



# MID-PACIFIC INSTITUTE

## COMPUTER, DIGITAL MEDIA & INTERNET ACCEPTABLE USE POLICY (AUP)

The effective operation of the computer network and its resources relies upon the proper conduct of the end users who must adhere to strict terms and conditions. These terms and conditions are provided here so that you may become aware of the responsibilities you are about to acquire. The use of Mid-Pacific Institute's computing facilities/resources and the Internet is a privilege, not a right.

If a user violates any of these terms and conditions, disciplinary action and/or legal action may be taken. When applicable, law enforcement agencies may be involved

### TERMS AND CONDITIONS

#### Acceptable Use

Mid-Pacific Institute is providing Internet access, Google Apps for Education (Gmail) accounts and network student accounts on the physical and wireless network to support the curricular goals of the school. Mid-Pacific Institute employs the use of an Internet filter as a technology protection measure pursuant to the Children's Internet Protection Act. The filter may not be disabled for use by students or other minors for any reason. (20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254). Students should never use proxies or other means to bypass this filter or manually attempt to remove this setting on their Mid-Pacific Institute issued iPad or any school owned device.

Students that bring devices with their own Internet service plan still fall under the guidelines and expectations in this policy while on campus. Use of Mid-Pacific Institute's technology facilities/resources, iPad and use of the Internet must be consistent with the educational objectives of the school.

Students shall not access, create, transmit, retransmit or forward material or information:

- that is not related to Mid-Pacific Institute education objectives
- that plagiarizes (copies the work of another without express consent)
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that harasses, teases, intimidates, threatens, or terrorizes another person
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, sexual orientation, marital status, disability or handicap
- that is knowingly false or could be construed as intending to purposely damage another person's reputation

- using another individual's Internet or electronic communications account without written permission from that individual
- that promotes violence or advocates destruction of property (including, but not limited to, information concerning the manufacturing or purchasing of destructive devices or weapons)
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- for sending of mass or inappropriate email, texting instant messaging and/or any other communication methodology (spamming)
- that impersonates another or transmits through an anonymous re-mailer
- that contains sensitive personal information about themselves or others, including information protected by confidentiality laws
- that accesses fee services without specific permission from the system administrator
- in violation of any federal or state law, including but not limited to U.S. copyrighted material and material protected by trade secret

Students are also prohibited from storing the following on any Mid-Pacific Institute computer or within their network accounts: programs/software/executable files, games, and music/video files (unless they are original work or A/V clips being used as part of a school project).

## **Digital Media**

The use of digital media and devices that create or store digital media on campus, whether issued by the school or the student, should be limited to academic use only.

### **Camera and Microphone Devices**

- Camera and Microphone devices may not be used:
- to photograph another person who has a reasonable expectation of privacy without the person's prior knowledge and consent
- in a way that would violate another person's copyright
- to harass, intimidate, embarrass or bully another person or to invade another person's privacy
- in the classroom unless permission is granted by a teacher

### **Portable Storage Devices and Cloud Storage**

The use of portable devices that store information (USB flash drives, external hard drives, etc.) and any form of Cloud storage should be limited to legal, appropriate use on campus. It is illegal to move copyrighted material between devices and/or cloud storage – this includes music, applications, video, and more. Students should check with the Technology Department before moving questionable files to or from the Mid-Pacific Institute network.

### **File Sharing**

The use of Web Publishing, FTP, Email Server, Peer-to-Peer or Social networks and other file sharing services outside of approved academic sites is prohibited. Students who wish to publish

their material or make files public may do so with the Technology Department's permission. This includes, but is not limited to, personal computers and other electronic devices using the campus network.

### **Games**

Campus computers and the network may not be used for playing computer games, unless ruled academic or appropriate by faculty and approved by the Technology Department.

### **Software/Systems**

Students may not attempt to modify the campus computers, telephone systems, mobile devices including iPad or network facilities or attempt to disrupt campus systems. Tampering, modifying or installing any software other than the computer applications that are pre-installed is forbidden, unless allowed by a Technology Department specialist. Tampering or modifying protections or restrictions placed on campus computer applications or files is prohibited.

### **Privacy**

Email, Internet use, files and information in student accounts and/or iPad are not guaranteed to be private in our school setting. Messages relating to or in support of inappropriate or illegal activities will be reported to the authorities. Students' use of Internet applications may be subject to periodic checks by librarians, faculty, or system operators. Mid-Pacific Institute teachers and technology staff have access to student accounts. Accounts may also be checked periodically to ensure that their use adheres to the guidelines specified within this document.

In general, and subject to applicable law, Mid-Pacific Institute reserves the right to access and copy information and files (including email and text messages) residing on Mid-Pacific Institute-owned equipment, systems, and in storage contracted by Mid-Pacific Institute from outside enterprises. This includes access without notice, where justified by the Mid-Pacific Institute's operational and/or legal needs and consistent with applicable laws.

### **Etiquette**

Mid-Pacific Institute expects students to behave as appropriate digital citizens. Curriculum, class meetings, and homeroom discussions will facilitate digital citizenship development. Students are expected to abide by the generally accepted rules of computing, network, Internet etiquette, and those outlined in the Responsible Use for Digital Citizens at Mid-Pacific Institute section of this document.

### **Representation**

Members of the Mid-Pacific Institute community must remember that when communicating with individuals, groups, or institutions, one does so as an individual. Do not present your views, ideas, questions, or actions as representing Mid-Pacific Institute without specific permission from a dean, supervisor, principal or other administrator. Remember to make it clear that your communications represent you and not the institution.

## **Warranties**

Mid-Pacific Institute makes no warranties of any kind, whether expressed or implied, for the service it is providing. Mid-Pacific Institute will not be responsible for any damages you suffer. This includes loss of data. Use of any information obtained via Mid-Pacific Institute is at your own risk. Mid-Pacific Institute specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **Security**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify a member of the Technology Department or faculty/staff and not demonstrate the problem to other users.

In addition, students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to (hack, jailbreak, decompile, etc.) computers or server/networking systems, wireless networks, mobile devices, accounts or software
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users
- access or attach to any campus data port, server or networking equipment
- connect external networking devices to the campus network including but not limited to routers, servers, peer to peer servers, printers, hubs, switches and other peripherals.
- connect, install or attach Machine to Machine (M2M), Internet of Things (IoT), Internet of Everything (IoE) or other such devices
- detach computers, servers, printers, networking equipment from the school network

## **Vandalism**

Vandalism will result in cancellation of privileges, school disciplinary action and/or legal action. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of the school or of any other user on the Internet. This includes, but is not limited to, the downloading, creation or uploading of computer viruses, malware, adware and spyware. If equipment is damaged in the course of on or off campus use, students assume responsibility for any repair or replacement costs if their use has been determined to be inappropriate.

## **Personal Technology** *(includes, but is not limited to, laptops, gaming devices, netbooks, smart phones, mobile devices, tablets, iPads, wearable computers, etc.)*

All student-issued devices used on campus must conform to the guidelines stated in this policy. This applies to both campus Internet access as well as any the student may be able to use through their own service plan. In order for student issued devices to access the Mid-Pacific Institute campus Wi-Fi network, the device must first be registered with the Technology Department. This may include the installation of an Mid-Pacific Institute profile on the student-

issued device. Mid-Pacific Institute accepts no responsibility for damage to any personal technology used on campus or while accessing its network.

## **USE OF THE MID-PACIFIC INSTITUTE ISSUED IPAD**

Parents/Guardians and students must sign this Acceptable Use Policy document as well as Damage Incident Fee document before the iPad is distributed to select students.

Students agree to take reasonable and prudent care to keep the iPad secure and safe from the date students are issued their iPads until the devices are returned to Mid-Pacific Institute. iPads should be returned as close as possible to the condition that they were received.

It is the student's / family's responsibility to use a case/cover that meets the Mid-Pacific Institute iPad Case Specifications & Guidelines to protect the iPad. An Mid-Pacific Institute-issued iPad being used without a case can be taken back and withheld by any Mid-Pacific Institute faculty/ staff until a suitable case is brought in by the student. Please refer to the Mid-Pacific Institute iPad Case Specifications & Guidelines document for information on case guidelines (available here: <http://midpac.edu/aup/case.pdf>).

Mid-Pacific students are required to use the school issued Apple iPad while tending to school activities, assignment and functions. Students are not allowed to use their own personal iPad for school activities, assignments or functions unless given permission by a Principal, dean or faculty member. Mid-Pacific Institute will not be held liable if a student cannot participate or complete their class work because they are not utilizing the school provided Apple iPad.

There is no expectation that Mid-Pacific Institute or any of its faculty, staff or administration will be able to provide assistance or guidance to any student using a device other than the school issued iPad.

### **Apple ID Creation, Use and Support**

Mid-Pacific specifically instructs parents, guardians and students in grades 5 through 12 on how to create an Apple ID without a credit card prior to taking possession of the Mid-Pacific iPad. Students are also free to use their own personal Apple ID as long as it is strictly their own and not shared with anyone (e.g. brother, sister, or family.) While we do our best to support students with Apple ID issues, there are times that Mid-Pacific technology staff will be unable to assist as the students' Apple ID is not maintained by Mid-Pacific Institute. These include but are not limited to password reset, security question changes, two-factor authentication, credit card or payment issues. In these situations, please contact Apple Support to resolve any issues with the Apple ID.

Elementary students in Kindergarten through fourth grade are the exception as they will have Apple IDs that are assigned to them that are controlled by Mid-Pacific Institute for use with iPads in the classroom.

The sharing of Apple IDs between students is prohibited.

### **Modifying, Hacking or Tampering with the iPad Operating System and/or Hardware**

Students may not jailbreak, modify, or in any other way tamper with the school issued iPad's operating system (iOS) or hardware. Removing any or all installed Mid-Pacific Institute Profiles is strictly forbidden. Failure to abide by this policy can result in disciplinary action and loss of iPad privileges for a time to be determined by Mid-Pacific Institute administration.

### **iPad Return/Collection**

The Mid-Pacific Institute Technology department will give students and families advance notice when the school issued iPad needs to be returned.

Students who graduate, transfer, withdraw, or are dismissed from Mid-Pacific Institute during the school year must surrender the Mid-Pacific Institute issued iPad and all accessories upon termination of enrollment.

### **iPad Non-Return Penalty**

Failure to return the Mid-Pacific Institute issued iPad may result in a theft report filed with the Police department. Further, if a student fails to return the Mid-Pacific Institute issued iPad upon termination of enrollment at Mid-Pacific Institute, that student and/or parent/guardian will pay the replacement cost of the iPad and accessories or any applicable fees and could be subject to criminal prosecution or civil liability.

### **iPad Web Filter**

The school issued iPad utilizes a web filter that operates both on and off campus. Students should never use proxies or other means to bypass this filter or manually attempt to remove this setting on their Mid-Pacific Institute issued iPad or any school owned device.

All websites that are browsed via the school issued iPad are tracked by the web filter and can be identified by user. Students should have no expectation of anonymity when searching or viewing websites using the school issued iPad.

### **iPad App Purchases**

Mid-Pacific Institute is not responsible for any app purchases made by students through the Apple App Store/iTunes Store (free or paid), any other app stores or online services, and/or in-app purchases made within applications purchased or downloaded. Mid-Pacific specifically instructs parents, guardians and students on how to create an Apple ID without a credit card prior to taking possession of the Mid-Pacific iPad. If a parent/guardian chooses to allow their child to have a credit card attached to their Apple ID, they do so at their own risk. Other options for allowing a child to purchase apps are through gift cards, purchasing the app for the child and gifting it to them and setting up a Family Sharing plan. These methods are outside of the scope of this document, but please consult the Technology Department for assistance.

### **Lost, Damaged, Faulty or Stolen iPad and Equipment**

The Mid-Pacific Institute issued iPad should never be taken to the Apple Store or any other repair center for servicing. Any issues with equipment failure due to a manufacturing hardware failure, including the battery, are covered by Mid-Pacific Institute and should be reported to Mid-Pacific Institute's Technology Department located at the bottom floor of Kawaiaha'o Hall immediately. Please email [helpdesk@midpac.edu](mailto:helpdesk@midpac.edu) or call 808-973-5062.

Parents/Guardians will be held responsible for ALL damage to a Mid-Pacific Institute issued iPad in their child's possession including, but not limited to: broken or scratched screen, damage to the exterior shell, damaged buttons and ports, inoperability, etc. Repair cost will be assessed on a case-by-case basis. Should the cost to repair exceed the cost of purchasing a new device, the parent/guardian will pay for the full replacement value of the device. Lost items such as chargers and cables will be charged for replacement. Please refer to the iPad Damage Incident Fee schedule for more details (available here: <http://midpac.edu/aup/fee.pdf> ).

Parents/Guardians and student are responsible to the school for the total replacement cost of a lost or stolen iPad while the iPad is in the possession, custody, or control of the student.

If damage to the Mid-Pacific Institute issued iPad or any other equipment checked out under the care of students is intentional or the student shows negligence, Parents/Guardians will be responsible to the school for the entire cost of the equipment. Further disciplinary action may be taken by the School.

### **What to do if the Mid-Pacific issued iPad is lost, stolen or damaged?**

Students agree to report any damage that affects the functionality and safe usage of, or loss of, the iPad immediately to Mid-Pacific Institute's Technology Department located at the bottom floor of Kawaiaha'o Hall. Email [helpdesk@midpac.edu](mailto:helpdesk@midpac.edu) or call 808-973-5062.

- In the event an iPad is damaged, the iPad shall be returned to Mid-Pacific Institute's Technology Department in order to expedite any necessary repairs.
- If an iPad is lost, please contact Mid-Pacific Institute's Technology Department immediately, and they will attempt to locate it.
- If an iPad is stolen, this event should be immediately reported to Mid-Pacific Institute's Technology Department or any Principal or Dean. A Police report may need to be filed before a replacement iPad is distributed.

### **General iPad Usage/Care Expectations**

The following is a list of general expectations that students and parents need to be aware of:

- iPads must never be left unsecured and unattended. Students are responsible for knowing the location of the iPad at all times.
- iPads must be fully charged for the first class of the school day. The expectation is for students to utilize their iPad for the entire school day without having to charge its battery.
- If an iPad is left at home or cannot operate because it's not charged, the student remains responsible for completing all coursework as if they had use of their iPad.

- Students are only to be using the iPad for education purposes during class time.
- iPads need to have all required class materials downloaded and installed prior to the beginning of class.
- Downloading of apps and materials should be done at home.
- iPad should be put in backpacks when arriving to school and prior to leaving any class.
- Students are expected to keep lockers and locker combinations private, to prevent loss and/or theft of iPads.
- Any teacher/faculty/administrator at any time can ask to view a student's iPad and it's contents.
- iPads should never be loaned to other individuals. Students are to use the iPad assigned to them by Mid-Pacific Institute. Using another student's iPad can be viewed as theft.
- If a student finds an unattended iPad s/he should immediately turn it into the Technology Office or, if found after hours, turn it in at the guard station at the front gate.
- Students who lose their iPads should go to the Technology office to report the loss.
- Do not remove any Mid-Pacific Institute decals or tags from the iPad.
- Keep food and beverages away from the iPad and do not expose it to liquids or moisture.
- Do not disassemble any part of the iPad or attempt any repairs.
- Backing up the iPad to iCloud or any computer should be done on at least a weekly basis. Doing so will safeguard student data. Items that are deleted and not backed up are lost forever.
- There should be no expectation that Mid-Pacific Institute is responsible for or able to restore your data.
- Storage space on the iPad is limited. Academic content takes precedence over personal files and apps.
- Never drop nor place heavy objects on top of the iPad.
- Do not subject the iPad to extreme heat or cold. Do not leave the iPad in a vehicle for long periods of time.
- Inappropriate media may not be used as a screensaver or background image. Presence of pornographic materials, inappropriate language, alcohol, drugs or any other contraband, gang related symbols or images will result in disciplinary action.

## **G SUITE FOR EDUCATION GUIDELINES**

This section addresses Mid-Pacific Institute's guidelines for the use of the Google Apps for Education (GSE) as well as other Google services that are not covered under the Mid-Pacific Institute's Google Apps for Education agreement, henceforth called Google Services. Mid-Pacific Institute provides its students, faculty and staff GSE to support the educational and administrative activities of the school, and to serve as a means of official communication by and between users and Mid-Pacific Institute.



## **G Suite for Education**

GSE services fall under the Google Apps for Education agreement and do not require users to agree to separate terms of service (TOS) or privacy policy. GSE services include the following: Calendar, Drive and Docs, Gmail, Classroom, Google Talk/Hangouts, and Sites. GSE services are subject to change. GSE Contract and Terms of Service can be viewed here: <https://www.google.com/edu/trust/>

## **Other Google Services**

Mid-Pacific students accessing Other Google services should be aware that this functionality is not covered under our GSE agreement, but they are turned on for students in grades 6 through 12 to use with the exception of restrictions for users under the age of 13. These services currently include the following apps listed below, however the list is subject to change.

Google Play, Google Takeout, Blogger, Chrome Management, Chrome Web Store, Google Analytics, Google Chrome Sync, Google Developers Console, Google Groups, Google Maps, Google Payments, Google Photos, Google+, Location History and YouTube.

All Mid-Pacific students utilizing these Other Google Services should be aware that user and content data may be collected, consolidated and used by Google as permitted under their current Terms of Services (TOS). Please check each provider's TOS before using them to ensure you understand what they are.

## **Usage**

To use any Google service as provided by Mid-Pacific Institute, all users must be aware of, agree to, and adhere to the following:

- Google Apps for Education and other Google services are to be used for Mid-Pacific Institute educational purposes only.
- All students from Preschool to Grade 12 will be assigned a username@student.midpac.edu email account. Students are responsible to use good behavior and judgment online. Teachers will address learning how to be good digital citizens in the classroom and at home.
- Access and use of GSE will be available to children under the age of 13 and as directed by Mid-Pacific Institute faculty. However, Mid-Pacific Institute will restrict incoming and outgoing email only to those with a midpac.edu email address. This will ensure that no one under the age of 13 will be able to communicate with anyone outside of the midpac.edu domain. Mid-Pacific Institute will allow email from a few third-party services that are used for account maintenance purposes.
- When utilizing any GSE and/or Google service, you are bound by the policies set forth in this AUP document.
- As stated in this document, anyone in the Mid-Pacific Institute community utilizing school resources acknowledges that Mid-Pacific Institute has the ability to monitor, use and disclose their data to appropriate authorities.

### **G Suite for Education Account Deletion**

Upon graduation or departure from Mid-Pacific, students in good standing will have 60 days to access their G Suite for Education (GSE) accounts for backup. GSE allows all users to export their data within their account to a location of choice. Information on downloading your data from GSE can be found here: <https://goo.gl/3iMkOK>

Sixty days after the student departs, Mid-Pacific will permanently delete the student's GSE account. All contents in the departing student's Gmail, Google Drive, YouTube and other Google services associated with the account will no longer be accessible. Mid-Pacific will provide no assistance and accepts no responsibility for backup, retrieval or integrity of your data. It is the student's responsibility to make copies of any data within their account.

Students that need additional time within reason can contact the Technology Department for assistance. Email [helpdesk@midpac.edu](mailto:helpdesk@midpac.edu) or call 808-973-5062.

### **Applications and Services Outside of GSE and Google Services**

From time to time, Mid-Pacific faculty will ask students to download and/or sign up for apps or services outside of G Suite for Education and Google Services. At the beginning of the school year, Mid-Pacific faculty will provide a list of apps and services for use in their class via a class syllabus. Because our faculty members are encouraged to explore apps and services for classroom use, there are instances where they may decide to use a new app or service that is not listed in the syllabus. If they decide to use a new app or service not listed, they will provide advance notice to parents/guardians. Please refer to the Application and Service Consent Form for more details (available here: <http://www.midpac.edu/aup/consent.pdf>).

## **USE OF UNMANNED AERIAL VEHICLES ON THE MID-PACIFIC INSTITUTE CAMPUS**

Mid-Pacific Institute has a robust technology and digital arts program that encompasses multiple courses and co-curricular programs that employ digital photography, videography, and photogrammetry. At times, the use of an unmanned aerial vehicle or "aircraft" 49 U.S.C. § 40102(a)(6) and 14 C.F.R. § 1.1 (commonly known as a "drone") occurs for Mid-Pacific purposes. With the privacy and safety of Mid-Pacific students and staff in mind, to prevent the possibility of a mid-air collision that may cause harm to personal and/or school property or to individuals on campus, and to address concerns of the Federal Aviation Administration, the use of a non-school unmanned aerial vehicle is prohibited on Mid-Pacific property without the express consent of the President of Mid-Pacific Institute.

## **RESPONSIBLE USE FOR DIGITAL CITIZENS AT MID-PACIFIC INSTITUTE**

Mid-Pacific believes that technology plays a critical role in supporting and guiding student learning and meeting the wide range of student abilities, interests, backgrounds, and needs on our campus. The purpose for the Responsible Use Policy is to foster and support creativity and innovation in the pedagogical shift from a traditional teaching model to guiding, facilitating and exploration infusing technology to meet the needs of learners. Additionally, the Responsible Use Policy establishes and maintains guidelines and procedures for appropriate technology utilization and infusion across the campus by students, faculty, staff, and administration. These procedures allow for planning and evaluation to more effectively prepare students for the transition from school to college, and to improve the operations of Mid-Pacific Institute.

### **Respect Yourself.**

I will show respect for myself through my actions. I will consider the information and images that I post online and will not post personal information about my life and experiences.

### **Protect Yourself.**

I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any inappropriate behavior directed at me and will protect passwords, accounts and resources.

### **Respect Others.**

I will show respect to others. I will not use electronic mediums to flame, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are inappropriate and will respect my rights of access.

### **Protect Others.**

I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate.

### **Act With Integrity.**

I will cite sources for media and information. I will purchase, license and register all software. I will purchase my music and other media, and only use it for my personal needs.

### **Protect Intellectual Property.**

I will protect intellectual property by purchasing, licensing and registering all software and by purchasing my music and other media while refraining from distributing these in a manner that violates their licenses.

## ACCEPTANCE OF TERMS AND CONDITIONS

All terms and conditions, as stated in this document, are applicable to Mid-Pacific Institute equipment, facilities and networks. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Hawaii, and the United States of America. These terms will remain in effect during the school year, all vacations/breaks including winter, spring and summer, and holidays for which this document is signed.

I understand that it is impossible for Mid-Pacific Institute to restrict access to all controversial or inappropriate content/materials on its network, and I will not hold Mid-Pacific Institute responsible for content/materials accessed on it's network or Internet.

I hereby individually and on behalf of my child, expressly waive the right to bring or pursue any complaint, lawsuit, administrative proceeding, appeal based on any inappropriate content that may be accessed on the iPad and/or any and all claims and damage of any nature arising from my child's use of, or inability to use school technology, including but not limited to claims that may arise from the unauthorized use of the iPad.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child's iPad use is subject to the same rules and agreements while not in school.

We have read, understand and will abide by the terms of the foregoing Computer, iPad, Digital Media & Internet Acceptable Use Policy (AUP). Breach, disregard, or violation of this policy may result in disciplinary action as stated in the student and faculty handbooks.

_____	_____	_____
Student Name (Print Clearly)	Student Signature	Date
_____	_____	
Year of Graduation	Current Grade	
_____	_____	_____
Parent Name (Print Clearly)	Parent/Guardian Signature	Date