

Heritage Academy  
Where Technology and Academic Excellence Meet  
**Heritage Academy Laptop Initiative**  
Learning Today; Preparing For Tomorrow

**Responsible Use Policy Students 9 - 12**

Heritage Academy is committed to the use of technology in the academic program as a tool to expand learning opportunities and to conduct scholarly research. Heritage Academy provides network access for students, faculty, staff and administration. Our goal is to promote educational excellence by facilitating research, resource sharing, communication and innovation. All network access is expected to support education and research and to be consistent with the educational goals of Heritage Academy.

The use of the network is a privilege, not a right, and inappropriate use or use in violation of this policy will **result in disciplinary action listed at the end of this document**. The Responsible Use Policy is designed to give the student and parents/guardians clear and concise guidelines regarding the appropriate use of laptops and other computers on the Heritage Academy campus. The underlying premise of this policy is that all members of the HA community must uphold the values of **honesty and integrity**; thus, we expect our students to use good judgment and to utilize technology with integrity.

**E-Mail**

- The full name for your e-mail address may only be changed by an HA Tech Administrator.
- Students should always use appropriate language in their e-mails.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate e-mail is allowed, including derogatory, obscene, or harassing messages.
- E-mail messages of an abusive or harassing nature will be regarded as a violation of a major school rule and will be subject to a disciplinary response. (E-mail will be monitored for appropriate use when necessary.)
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account or network services.
- E-mail etiquette should be observed. In general, only messages that one would say to the recipient in person should be written.

**Audio and Video**

- Audio on computers should be turned off unless required for the activity being conducted.
- The use of laptops to watch movies and videos is not permitted during the school day unless required for the activity being conducted.

- Music containing sexually explicit, violent, or anti-religious lyrics must not be stored on the school's laptops.

### **Games**

- On-line or stand-alone games are not permitted during school hours. School hours are defined as follows: 7:00 am to 3:30 pm
- The school reserves the right to remove from a school computer any game that is considered inappropriate or that impedes the educational purpose of the laptop program.

### **Laptop Security**

- Students' laptops must not be left unattended at any time. If a laptop is found unattended, a faculty or staff member will turn it in to the Tech Center or Academic Dean.
- Laptops must be in a student's possession or secured in a locked classroom or office at all times.

### **Network Access**

- Faculty, Staff or Students must not make any attempt to access servers or network information that is not open to the public.
- Faculty, Staff or Students may not use the school network or school computer for personal or private business reasons.
- Faculty, Staff or Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- Heritage Academy is not responsible for damaged or lost data transferred through our network or stored on laptops, computers, or our file servers.

### **Downloading and Loading of Software**

- All installed software must be a legally licensed copy. Additional software installations must be approved by the IT staff.
- The School reserves the right to remove any installed software that impedes the educational purpose of the laptop program.

### **Internet Use**

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, anti-religious, extremist, or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with all copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.

- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not **properly cited**. Plagiarism of Internet resources will be treated the same as any other incidences of plagiarism (see student handbook).
- If a student accidentally accesses a website that contains obscene, pornographic, or otherwise offensive material, he/she must immediately exit the site and notify the Network Administrator as quickly as possible so that such sites can be blocked from further access. **This is not merely a request; it is a responsibility.**

### **Privacy and Safety**

- Student may not give any personal information regarding themselves or others through e-mail or the Internet, including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm; therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other faculty, students, or administration to anyone outside of the school without their permission or the permission of the student's parent(s).
- Students must secure and maintain private passwords for network and e-mail use as well as laptop access. Students may only log in on their assigned computer. This procedure is important in order to protect the privacy of each student.
- Heritage Academy respects the privacy of every student, faculty, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use, including honor code violations or harassment, is suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities that take place on campus during the school day, including logging website access, newsgroup access, e-mails, bandwidth, and network use.
- Access to inappropriate content will be blocked on the Heritage Network; this includes social networking sites such as Facebook and MySpace. Parents must monitor acceptable use of Internet resources when laptops are used away from the school. HA will make every effort possible to monitor inappropriate use, but the parents are the key to effectively monitoring the privacy and security of the students.

### **Copyright**

- Unauthorized duplication, installation, alteration, or destruction of data, programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other material, including material protected by copyright, may not be transmitted or disclosed.

### **Maintaining the Laptop**

- **It is the student's responsibility to bring his/her laptop to school each day fully charged. This will be checked each morning at the beginning of first period and will be reflected in the student's citizenship/responsibility grade.**
- **Each student must transport the laptop in the school issued case, which is not to be altered in any way. The student issued ID tag must be on the case in plain view at all times.**
- **Students may purchase a red protective shell and/or a clear keyboard and hand rest protector if he/she so desires.**
- **Students will not alter the shell of the computer in any way. This includes adding stickers to the shell other than those placed on the computer by the school and/or Apple, Inc.**

### **Disciplinary Action**

**All students are required to adhere to all provisions and conditions set forth in this Responsible Use Policy. Any violation of this policy will result in disciplinary action and could result in the loss of laptop privileges and possible legal action. Faculty, Staff, Administrators and Students are to report any known violations of this Responsible Use Policy to appropriate administrative staff members. Heritage Academy takes no responsibility for activities conducted on school computers and laptops or materials stored on computers, laptops, or the network.**

**All infractions of this policy will result in limitations imposed on the student's computer use.**

**However, the following infractions cannot be tolerated for any reason and carry additional penalties:**

- **Using proxies to get to blocked sites is a serious offense with additional penalties including possible suspension.**
- **Using emails of an abusive or harassing nature is a serious offense with additional penalties including possible suspension.**
- **Shutting down or closing computer when a teacher is actively observing via APD or has locked the computer.**
- **If a student leaves his/her laptop unattended in unlocked public areas the Mac Book will be detained for three (3) days minimum and the offense protocol will be followed.**

### **Responsibility Offense Consequence Protocol**

- 1<sup>st</sup> Offense**    **Loss of entertainment privileges including, but not limited to, itunes, iChat, DVD Player, any games for two (2) weeks.**
  
- 2<sup>nd</sup> Offense**    **Loss of internet access in addition to 1<sup>st</sup> offence consequences for two (2) weeks. Internet assignments must be completed at home during this time.**
  
- 3<sup>rd</sup> Offense**    **Loss of laptop for two (2) weeks. All work that requires internet us or computer must me performed at home and submitted to the teacher on time or a grade of “0” will be assigned.**
  
- 4<sup>th</sup> Offense**    **Removal of laptop from the student, indefinitely. All tech use must be done at home.**

Grades 9 – 12

I have read and I agree to abide by the guidelines of the Responsible Use Policy as described on pages 1 - 5. I understand that there will be consequences for not adhering to these guidelines. I acknowledge that serious infractions could result in the loss of laptop privileges.

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Student's Signature

Date

Grade

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Parent's or Guardian's Signature

Date

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Student and Parent/Guardian Laptop Contract Grades 9 - 12

Name: \_\_\_\_\_ Grade \_\_\_\_\_

Asset Tag No. \_\_\_\_\_

Please read the following contract and indicate your acceptance of the terms listed below by signing both copies.

1. I acknowledge receipt of the laptop computer and associated hardware (bag, laptop, charger).
2. I acknowledge receipt of all the software that is installed on the laptop computer. I understand that all software obtained by Heritage Academy through its academic licensing program is the property of the system.
3. I understand that I may not make copies of or loan the software of this laptop, nor may I install any software of which I do not have appropriate licensing and have not received permission of the school administration. I further understand that I am responsible for any penalties incurred for the installation or use of any illegal or pirated software or files on this laptop.
4. I understand that I must immediately report loss or suspected theft of the laptop to Heritage Academy Technology Department and must make sure the local police are informed.
5. I understand that I am financially responsible for a lost or stolen laptop and am responsible for all damages to this laptop that are not covered by warranty or deemed acceptable as normal wear and tear. Our warranties do not cover spilled liquids, damages from dropping machine, unprotected power surges, or damaged or cracked computer screen, as well as any other damage due to negligence. \_\_\_\_\_ (Student Initial here) \_\_\_\_\_ (Parent/guardian Initial here)
6. I understand that if this laptop needs repair, I am to deliver it to the school technology personnel by the next school day for authorized repair and/or service.
7. I understand that I will be identified on the Heritage Academy Network by the address of the Network Interface Card and/or machine name and that I will be held responsible for all communications originating from that address.
8. I understand that when withdrawing as a student of Heritage Academy, I must return the laptop and all peripheral equipment three (3) days prior to my withdrawal date. I further understand that the laptop must be in good working order, along with all peripheral equipment, or I will be held liable for the replacement cost of each item (bag, laptop, charger).
9. I understand the laptop should travel in the protective case, in moderate temperature environments, and is not to be "check-in" luggage during travel.
10. I understand that the laptop must be returned on any and all school-designated check-in dates.

I have read, understand, and agree to abide by the above laptop contract.

Student Name (Print) \_\_\_\_\_

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

Parent Name (Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_