

Policy 524

Internet and Technology Acceptable Use Policy



HEARTLAND LAKES COMMUNITY SCHOOL EXISTS TO EMPOWER SCHOLARS TO:
BRAVELY LIVE THEIR TRUTH,
TO BECOME WISE STEWARDS OF THE LAND AND RESOURCES
AND TO IGNITE LASTING CURIOSITY THAT LEADS TO POSITIVE CHANGE IN THEIR SCHOOL, THEIR COMMUNITIES, AND THEMSELVES.

Adoption:	January 8, 2024
Revision History	
Last Board Review: January 20, 2025	
Next Board Review: January 2026	
Review Frequency: Annually (per Policy 208)	

Purpose & General Statement of Policy

The use of the HLCS's technology resources is a privilege, not a right. The privilege of using the technology resources provided by HLCS is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled at HLCS. 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 the appropriate disciplinary actions shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities

- Talk to your children about the values and the standards your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

School Responsibilities

- Provide onsite Internet to its students.
- Provide Internet blocking of inappropriate materials as able.
- Provide network data storage areas (Google Drive account).
- The HLCS technology equipment will be treated similar to school lockers. HLCS reserves the right to review, monitor, and restrict information stored on or transmitted via HLCS owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and to help assure student compliance of the Acceptable Use Policy.

Student Responsibilities

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to Chromebook and other technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping HLCS protect our computer system/device by contacting an administrator about any security or hardware issues they may encounter.
- Monitoring all activity on their account(s).
- Students should always turn off and secure their Chromebook/device after they are done working to protect their work and information.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services.
- Internet/Computer Games (unless teacher approved).
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of Chromebook/device settings (exceptions include personal settings such as font size, brightness, etc).
- Downloading apps.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for messaging services, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the HLCS web filter through a web proxy.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the HLCS Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to guidelines in the HLCS Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

Note: The applicability and enforceability of this policy 524 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arises, may be contrary to some aspect or all of the policy.

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HLCS ACCEPTABLE USE AGREEMENT - Grades K - 6

As a part of my schoolwork, my school gives me the use of computers for my work. My behavior and language should follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:

1. I will use the technology only to do school work, as explained to me by my teacher and not for any other reason. I will not use a school computer for personal or illegal purposes.
2. I will use the Internet only in ways the teacher has approved.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not put on the computer my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others to unsecured, public sites.
6. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
7. I will be polite and considerate when I use technology. I will not use it to annoy, be mean to, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.
8. I will not use technology to bully or threaten anyone, including teachers, schoolmates or other children.
9. I will not try to see, send, or upload anything that says and or shows bad or mean things about anyone's race, religion or sex.
10. I will not damage the technology or anyone else's work.
11. I will not break copyright rules or take credit for anyone else's work.
12. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. If the problem is an inappropriate image I will turn off the monitor and then seek help.
13. I will not block or interfere with school or school system communications.
14. My technology use is not private; my teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use technology.

15. I know conduct that is forbidden in school is also forbidden when I use technology outside of school. If my outside of school technology conduct interferes with other students' education, or if I break the HLCS guidelines there will be consequences in school.

Parents and students, please sign and return the last page of this document.

(ONLY Return this page.)

Parents: I have read and discussed with my son and/or daughter the Acceptable Use Agreement, and I give permission for him and/or her to use these resources. I understand that computer access is conditional upon adherence to the guidelines above. Although students are supervised when using these resources, and their use is electronically monitored, I am aware of the possibility that my son and/or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.

Print Parent's Name: _____

Parent's Signature: _____ **Date:** _____

If your family includes more than one K-6 grade student, please list them all on this form.

Print Student's Name: _____ **Grade:** _____

Student's Signature: _____ **Date:** _____

Print Student's Name: _____ **Grade:** _____

Student's Signature: _____ **Date:** _____

Print Student's Name: _____ **Grade:** _____

Student's Signature: _____ **Date:** _____

Print Student's Name: _____ **Grade:** _____

Student's Signature: _____ **Date:** _____

*** STUDENTS MAY NOT USE HLCS TECHNOLOGY UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE SCHOOL.**