

## **ACCEPTABLE USE POLICY INVENT LEARNING HUB**

We expect students to use the devices with access to the Internet while in our building only for educational purposes approved by Invent Learning Hub. This use is a privilege, not a right, and we may discipline students or take away their right to use the devices, or access to the Internet at school if they misuse this privilege. Students are responsible for their own actions while they are on a device, or the Internet at Invent Learning Hub and are also accountable for any online activities that occur by others because they have allowed them to use their account. As a student, you should read the following regulations to understand your responsibilities in using the devices with access to the Internet at this school.

- I will not change any device file that does not belong to me.
- I will report any device damage or problems using devices or software to the teacher in charge and make no attempt to “fix” it.
- I will not bring unauthorized software or disks into the school building and/or use unauthorized software on devices belonging to the school.
- While online, I will not use language that may be offensive to other users. I will treat others with respect. The written and verbal messages I send while on the Internet will not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, and hate.
- I will not place unlawful information on the Internet, nor will I use the Internet illegally in any way that violates federal, state, or local laws or statutes. I will never falsify my identity while using the Internet.
- I will not use the Internet for non-school related activities.
- I will not send chain letters or any pyramid scheme either to a list of people or to an individual, nor will I send any other type of communication that might cause a congestion of the Internet or interfere with the work of others.
- I will not use the Internet to buy or sell, or to attempt to buy or sell any service or product.
- I will not use copyrighted materials from the Internet without permission of the author. I will cite the source where appropriate.
- I will never knowingly give my password to others, nor will I use another person’s password.
- I will never use the Internet to send or obtain pornographic or inappropriate material or files.
- Except for the usual information contained in the headers of my electronic mail, I will never give out personal information such as name, address, phone number, or gender.
- I will never knowingly circumvent, or try to circumvent, security measures on either a Invent Learning Hub device or on devices at any remote site.
- I will never attempt to gain unlawful access to another person’s or organization’s resources, programs, or data.
- I will not make, or attempt to make, any malicious attempt to harm or destroy data of another user on the Internet, including the uploading, downloading, or creation of computer viruses, malware, or adware.
- I will not vandalize, damage, disable, or steal the property of Invent Learning Hub. This includes the network, software, computers, monitors, printers, and all other associated equipment and devices.

**MS ACCEPTABLE USE POLICY  
INVENT LEARNING HUB**

I agree to abide by the policies, rules, and regulations of system usage contained in the Acceptable Use Policy and as may be further amended periodically by Invent Learning Hub. This will be available in hardcopy from the Operations Manager upon request. I understand that malicious misuse and/or violation of the policies and guidelines may include, but is not limited to, the following sanctions or disciplinary actions:

- Limitation of device/network privileges
- Suspension of device/network privileges
- Termination of device/network privileges
- Verbal reprimand
- Written reprimand
- Suspension

I understand that sanctions/disciplinary actions shall be dependent upon the severity of the violation. Violations of statute will be turned over to proper authorities for investigation. Restitution/restoration for intentional damages and/or time involved in correcting a situation may be imposed. Invent Learning Hub maintains the right to impose sanctions/disciplinary action based upon its own investigation.

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

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

Date \_\_\_\_\_

Only this page must be signed and returned to the Executive Director. AUPs must be signed and submitted for each student before use.

**DEVICE INSURANCE  
INVENT LEARNING HUB**

In addition to the acceptable use policy ILH is adding the home use extension agreement. Please understand that all policies above regarding the use of a device within the school extends to any device issued for home use. In addition the device should only be used for purposes of learning by the ILH student and not for use by family members. ILH is also offering accident insurance. This insurance is \$30. By buying this you ensure that if for any reason the device is damaged you will not be charged beyond the \$30. If the device is returned in the same condition it left the school you will be issued a \$15 credit toward uniform purchases. If you choose not to purchase the insurance and the computer is damaged you may be charged up to \$100 which is the full replacement of the device. If the damage repair costs less than \$100 you will be charged the repair plus a \$20 convenience fee. Please determine below if you will be purchasing insurance.

Parent Name \_\_\_\_\_  
Student Name \_\_\_\_\_

\_\_\_\_\_ Yes, we would like to purchase the \$30 insurance

\_\_\_\_\_ No, we would not like to purchase the \$30 insurance and realize we will be responsible for any damage to the device.

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