6.2.2 Provide internet filtering to prohibit access to content not appropriate for minors or which use an unreasonable amount of network bandwidth. This content may include inappropriate or invaluable content, social media resources and/or streaming media sources. The internet filtering will be in effect anytime an iPad is connected to the Internet, both on the school's network or if connected to internet through a home or public wi-fi off of the school premises. Students will be given information at the beginning of the year about how to authenticate through the filter for at-home Internet use.
- 6.2.3 Provide data storage (i.e. Google Drive, or something similar). (These will be treated similarly to school lockers. Prairie Hills School District reserves the rights to review, monitor, and restrict information stored on or transmitted via Prairie Hills School District owned equipment and to investigate inappropriate use of resources.)
- 6.2.4 Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- 6.2.5 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

## 6.3 Student Responsibilities:

- 6.3.1 Using iPads in a responsible and ethical manner.
- 6.3.2 Obeying general school rules concerning behavior and communication that applies to iPad/computer use. Following individual teacher instructions about iPad use is always expected.
- 6.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 6.3.4 Helping Prairie Hills School District protect our computer system/devices by contacting an administrator about any security problems they may encounter.
- 6.3.5 Monitoring all activity on their account(s).
- 6.3.6 Securing their iPad after they are done working to protect their work and information. The use of a personal passcode and storage in locked lockers are good practices to follow. If your iPad must be left temporarily in a vehicle, be sure doors are locked.
- 6.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language (bullying) or if the subject matter is questionable.
- 6.3.8 Returning their iPad to the school of attendance at the end of each school year. Individual school iPads and accessories must be returned to the school of attendance at the end of each school year. Students who withdraw, graduate early, are expelled or have terminated enrollment at Prairie Hills School District for any other reason must return their individual school iPad on the date of termination.

## 6.4 Student Activities Strictly Prohibited:

- 6.4.1 Illegal installation or transmission of copyrighted materials.
- 6.4.2 Any action that violates existing Board policy or public law.
- 6.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 6.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 6.4.5 Changing iPad settings in an effort to circumvent the filtering system.
- 6.4.6 Spamming-Sending inappropriate emails.
- 6.4.7 Gaining access to other student's accounts, files, and/or data.
- 6.4.8 Vandalism to your iPad or another student's iPad.

## 6.5 iPad Care:

- 6.5.1 Students will be held responsible for maintaining their individual iPads, and keeping them in good working order. Avoid leaving iPads in vehicles or other places where extreme hot or cold temperatures will be experienced.
- 6.5.2 iPad batteries must be fully charged and ready for school each day. Best practice is to charge the iPad each evening, but NOT to leave it on the charger once a full charge is reached.
- 6.5.3 iPads that malfunction or are damaged must be reported to the building principal. The school district will be responsible for repairing iPads that malfunction and/or repairs covered under warranty. **iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with the first \$50 of repair cost being the responsibility of the family.**
- 6.5.4 Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost.

**6.5.5** iPads that are stolen must be reported immediately to the attendance center's office, so that it can be reported to local law enforcement.

## **6.6 Legal Propriety:**

**6.6.1** 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.

**6.6.2** Plagiarism in all settings is considered student misconduct and can result in disciplinary action. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, videos, music, and text.

**6.6.3** Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

## **6.7 Student Discipline:**

If a student violates any part of the above policy, board policy, or school handbook policy, he/she may be subject to any of the following disciplinary steps, as chosen by school administration:

**6.7.1** Student(s) will check-in/checkout their iPads from the office daily, losing the privilege to take them home.

**6.7.2** Student(s) will be required to attend an iPad policy refresher class.

**6.7.3** Student(s) will lose privilege of individual iPad and be issued a generic loaner iPad with greater restrictions.

**6.7.4** Student(s) will lose complete use of iPad while still being required to complete coursework.

**6.7.5** Disciplinary or Legal action as deemed appropriate by building or district administrators.

## **7. PROTECTING & STORING YOUR IPAD**

### **7.1 iPad Identification:**

Student iPads will be labeled with the student name beneath the protective case and should not be removed. iPads can be identified based on serial numbers which are assigned to specific students. Individual buildings may require further identification at their discretion.

### **7.2 Storing Your iPad:**

When students are not using their iPads, they should be stored in their locked locker. Nothing should be placed on top of the iPad. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage in the attendance center's office.

### **7.3 iPads Left in Unsupervised Areas:**

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office. A student can be charged \$5.00 to retrieve their iPad that has been turned into the office due to not being supervised.

## **8. REPAIRING OR REPLACING YOUR IPAD/ COST OF REPAIRS**

The Prairie Hills School District recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the Student/Parent. Therefore, we have set the following guidelines in place.

### **8.1 Accidental Damage**

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. Students will be charged a \$40 technology fee at enrollment time. Additionally, students will be responsible for the first \$50 of damage in the event the device is accidentally damaged and needs repaired.

### **8.2 Personal Home or Homeowners coverage**

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

### **8.3 Intentional Damage**

Updated June, 2019

Students/Parents will be held responsible for ALL (full payment) intentional damage to iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost accessories such as chargers and cables will be charged the actual replacement cost.

#### **8.4 Warranty Repairs**

Warranty repairs will be completed at no cost to the student.

#### **8.5 Vandalism and Theft**

In cases of theft, vandalism and other criminal acts, a police report MUST be filed by the district or building principal.

### **9. DISTRICT RIGHTS:**

**9.1** USD 113's network, facilities, and/or mobile device are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD No. 113. These expectations are outlined in more detail in the Acceptable Use Policy inserted near the end of this document. Students must acknowledge their understanding of this policy as well as the following guidelines in the Student Pledge for iPad Use to be issued their iPad, district email address and network credentials.. Failure to adhere to any of these standards may result in disciplinary action and/or revocation of the offender's mobile device, email access and/or network privileges.

**9.2** The administration and/or their designee(s) have the right to inspect any mobile device, application, or peripheral device associated with any or all USD 113 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all USD 113 technology.

**9.3** Prairie Hills Schools reserves the right to define inappropriate use of technology.



## Student Pledge for iPad Use

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad battery as needed to be prepared for class.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by keeping it in a protective case at all times.
9. I will use my iPad in ways that are appropriate, meet Prairie Hills School's expectations, and are educational in nature.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad or its case. I will not deface the serial number.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the Prairie Hills School District.
12. I will follow the policies outlined in the *iPad Policies, Procedures and Student Information* and the *Appropriate use of Technology* documents while at school, as well as outside the school day.
13. I will be responsible for all damage or loss caused by neglect or abuse of my iPad and all accessories issued to me.
14. I agree to return the District iPad, and accessories including chargers and cases in good working condition.
15. I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.
16. I understand that communication created using school issued email addresses will be filtered and agree to use it appropriately.

### I agree to the stipulations set forth in the above documents including:

- iPad Policy, Procedures, and Information
- Acceptable Use Policy
- Student Pledge for iPad Use

Student Name (Please Print): \_\_\_\_\_ Grade \_\_\_\_\_

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

\*\*Note: Parents/guardians will be allowed to sign this document digitally during the school enrollment process.

**school year. Students who graduate early, withdraw, are suspended/expelled, or have terminated enrollment at Prairie Hills USD 113 for any other reason must return their individual school iPad on the date of termination.**

## Unified School District # 113 – Prairie Hills

Board Policy

### **IIBG    COMPUTER USE (See GAA and JCDA)**

Use of District Computers/Privacy Rights    Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy.

Copyright (See ECH)    Software acquired by staff using either district or personal funds, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

Installation    No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware and the administrator will also prescribe installation and de-installation procedures. Freeware and shareware may be downloaded only onto workstation floppy disks, not hard drives. Program files must have the Superintendent's approval to be installed on any district server or computer. Students shall not install software on district computers or computer systems.

Hardware    Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

### **IIBG    Computer Materials**

Audits    The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

Privacy Rights    Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Ownership of Employee/Student-Produced Computer Materials    Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board. The board's rules governing ownership of employee or student-produced computer materials are on file with the clerk and are available upon request.

### **IIBG    COMPUTER USE (See GAA and JCDA) (continued)**

Use of District Computers/Privacy Rights

Updated June, 2019

Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

#### Copyright (See ECH)

Software acquired by staff using either district or personal funds, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office

#### Installation

No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Freeware and shareware may be downloaded only onto workstation floppy disks, not hard drives. Program files must have the Superintendent's approval to be installed on any district server or computer. Students shall not install software on district computers or computer systems.

#### Hardware

Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

### **IIBG    COMPUTER MATERIALS**

#### Audits

The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

Updated June, 2019

## Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

## Ownership of Employee/Student-Produced Computer Materials

Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board. The board's rules governing ownership of employee or student-produced computer materials are on file with the clerk and are available upon request.

## **Unified School District # 113 – Prairie Hills – Kansas Law**

### **K.S.A. 21-3755. Computer crime; criminal computer access.**

(a) As used in this section, the following words and phrases shall have the meanings respectively ascribed thereto:

(1) "Access" means to approach, instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources of a computer, computer system or computer network.

(2) "Computer" means an electronic device which performs work using programmed instruction and which has one or more of the capabilities of storage, logic, arithmetic or communication and includes all input, output, processing, storage, software or communication facilities which are connected or related to such a device in a system or network.

(3) "Computer network" means the interconnection of communication lines, including microwave or other means of electronic communication, with a computer through remote terminals, or a complex consisting of two or more interconnected computers.

(4) "Computer program" means a series of instructions or statements in a form acceptable to a computer which permits the functioning of a computer system in a manner designed to provide appropriate products from such computer system.

(5) "Computer software" means computer programs, procedures and associated documentation concerned with the operation of a computer system.

(6) "Computer system" means a set of related computer equipment or devices and computer software which

may be connected or unconnected.

(7) "Financial instrument" means any check, draft, money order, certificate of deposit, letter of credit, bill of exchange, credit card, debit card or marketable security.

(8) "Property" includes, but is not limited to, financial instruments, information, electronically produced or stored data, supporting documentation and computer software in either machine or human readable form.

(9) "Services" includes, but is not limited to, computer time, data processing and storage functions and other uses of a computer, computer system or computer network to perform useful work.

(10) "Supporting documentation" includes, but is not limited to, all documentation used in the construction, classification, implementation, use or modification of computer software, computer programs or data.

**(b) Computer crime is:**

(1) Intentionally and without authorization gaining or attempting to gain access to and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;

(2) using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretense or representation; or

(3) intentionally exceeding the limits of authorization and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.

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(c) (1) Computer crime which causes a loss of the value of less than \$500 is a class A nonperson misdemeanor.

(2) Computer crime which causes a loss of the value of at least \$500 but less than \$25,000 is a severity level 9, nonperson felony.

(3) Computer crime which causes a loss of the value of \$25,000 or more is a severity level 7, nonperson felony.

(d) In any prosecution for computer crime, it is a defense that the property or services were appropriated openly and avowedly under a claim of title made in good faith.

(e) Criminal computer access is intentionally, fraudulently and without authorization gaining or attempting to gain access to any computer, computer system, computer network or to any computer software, program, documentation, data or property contained in any computer, computer system or computer network. Criminal computer access is a class A nonperson misdemeanor.

(f) This section shall be part of and supplemental to the Kansas criminal code.

History: L. 1985, ch. 108, s 1; L. 1992, ch. 298, s 51; L. 1993, ch. 291, s 93; L. 1994, ch. 291, s 34; July 1.  
Updated June, 2019

# Unified School District # 113 – Prairie Hills

*Please read the following carefully before signing. This is a legally binding document.*

## **Acceptable Use of Computers and Networks: Parents' / Student Agreement**

I agree my child will abide by the district guidelines and conditions for the use of the facilities of Unified School District 113 – Prairie Hills and access to the Internet. I further understand any violation of the district guidelines is unethical and may constitute a criminal offense. Should my child commit any violation, his/her access privileges will be revoked. School disciplinary action and/or appropriate legal action shall/may be taken.

In order to make sure that all members of the Unified School District 113 – Prairie Hills community understand and agree to these rules of conduct, USD 113 requires you as a parent/guardian and student to sign the following statement:

I agree not to hold USD # 113 – Prairie Hills nor any of its employees nor any of the institutions or networks providing access to networks responsible for the performance of the system or the content or costs or any material accessed through it.

As a parent or guardian of this student, I have read the terms and conditions for Unified School District 113 – Prairie Hills facilities use and Internet access. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Unified School District 113 responsible for materials acquired or sent *via* the network.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand and will abide by the district guidelines and conditions for the use of the facilities of Unified School District 113 – Prairie Hills and access to the Internet. I further understand any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action shall/may<sup>a</sup> be taken.

I have received and read a copy of the district guidelines on computer use and the conditions of use for computer networks.

<sup>a</sup> The school may choose one or the other, but be conscious of the fact that 'shall' means all students must be disciplined if they violate any of the rules.

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

This form will be retained on file by authorized faculty  
designee for duration of applicable computer/network/Internet use

Updated June, 2019

## Unified School District # 113 – Prairie Hills

### 'Netiquette' on the Internet

All users of the Unified School District 113 – Prairie Hills computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

1. Be polite. Do not write or send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
3. Do not reveal your personal address or phone numbers or that of other students or colleagues.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. All communications and information accessible *via* the network should be assumed to be private property, which is subject to copyright laws.
6. Do not place unlawful information on any network system.
7. Keep paragraphs and messages short and to the point. Focus on one subject per message.
8. Do not use the network in such a way that would disrupt the use of the network by other users (e.g., downloading very large files during prime time; sending mass e-mail messages)
9. Do not give your password or access codes to anyone else, as they are your responsibility.

# Unified School District # 113 – Prairie Hills

## Consequences of Violation of Technology Policies

All of the policies and handbook procedures for acceptable use of computers and network are intended to make the computers and networks more useful to students and teachers. They are also intended to minimize the burden of administering the networks, so more time can be spent enhancing services.

Use of the computers for programs, software, e-mail, and to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of USD # 113 concerning use of computers and networks will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, **nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.**

*Examples of possible violations:*

- *Deliberately accessing a pornographic site/material.*
- *Altering any system software or another's personal work, either locally or remotely.*
- *Using the network maliciously, as with hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.*
- *Allowing anyone to use an account other than the account holder.*

### **Level 1: Violation:**

Student would lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

### **Level 2: Pattern of abuse, repeated abuse or flagrant violations:**

Student who, after a Level 1 violation, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

### **Level 3: Expellable offense:**

Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.