

Henry Ford Academy: School for Creative Studies

Acceptable Use of Technology Policy

Login Credentials (Username, Password, Network Home Directory)

Initial Setup

Each student is assigned a unique *Username* and *Password* that grants them access to the computer-based technology resources available at Henry Ford Academy: School for Creative Studies. The student's Username is given when the student initially enrolls¹ in the school and follows the student throughout their time here.

Network Home Directory

In conjunction with their *Username* and *Password*, a student is allocated a personal *network home directory*. This home directory is used whenever the student logs into a machine on campus, and provides the student with the ability to store and retrieve their documents, photos, and other data, in a dedicated space. The Network Home Directory provided to each student is 5 GB in size, and can be expanded should the academic needs of the student require it. This space is personal for each student, and can only be accessed by the student with his/her Username and Password, or technology administrators using an alternate, secure method.

Rules of the Road (Login Credentials)

Students may not share their Username or Password with anyone at the school, including faculty, staff, students, or any other person/entity. Should someone need to modify, adjust, or otherwise manage a student's username, they do not need the Username or Password of the student in question.

If necessary, student behavior can be tracked and audited. While we like to trust our students to do the right thing, we recognize the need to have other enforcement mechanisms in place. We have a number of different ways to track, audit, and if necessary, halt student behavior that may violate this policy or other generally accepted community standards. Because much of this is keyed to the Username of a particular student, it is even more important that students follow the rule above with regard to the ban on sharing.

Forgotten Passwords or Usernames can reset, but will incur an administrative fee of \$1 the first time. Additional resets may be granted, but the fee will increase by \$1 for each additional reset. For example, the second reset will cost \$2, the third reset will cost \$3, and so on. This fee is designed to encourage the student to be responsible in recalling and utilizing their username and password, now and in the future. We also have limited human resources to dedicate to repeatedly resetting passwords during the course of the school day, and wish to discourage students from missing class work due to forgetting their login credentials.

Facility & Equipment Usage (Computer Lab, Laptops, Internet Cafe, Peripherals)

¹ Should a student leave, and then re-enroll in the school, his/her Username may be subject to change.

Computer Lab

At HFA: SCS we have a state-of-the-art instructional technology project studio featuring 17" flat-panel Apple iMac computers. In addition to this new hardware, we have the latest software packages that enable students to do video, music, photographic, and traditional media projects in very intuitive ways. Specific courses are taught in the technology project studio, but it is also available for teachers to reserve and open after school 3-5 days during the week, depending on the time of year. Students may use the equipment in the technology project studio only in the presence of a teacher or other designated staff member. The cost and quality of the equipment in this room is exceptional and should be treated with great amount of respect and care.

Laptops/Carts

HFA: SCS has over 80 wireless Internet-enabled laptops for student use in learning studios and across our curriculum where students will engage in project-based learning work using the very latest technologies available. In other curricular areas, we are using laptops to improve student access to information and increased interaction between students inside, and outside, the school. Laptops have the added benefit of mobility, creating learning environments in the school that can be collaborative in nature, and expanded beyond the school to embrace learning opportunities anywhere on our campus or in the larger community.

Laptops also pose a unique security and management risk, as they are more prone to accidental damage. Students should be careful to treat these laptops with care and diligence. Students who find laptops, or other equipment unattended, or otherwise in a state where it is likely to be damaged, should report this to a staff person immediately. Our care and concern for our equipment will directly impact how long we are able to use it efficiently and how far we expand our programs to include more of it.

Peripherals

There are a number of additional technology items available now or in the near future for student use including, digital still cameras, digital video cameras, video conferencing cameras, iPod digital music players, sound recording equipment, printers, and more. These devices should be treated in a fashion similar to those described for laptops. Some of these devices are small, yet very powerful, and most are quite sensitive to careless usage.

Teachers and other staff members can reserve peripherals (based on their department and affiliation) for use in learning studio and other school activities. Staff must verify the condition and quantity of the equipment in use prior to, and immediately following, its usage and will identify students who may have damaged or illicitly removed equipment from its rightful place. As with the laptops, our treatment of this equipment will largely influence the ability to attract funding and partnerships that will allow us to expand our usage and availability of these tools.

Rules of the Road (Facility & Equipment Usage)

Horseplay, food, candy, beverages (including water), and carelessness should not be present when staff or students are in any location where technology is in use, regardless of any other rules they may otherwise be familiar with. Students found exhibiting these behaviors or in possession of foodstuffs will be disciplined un-

der the insubordination clauses of the student code of conduct. Repeated offenses (two or more) will result in suspension of the student's login account for a period to be determined by the Dean of Students.

Technology project studio etiquette should be followed in all areas where computer use is taking place. Students shall not have audio playing through speakers on the equipment except as part of a presentation or otherwise explicitly sanctioned event. Students may use headphones to listen to audio programming, but only with the permission of the staff member supervising the area where the student is using the device. Students found violating this and other rules of common courtesy (profanity, viewing indecent content, etc.) will be disciplined in accordance with the insubordination clause of the student code of conduct.

Unauthorized removal of equipment from the premises will be treated as theft, and will be dealt with through the student code of conduct and local law enforcement. Items should only be taken home as part of an approved equipment loan through coursework or as part of an approved school program.

Any student found to have willfully, or neglectfully, damaged or vandalized technology equipment will be required to pay the replacement cost of the item(s) damaged and may be subject to expulsion from HFA: SCS. Until the assigned replacement cost has been paid, the student will have a hold placed on all enrollment, and will not receive transcripts, diplomas, report cards or other documents relating to his/her enrollment at HFA: SCS. Furthermore, all technology access will be immediately halted, regardless of the impact on the student's ability to complete assignments and/or projects related to their schoolwork.

Printing (Black & White, Color, Posters/Specialty)

Black & White Printing

Students are allowed to print 150 Black & White pages per semester. This limit may be modified by a request from the teacher where the student is working on special projects. Once a student has exhausted his/her printing allocation, the student will need to find an alternate source for printing, such as a printer at home or elsewhere. A student may also allow a fellow student to print something on his/her behalf, by transferring the document² via e-mail, USB flash memory drive, or some other mechanism.

Most documents printed by students will be in Black & White. Understanding this, most of our on-campus printing capacity is geared toward this segment. Students may print in any number of locations listed in the print dialog of any on-campus machine. Some machines will be keyed to a particular printer located in the immediate vicinity of the machine that the student is currently using. Other machines, for example, the laptops used in various classrooms, must print to a stationary location and have the document(s) picked-up from there.

Color Printing

Students are allowed to print 10 Color pages per semester. Color printing must be arranged, in advance, by the teacher (or staff member) who is working with the student on the project requiring color printing. Color pages may be up to 8 1/2" x 14" (legal paper sized) and can be designed using any of the software available on any machine on campus. Students should take care to proofread their documents prior to printing to limit the chances of exhausting their allotment before they have successfully completed their desired task.

² Students exchanging documents for the purpose of plagiarism (or cheating) is strictly forbidden and will be harshly punished in accordance with the school's academic policies toward this kind of activity.

Posters/Specialty Printing

Through an arranged project with a teacher or staff member students may print documents up to 2 feet wide and 50 feet long, working with the CCS Imaging Center. Costs associated with this printing will be borne by the department hosting the project (and/or staff member). Works may include, posters, banners, prints of artwork, etc., and should be carefully reviewed and proofread prior to printing.

Rules of the Road (Printing)

Printing is for academic and project-focused purposes, related to activities occurring at HFA: SCS. At no time shall students use the facilities at the school to print flyers, posters, non-student resumes, entertainment-focused works or other extraneous documents. Students found to be in violation of this shall have their printing privileges suspended for the current and next following semesters.

Printing at the school is not free, and is paid for out of funds that directly impact the possible expansion or limitation of other activities in and around the school. The incorrect perception that printing is free often leads people to abuse a very costly resource. While we understand the need for students to be able to produce and review documents in the scope of the learning process, we also recognize the need to limit waste. Students are encouraged to review their documents thoroughly before printing them, and refraining from senselessly wasteful practices like pressing the continue button on the printer to see the demo page come out.

Internet Access (Available Activities, Web Filtering, File Sharing & Copyright)

Available Activities (World Wide Web, Instant Messaging, Video Conferencing)

All student machines, laptops and desktops, at HFA: SCS have access to the Internet and the World Wide Web (also known as web access). There are also a number of Internet-dependent applications that students may use while using an on-campus machine. Students may use instant messaging software to communicate within the school and elsewhere. Students may video-conference with students or presenters elsewhere in the state, and around the world. Students may view and create video and audio broadcasts that can be posted to their website and shared with people anywhere on earth.

With such great opportunity comes the need for a remarkable level of responsibility. These services, while very cutting-edge, are also very prone to misuse if rules are neglected or ignored. Below we detail a number of precautions already in place, and how students, staff, and parents are expected to contribute to an atmosphere of enjoyment of these exciting opportunities, yet ensuring compliance with these specific policies.

Web Filtering

HFA: SCS has firewall and web filtering devices that secure all connections between our school and the outside world. Security in a networked environment is very important because it controls who has access to what information. Inside our schools items can be freely exchanged because we have an isolated user community. While we want to maximize our connectivity with the outside world, we also want to ensure that only the things we wish to let inside are allowed.

For this reason, all web surfing is filtered using a filtering appliance. This system uses a human-reviewed database to categorize websites according to their content. Unacceptable sites are filtered, and therefore not viewable from within the HFA: SCS network. Sites that are not automatically filtered, but that are undesirable can be controlled separately. Community sites like Blackplanet.com, Myspace.com, Xanga.com and others have been blocked by the school to limit student exposure to on-line behavior and content that is wholly unacceptable in an academic environment. Any sites that have been blocked accidentally, and are necessary for completion of academic work, may be made available by teacher request.

Our filtering appliance can also limit or cease instant messaging³ activity between our internal network and the outside world. We will carefully monitor the use of this service and, should the need arise, take the necessary steps to control external instant messaging communications.

File Sharing & Copyright

File sharing has become one of the fastest growing mechanisms for exchanging data on the Internet, but is also one of the easiest ways to break the law. Many of the methods used to exchange files over the Internet open a user to viruses and spyware⁴. Additionally, there are legal consequences for sharing files that are copyrighted, or owned, by someone other than that person sending the file in question. Music and video are commonly shared files, which are subject to these types of legal issues. To prevent valuable resources from being used on resolving these types of legal issues, our systems prevent file sharing with systems outside of our network.

There are a number of mechanisms available for exchanging files between students within our schools, but federal, state, and local laws relating to copyrighted materials still prevail. Students should not exchange items that they did not create themselves and certainly should not use file sharing for illicit or illegal purposes. Additionally, when students are engaged in creative activities involving “fair use” materials, teachers and staff members will try to advise students on acceptable methods for using these materials.

³ Instant messaging allows users to chat with each other using typed messages that appear almost immediately after they are submitted. This allows for quick conversations and exchanges of ideas without the need for verbal communication.

⁴ Programs that can monitor your computer usage and then send that information to someone else, often without your knowledge, is collectively known as spyware.