

Tri-Rivers Career Center

Parent and Student Mobile Device Policy Acceptable Use Policy

Handbook



Please retain this information for future reference.

(A **mobile device** may refer to a netbook, tablet, smartphone or any variety of devices that allow people to access data and information from wherever they are.)

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Introduction

Vision

At Tri-Rivers Career Center we understand that strong leadership is the key to preparing students to be 21st Century learners. Our leadership supports teachers and staff in becoming 21st Century educators through quality professional development. Technologically adept administrators and teachers challenge students to become self-motivated, high performing, and globally aware citizens.

It is the responsibility of educators to provide a future ready workforce prepared to meet the demands of a globally connected society. Technology enhances differentiated instruction and promotes creative learning, allowing students to become actively engaged learners. Providing equal access to technology resources will level the playing field for all students, regardless of socio-economic backgrounds.

Goals

- Increase student engagement, motivation, and self-directed learning.
- Improve school to home communication.
- Improve the quality of student learning and academic achievement as they develop 21st Century skills.
- Provide greater access to educational opportunities, formative assessments, and differentiated instruction by providing one-to-one 24/7 access to a mobile device.
- Equip students to become life-long learners.

Terms of Loan

Issuing of Mobile Devices

All students at Tri-Rivers Career Center will be issued a mobile device after the second week of school. Students will be shown how to use their email accounts, cloud storage, web applications and general device use. The Mobile Device will be assigned in the same manner as a textbook. The serial number of the Mobile Device will be recorded. Once the Mobile Device is issued to a student, it will stay with the student for the remainder of the school year, or until the student withdraws from school. Students will be reassigned their original Mobile Device each year while enrolled at Tri-Rivers Career Center. Upon successful completion of their program, graduating seniors will retain their original device (please note that any loaner device must be returned).

Students are responsible for bringing the Mobile Devices to school, taking them home each day, and charging them for use. The Mobile Devices are not to be left unsupervised at school or at home in unsecured locations.

Conditions of Loan

Tri-Rivers Career Center will loan a Mobile Device to all Tri-Rivers Career Center students upon compliance with the following:

1. Student Training session.
2. A signed Parent and Student Mobile Device and Acceptable Use Policy Agreement.

Tri-Rivers Career Center will hold the legal title to the Mobile Device and all accessories. Right of possession and use is limited to and conditioned upon full and complete compliance with all Board Policies including our Acceptable Use Policy and other guidelines outlined in this Mobile Device Handbook.

Tri-Rivers Career Center does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an "as is" basis without warranties of any kind. In the rare case that the network is down, neither Tri-Rivers Career Center, nor any of its agents or employees will be responsible for lost or missing data.

Terms of Agreement

The right to use and possess the Mobile Device and all peripherals terminates no later than the last day of the school year unless earlier terminated by the district or upon withdrawal from the school through dropping-out, suspension, expulsion, or transfer. The student must leave the Mobile Device at the school where it was originally assigned. The school principal or his or her designee will be in charge of seeing this equipment is returned in a timely manner. Failure to return the Mobile Device on or before this date to the school principal or his designee will result in criminal charges being sought against the student, parent, and/or the person who has the Mobile Device. The Mobile Device remains the property of Tri-Rivers Career Center and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s).

If the student does not fully comply with the Tri-Rivers Career Center Acceptable Use Policy, Board policies, and all terms of this Mobile Device Handbook including the timely return of the property, the district will be entitled to declare you in default. Failure to return the Mobile Device and peripherals (power cord and power brick) for annual repair and maintenance will result in a letter sent to the parent or adult student* indicating the items not returned. The parent or legally emancipated student will have five (5) days to return the items or pay replacement costs or this will be turned over to local law enforcement. The parent or legally emancipated student can be charged with theft.

Tri-Rivers Career Center reserves the right at any time to demand return of the Mobile Device. Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of damage or violation of Board policies and guidelines as outlined in the Mobile Device Handbook.

Students are expected to take care of the Mobile Device. If any student finds an unattended Mobile Device, they should immediately notify a teacher.

District Liability

Although the Mobile Device is provided for use within the district, Tri-Rivers Career Center assumes no liability for any material accessed on the device.

Modification to Program

Tri-Rivers Career Center reserves the right to revoke or modify the Mobile Device Handbook, policies, or procedures at any time.

Hardware and Software**Hardware Provided**

- Mobile Device
- Power Brick
- Power Cord

Software Installed on Mobile Devices

- Thirtyseven4 Antivirus
- Adobe Reader
- Lightspeed Content Filter (Internet Access is filtered for onsite and offsite usage)
- Microsoft Office Pro 2010 (Available for student purchase \$15.81)
- Firefox Web Browser
- Various browser plug-ins

Members of the Technology Department may install other software applications. The software installed by Tri-Rivers Career Center must remain on the Mobile Device in usable condition.

Any assistive technology devices required by a student's Individual Education Plan would be installed by Tri-Rivers Career Center Technology Department personnel.

Care of the Mobile Device

General Care

1. When using the Mobile Device, keep it on a flat, solid surface so that air can circulate. Using a Mobile Device directly on a bed or carpet can cause damage due to overheating.
2. Do not set books or stack items on top of the Mobile Device.
3. Do not write, draw, paint or place stickers or labels on the Mobile Device or carrying case.
4. Do not place food or drink near the Mobile Device. Liquids, food and other debris can damage the Mobile Device. Avoid eating or drinking while using the Mobile Device.
5. Do not keep food or food wrappers in the Mobile Device carrying case.
6. Keep the Mobile Device away from magnetic fields, which can erase or corrupt the data. This includes large speakers, amplifiers, transformers, and old style television sets, etc.
7. Do not leave the Mobile Device exposed to direct sunlight, ultraviolet light, extreme temperatures, or moisture sources for extended periods of time. Extreme heat or cold may cause damage to the Mobile Device.
8. Never attempt to repair or reconfigure the Mobile Device. Do not attempt to open or tamper with the internal components of the Mobile Device; nor should you remove any screws, doing so will render the warranty void.
9. Carefully insert cords, cables and other removable storage devices to avoid damage to the Mobile Device ports. Be sure the cords do not cause a tripping hazard.
10. Do not bump the Mobile Device against lockers, walls, car doors, floors, etc. It will eventually break the Mobile Device.
11. Immediately report any damage, loss, or problems with the Mobile Device to your teacher, office or technology department.

Cleaning the Mobile Device

1. Wipe surfaces with a clean, dry, soft cloth.
2. Never use liquids to clean the Mobile Device.
3. Make sure your hands are clean when using the Mobile Device to avoid buildup on the touch pad and/or keyboard. Grease and dirt buildup can cause problems with the Mobile Device.
4. Do not use the Mobile Device in dusty, dirty, or sandy environments.

Screen Care

1. Take extreme caution with the screen. It is glass and will break if dropped.
2. Do not pick up the Mobile Device by the screen.
3. Avoid touching the screen with fingers, pens, pencils, or any sharp instrument.
4. Do not lean on the top of the Mobile Device, nor place excessive pressure or weight on the Mobile Device screen.
5. Do not place anything in the Mobile Device case that will press against the Mobile Device.
6. Be careful not to leave pencils, pens or papers on the keyboard when closing the screen.
7. Never clean the screen with glass cleaner; clean the screen with a soft, dry cloth or anti-static cloth.

Carrying the Mobile Device

1. All Mobile Device components are to be carried in approved Mobile Device cases at all times.
2. Mobile Devices should always be shut down or placed in standby mode before being placed in the carrying case.
3. Always close the lid before moving or carrying the Mobile Device.
4. Do not leave the Mobile Device in visible sight in a vehicle.
5. Unplug all cords, accessories, and peripherals before moving the Mobile Device or placing it into the case.
6. Textbooks, notebooks, binders, pens, pencils, etc. are not to be placed in the Mobile Device carrying case.
7. Never sit on the Mobile Device.

Security

Do not leave Mobile Devices in unsupervised areas. Unsupervised areas include the lunchroom, buses, locker rooms, SRC, MPR, unlocked classrooms, gyms, dressing rooms, restrooms, hallways, etc. Never leave the Mobile Device unsupervised. If a Mobile Device is found unattended by any staff or faculty, it will be turned into the office or technology department. If any student finds an unattended Mobile Device, they should immediately notify a teacher.

Avoid using the Mobile Device in areas where damage or theft is likely. Do not use the Mobile Device during sporting activities or events.

When students are not using the Mobile Devices, they should be stored in their secured lockers. Nothing should be placed on top of the Mobile Device in the locker. Students are encouraged to take their Mobile Devices home every day after school, regardless of whether or not they are needed. Mobile Devices should never be stored in a vehicle.

During after-school activities, you are expected to maintain the security of the Mobile Device. Students participating in sports events and other after school activities will secure the Mobile Devices by locking them inside their student assigned lockers. Each Mobile Device has identifying labels including the serial number and assigned student name. Students will not modify or destroy these labels. Dead batteries or failure to bring the Mobile Device to class will not be an acceptable excuse for late or incomplete work.

Loaning Equipment to Others

Students may not loan Mobile Devices or power cords to others for any reason. You are responsible for any loss or damages incurred.

Power Management

- It is the student's responsibility to recharge the Mobile Device battery so it is fully charged at the beginning of each school day.
- Bring power cord to school; however, power outlets may not be accessible in classrooms for recharging. Recharging stations are available in the SRC.
- Dimming the brightness of the screen will extend the life of the battery.
- Be careful not to cause a tripping hazard when plugging in the Mobile Device.
- For prolonged periods of inactivity, shut down the Mobile Device to conserve the battery.

Software and Files

General Information

- Mobile Devices come with a standardized pre-loaded image. This image may not be altered or changed in any way.
- All software must be approved and installed by Tri-Rivers Career Center Technology Department.
- Software may not be copied, altered, or removed from the Mobile Device.
- Students are responsible for damages caused by any attempt to add, change, or delete software.
- **Back up your data**; the school does not accept responsibility for the loss of any data deleted due to re-imaging Mobile Devices.

Illegal File Sharing

File sharing programs to illegally download music, videos, games, etc. will not be allowed on the Mobile Device. This is a violation of the Tri-Rivers Career Center Acceptable Use Policy and may be a violation of federal copyright laws.

Deleting Files

Do not delete any applications that you did not create or that you do not recognize. Deletion of files could interfere with the functionality of the Mobile Device.

Passwords

Students will login only under their assigned username and password.
Students will not share their passwords with other students.

Monitoring Mobile Device Usage

Monitoring and Supervision

Students should **never** be left unattended while using Mobile Devices or other computers. The Mobile Devices will be subject to routine monitoring by teachers, administrators, and members of the Technology Department. Students will provide access to the Mobile Device assigned to them upon request by the school or district. A search of the Mobile Device and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

Mobile Devices should be used at home in locations that can be easily monitored and supervised by a parent. Unsupervised use is strongly discouraged; use in a child's bedroom is highly discouraged.

Privacy

There should be no expectation of privacy regarding the contents of computer files or communication using any school owned computer or network. Tri-Rivers Career Center reserves the right to investigate, review, monitor, and restrict information stored on or transmitted via Tri-Rivers Career Center's equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school owned Mobile Devices.

School personnel may conduct an individual search of the Mobile Device, files, music, videos, emails or other related items. The district will cooperate fully with local, state, or federal officials in investigations of suspected illegal activities conducted through district owned Mobile Devices.

Mobile Device Inspections

Students may be randomly selected to provide the Mobile Device for inspection.

Technical Support and Repairs

In the event the Mobile Device needs repair, report it to the school's computer technician through the school's established technology problem reporting system. All repairs will be performed by the Tri-Rivers Career Center Technology Department. Parents, guardians, students, or teachers are not allowed to attempt repairs themselves or contract with any other individual or business to repair any school owned computer equipment.

The Tri-Rivers Career Center Technology Department will coordinate the repair work for Mobile Devices. Every effort will be made to repair or replace the Mobile Device in a timely fashion. If available, a loaned replacement Mobile Device will be supplied by the Technology Department to the student until the Mobile Device is repaired and returned.

Technical support is only available during school hours.

If a student has a technical problem at home, document the problem as completely as possible recording any error messages, exactly what the student was doing at the time, and the software being used when the problem occurred. Give the information to the teacher the next school day. The teacher can forward the problem to the school's instructional technology facilitator and computer support technician or the student can stop by the technology center before school, during lunch or after school.

Loaner Mobile Devices

If a Mobile Device is damaged, it will be repaired as quickly as possible. If available, a loaner Mobile Device will be issued after all appropriate costs, due to non-warranty damage, have been paid. If warranty repairs are necessary, every effort will be made to provide the student with a loaner Mobile Device. Loaner Mobile Devices will not be provided if repairs can be made the same day.

Warranties, Damages, and Theft

Damage

The parent/guardian, or adult student, will be responsible for any costs which are not covered by the manufacturer's warranty. Replacement and repair costs are detailed in this handbook. All repairs must be paid in full before Mobile Devices will be returned or reissued.

Theft

Incidents of theft occurring off campus must be reported to the police and a copy of the police report must be given to the principal within 48 hours. Students who fail to do so are responsible for the replacement cost of the Mobile Device. Any theft occurring on school grounds must be immediately reported.

If there is no clear evidence of theft, or if the Mobile Device has been lost due to a student's negligence, the student will be responsible for the Mobile Device's replacement cost.

The district will work cooperatively with area law enforcement agencies in the event the mobile device is lost or stolen.

If financial hardship can be proven, the district may setup payment plans to help with the replacement cost(s). All fees must be paid before students may participate in any graduation ceremonies.

Mobile Device Replacement Cost

Power Cord and Brick \$60.00

Mobile Device (Netbook) Replacement Cost \$300.00

LCD Screen Replacement Cost \$100.00

Prices are subject to change at any time.

Student Responsibilities

Students are responsible at all times for the Mobile Devices, whether at home or school. The student assigned the Mobile Device is responsible for all use of the Mobile Device. Unsupervised Mobile Devices will be confiscated by staff and taken to the office or technology department. Disciplinary action may be taken for repeat offenders.

Students are required to bring the Mobile Device to school each day with a fully charged battery. Students must bring the Mobile Device to all classes, unless specifically instructed not to do so by their teacher. Students leaving Mobile Devices at home will be required to complete assignments using alternate means as determined by the teacher. Students will not be given the use of a loaner Mobile Device if he or she leaves the Mobile Device at home. Disciplinary action may be taken for students who repeatedly leave a Mobile Device at home.

Users are responsible for their actions and activities involving school owned computers. The Mobile Device is school property and Mobile Device contents and activities are not private.

The right to use a Mobile Device at home is a privilege. If students do not adhere to Tri-Rivers Career Center Acceptable Use Policy, all Board policies, and the guidelines in the Mobile Device Handbook, the privilege to use the Mobile Device at home may be restricted or eliminated. The same rules and expectations for student conduct also apply to student use of computers. Intentional misuse or neglect can result in loss of Mobile Device use, disciplinary action, and/or fines for any needed repairs or maintenance. The Executive Director of Operations or assigned designee will have final authority to decide appropriate disciplinary action if students are found to be responsible for any unacceptable activity.

Parent Expectations

- Share in your student's excitement about this opportunity and learn along with them as they use this instructional tool to enhance their learning.
- Monitor your student's computer use while at home.
- Parents are ultimately responsible for monitoring student use of the Mobile Device and Internet at home.
- Parents should ensure that their child adheres to Mobile Device and Internet policies and guidelines set forth in the Mobile Device Handbook and Acceptable Use Policy.
- Report the need for Mobile Device repairs or theft no later than the next school day.
- Sign and follow the Mobile Device Agreement.
- Reimburse the school district for any cost caused by damage, misuse, neglect, or loss, including theft, as outlined in the Mobile Device Handbook.
- Parents are responsible for reviewing the Tri-Rivers Career Center Acceptable Use Policy and the Mobile Device Handbook with their child.
- Parents are responsible for ensuring the return of the Mobile Device and the power cord at the end of the current school year or before the student withdraws from school.

***Students who are 18 years or older or who are legally deemed an emancipated minor are considered an adult student. All legal, ethical, and financial obligations are the responsibility of an adult student.**

Parent Mobile Device & Acceptable Use Policies Agreement

Parent Agreement

We are excited to be able to provide your student with a Mobile Device while they are enrolled in Tri-Rivers Career Center. Please note the following conditions of the program:

Parents must sign the Mobile Device and Acceptable Use Policies Agreement.

Parents or adult students* will file a police report in case of theft or vandalism. If a Mobile Device is lost or stolen, you or your child are responsible to contact the technology department immediately at 740.389.8595. Mobile Devices that are not returned when a student leaves, transfers, or withdraws from school will be considered stolen. The procedures outlined in the Mobile Device Handbook will be followed and theft charges will be filed.

*The Executive Director of Operations has the discretion to permanently confiscate the Mobile Device from the student at any time.

Yes, I have received a copy of the Mobile Device Handbook and Acceptable Use Policy. I understand the conditions of both the Mobile Device and Acceptable Use Policies.

Parent/Guardian Name

Date

Parent/Guardian Signature

Printed Name of Student

Program

Student Mobile Device and Acceptable Use Policies Agreement

Student Agreement

- I understand the Mobile Device assigned to me is property of Tri-Rivers Career Center.
- I will use the Mobile Device appropriately.
- I will care for the Mobile Device assigned to me and not leave it unsupervised in unsecured locations.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will not loan the Mobile Device to another individual.
- I will charge the Mobile Device battery before each school day.
- I will not use the Mobile Device near food or drinks.
- I will not disassemble any part of the Mobile Device or attempt any repairs.
- I will carry the Mobile Device in the carrying case.
- I will not place stickers, drawings, markers, etc. on the Mobile Device. I will not deface the serial number sticker on the Mobile Device.
- I understand that the Mobile Device and its contents may be inspected at any time because it is school property.
- I agree to return the Mobile Device and power cord in working condition.
- I will follow the policies, procedures, and guidelines outlined in the Mobile Device Handbook and the Acceptable Use Policy at all times.

Yes, I have received a copy of the Mobile Device Handbook and Acceptable Use Policy. I understand the conditions of both the Mobile Device and Acceptable Use Policies.

Printed Student Name

Date

Student Signature

Grade

ACCEPTABLE USE POLICY

Tri-Rivers Career Center provides an electronic network with Internet access to its students. This access is provided solely for educational purposes only.

Tri-Rivers will exercise reasonable effort to limit student access to inappropriate materials. Appropriate use of the electronic network is the ultimate responsibility of the student and student's parent or guardian. Access to the electronic network is a privilege that will be lost in the event of failure to comply with any terms of the Tri-Rivers Career Center Technology Acceptable Use Policy. This policy must be read and approved in writing by each student and the student's parent or guardian.

Acceptable Use

Access to the electronic network is made available for educational purposes and will be consistent with the school's mission, curriculum and goals. All electronic network usage must conform to these purposes as well as all provisions of the law.

The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are expected to comply with these rules and all specific instructions from the supervising staff member when accessing the school's computers, networks and Internet services.

Email

Students are provided a filtered/monitored email account by the school. When emails are sent, the name and user identification are included in the email message. Students are responsible for all email originating from their user account. By utilizing an email account, the user authorizes designated system administrators access to the email. Emails will be made available to district, local, state, and federal officials in association with any investigation. Emails, stored data, transmitted data, or any other use of online services are not confidential and may be monitored at any time by designated staff to ensure appropriate use.

Internet Use

As required by the Children's Internet Protection Act (CIPA), the district utilizes a content filter for all Internet access. The Mobile Device maintains a filtering solution anywhere and at all times. Filtering restricts access to unacceptable sites as defined by CIPA. Tri-Rivers Career Center cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. It is the responsibility of the user to appropriately use the Mobile Device, network, and the Internet. Tri-Rivers Career Center will not be responsible for any harm suffered while on the network or the Internet.

Students should notify a teacher or administrator if they access information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

Home Internet Use

Tri-Rivers Career Center will not serve as a home Internet service provider. The district will provide Internet filtering for the Mobile Devices while connecting to the Internet from home to meet CIPA guidelines. However, it is the responsibility of the parent or guardian to monitor student Mobile Device use, especially Internet access, while at home.

To access the Internet from home, the parent or guardian must contract with an Internet service provider. The ability to access the Internet from home varies from situation to situation. No guarantee is implied. Accessing the Internet from home is the financial responsibility of the parent/guardian.

ACCEPTABLE USE POLICY

Social Media

Due to the number of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Please review the **Social Media Guide** included in this packet.

Privacy

Tri-Rivers Career Center reserves the right to monitor, inspect, copy and review at any time and without prior notice any and all usage of the electronic network and any and all information transmitted or received in connection with such usage. All files shall be and remain the property of Tri-Rivers Career Center and no user shall have any expectation of privacy.

Security

A password is provided for all individual login names. A user with an assigned password agrees not to disclose his or her password to any person. Users will notify a Tri-Rivers Career Center staff member of any improper password use on the part of any person and other security problem observed in connection with the electronic network usage. The security of the school's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify a Tri-Rivers staff member immediately. The user shall not demonstrate the problem to others.

Vandalism

Vandalism is an unauthorized attempt to harm, modify, or destroy data of another user, the electronic network or any computer system connected to the electronic network. This includes, but is not limited to hacking activities and the creation/uploading of computer viruses.

Plagiarism

All communications and information accessible via the electronic network should be assumed to be private property. Plagiarism is representing any materials obtained on the Internet (such as term papers, articles, etc.) as one's own work. When Internet sources are used in student work, the author, publisher, and website must be identified or accurately cited as a source.

Controversial or Offensive Material

Access to the electronic network is provided for educational purposes only. Students, parents and guardians are advised that access to the electronic network may include the potential for access to materials that are inappropriate. Users must avoid access to or use of inappropriate material.

Network users may not access websites that contain material that is obscene, promotes illegal acts, or is otherwise non-school related. If a user accidentally accesses this type of information, he or she should immediately notify a Tri-Rivers Career Center staff member.

Safety

All users are expected to abide by the generally accepted rules of network safety. These rules include, but are not limited to, the following:

- Do not reveal your last name, address, phone number, social security number, location or other personally identifiable information or that of any other student.
- Do not arrange a face-to-face meeting with anyone you meet online.

ACCEPTABLE USE POLICY

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Use appropriate language. No swearing, no vulgarities, no suggestive, obscene, belligerent or threatening language.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- When using Tri-Rivers accounts, the user should remember that he or she is representing Tri-Rivers Career Center each time the account is used.

Cyberbullying

Cyberbullying is when a student is tormented, threatened, harassed, humiliated, embarrassed or targeted by another student using the Internet, mobile phone, or other type of digital technology.

Cyberbullying includes but is not limited to:

- Making fun of another user in an Internet chat room.
- Harassing a user over an instant messaging session.
- Posting derogatory messages on a user's Facebook or MySpace page.
- Circulating false rumors about someone on social networking websites.
- Publishing lewd comments about another person on a personal blog.
- Posting unflattering pictures of another user on the Web.
- Spamming another user with unwanted e-mail messages.
- Sending threatening or provocative e-mails.
- Repeatedly calling another person's cell phone.
- Sending unsolicited text messages to another user.

(See Cyberbullying Fact Sheet)

ACCEPTABLE USE POLICY

Unacceptable Behavior

Unacceptable conduct includes, but is not limited to the following:

- Using the network for illegal activities, including copyright violations.
- Accessing inappropriate materials – accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are obscene, threatening, discriminatory, harassing, illegal, or otherwise inappropriate.
- Using or possessing hacking or file sharing software. Using the school's computers, networks, and Internet services for any illegal activity or activity that violates board policies, procedures, and school rules.
- Gaining unauthorized access anywhere on the network including attempting to log onto the Internet, network, servers, routers, switches, printers, or firewall as a system administrator.
- Vandalizing or tampering with equipment, files, software, system performance, or other network equipment.
- Opening the computer to access internal parts.
- Intentionally causing network congestion or interfering with the work of others.
- Installing, activating, or creating programs that interfere with the performance of the network, Internet, or computer hardware. Knowingly placing a computer virus on a computer or network.
- Revealing, sharing, or posting personal information including full names, addresses, phone numbers, social security numbers, driver's license numbers, or passwords for yourself or others.
- **Cyberbullying** in any form is unacceptable.
- Using another person's username or password, or allowing another to access your account using your username or password. Invading the privacy of others.
- Engaging in harassment or transmitting obscene messages, pictures (sexting), websites, or other files including racist, terrorist, abusive, sexually explicit, vulgar, threatening, stalking, demeaning, slanderous, or any other inflammatory content.
- Any act of plagiarism; utilizing sites selling written papers, book reports, and other student work.
- Attempting to disable or circumvent Tri-Rivers Career Center's Internet content filter and firewall including, using or attempting to use proxies to access sites that would otherwise be restricted.
- Non-school-related uses – using the Tri-Rivers' computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation, or for any other personal use.
- Writing, drawing, painting, defacing, or placing stickers or labels on a school owned Mobile Devices or Mobile Device accessories, or causing other intentional damage.
- Presence of pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols will result in disciplinary action.

ACCEPTABLE USE POLICY

Termination of User Privileges

Students will comply at all times with Board policies, the Acceptable Use Policy, and the Mobile Device Handbook. Consequences for non-compliance with the policies and procedures in this document include disciplinary actions and financial responsibilities. Any failure to comply may immediately end the student's right of possession, or result in the reduction, limitation, or termination of the user privileges. The student will also be subject to disciplinary action. The Executive Director of Operations, or designee, will have authority to decide appropriate consequences regarding non-compliance. Tri-Rivers Career Center cooperates fully with local, state, and federal law enforcement for computer crimes.

Warranties/Liability

By signing this agreement the user, and/or parent or guardian agrees not to hold Tri-Rivers Career Center liable for any and all loss, cost or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network.

Tri-Rivers Career Center will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk.

The student and/or the student's parent/guardian shall be responsible for compensating Tri-Rivers Career Center for any losses, costs, or damages incurred by the school related to violations of policy and/or these rules, including investigation of violations.

Tri-Rivers Career Center assumes no responsibility for unauthorized charges, costs, or illegal use made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

Preventing Cyberbullying

Top Ten Tips for Teens



Sameer Hinduja, Ph.D. and Justin W. Patchin, Ph.D.

January 2012

1. Educate yourself

To prevent cyberbullying from occurring you must understand exactly what it is. Research what constitutes cyberbullying, as well as how and where it is most likely to occur. Talk to your friends about what they are seeing and experiencing.

2. Protect your password

Safeguard your password and other private information from prying eyes. Never leave passwords or other identifying information where others can see it. Also, never give out this information to anyone, even your best friend. If others know it, take the time to change it now!

3. Keep photos “PG”

Before posting or sending that sexy image of yourself, consider if it’s something you would want your parents, grandparents, and the rest of the world to see. Bullies can use this picture as ammunition to make life miserable for you.

4. Never open unidentified or unsolicited messages

Never open messages (emails, text messages, Facebook messages, etc.) from people you don’t know, or from known bullies. Delete them without reading. They could contain viruses that automatically infect your device if opened. Also never click on links to pages that are sent from someone you don’t know. These too could contain a virus designed to collect your personal or private information.

5. Log out of online accounts

Don’t save passwords in form fields within web sites or your web browser for convenience, and don’t stay logged in when you walk away from the computer or cell phone. Don’t give anyone even the slightest chance to pose as you online through your device. If you forget to log out of Facebook when using the computer at the library, the next person who uses that computer could get into your account and cause significant problems for you.

6. Pause before you post

Do not post anything that may compromise your reputation. People will judge you based on how you appear to them online. They will also give or deny you opportunities (jobs, scholarships, internships) based on this.

7. Raise awareness

Start a movement, create a club, build a campaign, or host an event to bring awareness to cyberbullying. While you may understand what it is, it’s not until others are aware of it too that we can truly prevent it from occurring.

8. Setup privacy controls

Restrict access of your online profile to trusted friends only. Most social networking sites like Facebook and Google + offer you the ability to share certain information with friends only, but these settings must be configured in ordered to ensure maximum protection.

9. “Google” yourself

Regularly search your name in every major search engine (e.g., Google, Bing, Yahoo). If any personal information or photo comes up which may be used by cyberbullies to target you, take action to have it removed before it becomes a problem.

10. Don’t be a cyberbully yourself

Treat others how you would want to be treated. By being a jerk to others online, you are reinforcing the idea that the behavior is acceptable.

Sameer Hinduja, Ph.D. is an Associate Professor at Florida Atlantic University and Justin W. Patchin, Ph.D. is an Associate Professor at the University of Wisconsin-Eau Claire. Together, they lecture across the United States and abroad on the causes and consequences of cyberbullying and offer comprehensive workshops for parents, teachers, counselors, mental health professionals, law enforcement, youth and others concerned with addressing and preventing online aggression. The Cyberbullying Research Center is dedicated to providing up-to-date information about the nature, extent, causes, and consequences of cyberbullying among adolescents.

For more information, visit <http://www.cyberbullying.us>.

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Social Media Guide

- 1. Be aware of what you post online.** Social media venues are very public. What you contribute leaves a digital footprint for all to see. ***Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. Remember when you post to public social media platforms, your material may be viewed by others for a long time—protect your privacy.***
- 2. Follow the Tri-Rivers' code of conduct when writing online.** It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- 3. Be safe online.** Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- 4. Linking to other websites to support your thoughts and ideas is recommended.** However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting. Respect copyright and fair use guide lines. A hyperlink to outside sources is recommended. Be sure not to plagiarize and give credit where it is due. When using a hyperlink, be sure that the content is appropriate and adheres to the Tri-Rivers District Acceptable Use Policy.
- 5. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts.**
- 6. Be aware that pictures may also be protected under copyright laws.** Verify you have permission to use the image or it is under Creative Commons attribution.
- 7. How you represent yourself online is an extension of yourself.** Do not misrepresent yourself by using someone else's identity.
- 8. If you run across inappropriate material that makes you feel uncomfortable,** or is not respectful, tell your teacher right away.
- 9. Students who do not abide by these terms and conditions** may lose their opportunity to take part in the netbook project.
- 10. Please do not "friend" teachers on their personal social media sites.** However, if teachers have classroom facebook sites, websites, etc. it is appropriate to connect with your teacher and classmates on those sites. ***We also recommend you find Tri-Rivers official facebook site and "like it." This is excellent place to connect, ask questions, share ideas, post appropriate photos/videos and check for school closings. It is at: www.facebook.com/tririverscareercenter***