



Acceptable Use Policy



Overview

Devices for Students assigned to a student in the Hobbs Municipal Schools. Every student has a responsibility to maintain their device in good working condition for the duration of their involvement in the Hobbs Municipals Schools.

Device Acceptable Use

Usage

Devices are provided to students to assist student learning at home. The device should be used in a manner that achieves this goal.

Storage and Transport

When not in use the device should be stored in its protective case. The device should be stored in a safe place where the student can monitor it and away from areas of excessive heat. The device must be transported in a protective case. The device will be best protected if used while secured in the protective case.

Battery/Charging

It is the student's responsibility to ensure their device battery is fully charged each night. To keep the battery in good condition students should completely drain the battery once a month.

Cleaning and Care Responsibility

Students are responsible for ensuring their device is kept clean. The device can be kept clean by regularly wiping down the outside case with a damp (not wet) cloth. Students are not to deface the device by adhering anything to any part of the device.

Other Usage

Devices are not to be used by other students or family members except for the parent or caregiver when assisting with school work. Hobbs Municipal Schools will not be liable for the use of devices outside the Hobbs Municipal Schools' network to access the internet, this includes any networks other than Hobbs Municipals Schools network. Parent(s) will be responsible in overseeing their child's Device internet access activities at home.

Food & Beverages

Students are not permitted to eat or drink while using devices.

Unacceptable Use

Inappropriate Usage

Students must not use the device inappropriately or tamper with the device, software applications and operating system.

Inappropriate usage includes (but is not limited to):

- deleting any software included in the initial Hobbs Municipal Schools' build,
- installing additional software that impacts on the performance of the device as a learning tool.
- changing any programming code (excluding the allowed configuration settings),
- modifying, removing, damaging or installing any inappropriate hardware components,
- adding applications or code that modifies or circumvents the intended purpose of an installed application,
- engaging in any activity that has the potential to compromise the security of the Hobbs Municipal School's network infrastructure
- connecting to any non-Hobbs Municipal Schools' network or internet device while at school.
- Wasting school resources through improper use of the District's technology resources, including sending spam
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting."
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language

Inappropriate Material

Parents are responsible for determining and monitoring the appropriateness of material in accordance with Hobbs Municipal School's policies.

Inappropriate material should neither be stored not installed on the device. Material that is deemed inappropriate by Hobbs Municipal Schools' includes (but is not limited to):

- material that infringes copyright laws, such as illegal or unlicensed software and pirated music or videos,
- offensive documents
- inappropriate or offensive images, and
- any content not suitable for viewing, publication and/or distribution to person(s).

Cyber Bullying

If the student believes they have received a computer virus or spam (unsolicited email), or if they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their parent/guardian or supervising teacher as soon as is possible. Students must seek advice if another user, internal or external to Hobbs Municipal Schools' seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student. Students must never initiate or knowingly forward emails or other messages containing:

- a message sent to them in confidence,
- a computer virus or attachment that is capable of damaging the recipient's computer,
- chain letters or hoax emails,
- spam (e.g. unsolicited advertising), or
- Inappropriate material.

Commitment to Privacy

Students accessing devices must comply with the following privacy policies:

- Students will never publish or disclose the email address of a staff member or student without that person's explicit permission.
- Students will not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others.
- Students must ensure that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.

Intellectual Property and Copyright

Students must observe copyright laws and avoid plagiarism by acknowledging the original author or source of any information used. Students will ensure that permission is gained before electronically publishing other people's works. Material published by a student on the internet or intranet must have the approval of the Principal or their delegate and have appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage

Students will be held responsible for their actions while using their device. Students will be held responsible for any breaches caused by allowing any other person to use their device or account to access internet and online communication services. The misuse of the device or internet and online communication services may result in disciplinary action including, but is not limited to, the withdrawal of access to services or usage of the device.

Lost or Stolen Device Process

How to report my device as Lost or Stolen

If your device is lost or stolen, it is important that you note the following.

- You will need to report the incident to the police and ensure you have the following:
 - Your device Incident Report
 - Police crime number
 - Statutory declaration
- As the device belongs to the Hobbs Municipal Schools', you will need to inform your school and provide the details when logging the incident with the school.
- The full cost of replacement will be charged to parents.

Missing or Damaged Charger Process

- The full cost of replacement will be charged to parents.

Device Incident Report Form

The Incident Report is to be completed by the Parent/Guardian and the Supplemental Information sheet is to be completed by the Student.

Damaged Device Process

Overview

There is an expectation that students will be responsible and take care of this valuable asset

Repair

Under **NO** circumstances should devices be taken by parents or students to outside service providers for repair. All repairs must be done through Hobbs Municipal Schools. Only Hobbs Municipal Schools technical staff are authorized to approve repair off site

What is accidental damage?

Accidental damage occurs where a device is damaged as the result of an unexpected and non-deliberate external action. For example, a student trips dropping the device and resulting in damage to the device.

What is willful or malicious damage?

Deliberate damage occurs where a reasonable person could expect that their action will cause damage to the device but completes the action anyway. For example, a student forces a foreign object into the USB port. Where the damage is determined to be willful or malicious, then the full cost of repairs will be charged to parents.

How to report my device as damaged

If your device is damaged Parents must immediately inform the school office so that the damage can be accessed. Failure to notify the school office of damages can cause further damage, and delay the time it takes to repair the device. If a student repeatedly requires their device to be repaired due to accidental damage this may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services or usage of the device.