Florida Atlantic University Schools

Alexander D. Henderson University School

Florida Atlantic University High School

Technology Policy & Guidelines

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PK-12 Schools and Educational Programs

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TECHNOLOGY POLICY & GUIDELINES

Introduction
Internet access, through FAUS' network, is a powerful educational resource which will allow students to find information in worldwide electronic network. Students will be able to connect to and correspond with businesses, major universities, national libraries, other schools and other students around the world.

Just as students learn social codes and behaviors which are acceptable at school, they must also learn the correct procedures and rules for using this network of information services. We require all students to adhere to these guidelines. If any student breaks any of these rules, depending upon the nature of the infraction or the cumulative number of infractions, their continued use of the system will be in jeopardy.
At the beginning of each school year, middle school students, high school students and parents of all students will be required to sign a form which indicates that they are aware of the school rules and proper procedures for using the Internet and FAUS network, and the consequences which will result if these rules are broken. By signing this form, students are agreeing to comply with the rules of FAUS. These policies and guidelines becomes a permission slip to take trips on the information highway.

Acceptable Use
Acceptable uses of the school's network and technology include activities which support teaching and learning. Students are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions. Guidance may also be found in FAU's [Acceptable Use of Technology Resources Policy 12.2](#).

Unacceptable Use
Unacceptable uses of the network include uses which do not support teaching and learning, as determined in the sole discretion of FAUS, including without limitation:

A. Violating the conditions of the Florida State Board of Education's Administrative Rules dealing with students' rights to privacy (SB6A-1.0955).
B. Using profanity, obscenity or other language or imagery which may be offensive to another user.
C. Re-posting personal communications without the author's prior consent.
D. Copying commercial software or other copyright-protected material in violation of copyright law.
E. Using the network for financial gain or for any commercial or illegal activity.
F. Using the network to intimidate, bully or harass students or faculty or other third parties.

Communication
The following services are available to each student and hosted by Google as part of A.D. Henderson/FAU High School'sdigital domain in G-Suite (formerly known as Google Apps for Education):

> Drive - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
> Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments
> Sites - an individual and collaborative website creation tool
> Mail - an individual **internal** email account for school use
> Classroom - digital classroom to distribute materials, colla
> borate, and parent communication

These are all managed, monitored, and filtered by A.D. Henderson/ FAU High School. All online activity through the ADHUS.FAU.EDU account is monitored regardless of your location.

School Devices and Hardware

Students have access to Kindles, i-Pads, desktop computers, chromebooks. Some of these devices are used by the students outside of the classroom. The students are responsible for the proper care of these devices. Printers, copiers, 3-D printers, STEM robotic equipment and other related technology devices are for school appropriate use only and require teacher approval prior to use. If the devices are damaged, the parent/guardian will responsible for the device. The cost of repair or replacement to be determined by school administration.

Computer Viruses, Malware, Extensions, Apps

Users must avoid knowingly or inadvertently spreading computer viruses. Do not upload files from unknown sources. Do not launch executable files without knowing the source and purpose of the file. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

Digital Citizenship

Students are expected to use the network to pursue intellectual activities, seek resources, access libraries and information. When using the computer network, keep the following in mind.

For personal safety and for the safety of others, students must remember to exercise caution when communicating with people in the outside world. **Protect your own and others' private information.** If students feel there is a problem or feel uncomfortable with the information someone is giving, tell the school site administrator, teacher, or technology representative immediately.

By the same token, **students may not harass other users**. Unwanted online communications can be considered harassment. If a user on the network asks that students to no longer send him/her mail or in any other way contact him/her, students are obliged to stop all contact immediately. Students may feel that they have the right to freedom of expression, but others have the right to be free from harassment.

Cyber-bullying is "The use of information and communication technologies to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others." This behavior is strictly prohibited on or off campus. If the school finds substantial evidence of cyber-bullying, the individual(s) in question will be subject to disciplinary actions listed below and possible legal actions by the state. Students are expected to report any known cyberbullying to school officials.

Moral and Ethical Issues: The moral and ethical issues involving the use of worldwide information systems deal with the appropriate access to information, the type of information accessed and the behavior of the user. FAUS wants to provide students with a stimulating educational environment, but at the same time we want to protect them from information that is not appropriate for student use.

FAUS wants students to use this valuable educational tool, but at the same time we cannot condone the use of inappropriate information on the internet. We acknowledge the fact that these materials exist and do everything we can to actively avoid them, including using filtering software. However, we cannot weed out all of the materials that are unacceptable for academic purposes, and it should be clearly understood by all students that access to such material in any form is strictly forbidden. The network is designed to achieve and support instructional goals and any information that does not support classroom learning is to be avoided.

The actual percentage of unacceptable or inaccurate materials is unfortunately growing and is a cause for concern among students, parents and teachers. If students, or a fellow student, stumble onto such information while doing legitimate research, they should contact a teacher for appropriate action. Sharing unacceptable material they may have accidentally stumbled upon with other students is forbidden

Plagiarism

- Plagiarism is taking the ideas or writings of others and presenting them as if they were original work.
- Students are expected to complete and submit their own original work and use resources with honesty

and integrity. It is unethical, illegal, and academically dishonest to use another written work without proper credit or citation. All students will be expected to adhere to the school policy.
- Faculty and staff have access to software to check for potential plagiarism.
- A grade of zero will be issued and other consequences may apply if there is evidence of plagiary or cheating.

Copyright Infringement
- According to the Federal Copyright Act of 1976, "Fair Use" means that students may freely use any information that they legally find on the Internet as long as they do so only for scholarly purposes.
- All students are expected to follow existing copyright laws. Posting any material (graphics, text, sound, etc.) that is in violation of any federal or state law is prohibited. This includes, but is not limited to, confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Copyrighted material shall not be placed on any system without the author's permission. Permission may be specified in the document, on the system, or must be obtained directly from the author.

Who Is Watching?
The Internet and our school are public places. Students must always remember that others are sharing this space. Potentially, millions of individuals may be interacting across the network at the same time. Others can monitor students' actions on the network. If students use a particular service on the network, chances are that someone knows the connections that they are making, knows about the computer shareware that students have borrowed, and knows what students looked at while they were in the system.

Because these connections are granted to students as part of the larger scope of the curriculum, ADHUS and FAU High reserves the right to monitor all traffic on the network. We do this to make sure that the network continues to function properly and safely for all of its users. To accomplish this, ADHUS and FAU High uses a monitoring software that oversees the search history of anyone using the ADHUS domain. This monitoring software is active on any computer, in and out of our school's network.

Code of Conduct
FAUS has behavior codes and student handbooks that detail appropriate school behavior, outline rights and set expectations for students. Because the network is used as part of a school activity, the school's code of conduct applies to network activities as well. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, and tampering with hardware or software. Viruses may cause other types of damage and information loss to a computer system. If students are responsible for a computer becoming infected with a virus, they could be held liable. These roles further apply to the electronic use of harassing and abusive or obscene language. Students may not use the network to annoy, harass or offend other people.

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Disciplinary Action

A.D. Henderson/FAU High School declares unethical and unacceptable behavior as just cause for disciplinary action, up to and including expulsion, the revocation of network access privileges, and/or the initiation of legal action for any activity through which an individual:

1. Uses the network for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.
2. Uses AD Henderson/FAU High School for any illegal activity including violation of copyrights or other contracts violating such matters as institutional or third-party copyright, license agreements and/or other contracts.
3. Intentionally disrupts network traffic or crashes the network and connected systems.
4. "Hacks" system to circumvent schools' firewall and web blocking program.
5. Downloads or installs any software/extensions on any device without permission.
6. Changes the existing parameters, look, or settings of the device.
7. Degrades or disrupts equipment or system performance.
8. Uses AD Henderson/FAU High School or equipment for commercial or financial gain or fraud.
9. Steals data, equipment or intellectual property.
10. Gains or seeks to gain unauthorized access to resources or entities.
11. Forges electronic mail messages, or uses an account owned by another user.
12. Invades the privacy of individuals.
13. Creates, distributes or purposely activates a computer virus.
14. Uses the network to send or request racist, inflammatory, sexist messages or any other forms of cyber bullying
15. Sends or requests messages or documents that are inconsistent with A. D. Henderson/FAU High School policies, guidelines or codes of conduct.

This applies to all devices on the A.D. Henderson/FAU High School campus and domain.

Consequences of Violations
The consequence of violating the technology policy are subject to administrative disciplinary action according to the A. D. Henderson/FAU High School discipline matrix. The discipline matrix can be be accessed through http://adhus.fau.edu/school/Revised%20Discipline%20Matrix%202016.pdf.

Possible consequences of technology violations include, but are not limited to:

1. Suspension of Internet access.
2. Revocation of Internet access.
3. Revocation of computer access.
4. Suspension of computer access.
5. Revocation of FAUS special privileges.
6. Suspension of FAUS special privileges.
7. School suspension.
8. School expulsion.
9. Legal action and prosecution by the proper authorities.

FAUS has the right to restrict or terminate network and Internet access at any time for any reason. Further, FAUS has the right to monitor network activity, in any form that they see fit, in order to maintain the integrity of the network.

G-Suite and the ADHUS domain is governed by federal laws and local board policies including:

Family Educational Rights and Privacy Act (FERPA)
FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.   --FERPA – http://www.ed.gov/policy/gen/guid/fpco/ferpa

Children's Online Privacy Protection Act (COPPA)
COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Cedarburg School District's presence in Google Apps for Education. No personal student information is collected by Google for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. Student information that is "collected" by Google is described as (projects, documents, email, files, username and password). --COPPA – http://www.ftc.gov/privacy/coppafaqs.shtm

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