

Aspire Trade High School

Technology and Internet Acceptable Use Policy

Effective Date: July 1, 2026

Purpose

Aspire Trade High School provides students, staff, and authorized users access to technology resources, devices, networks, software, internet services, and cloud-based educational tools to support learning, career readiness, communication, and school operations.

The purpose of this Acceptable Use Policy (AUP) is to ensure that all technology resources are used safely, responsibly, ethically, legally, and in a manner that supports the mission of Aspire Trade High School.

Use of school technology resources is a privilege, not a right. Users who violate this policy may lose technology privileges and be subject to disciplinary action.

1. Scope

This policy applies to:

- All students
- Faculty and staff
- Contractors, volunteers, and guests
- Any personally owned device connected to school networks or systems
- Any use of school-issued devices on or off campus

Technology resources include but are not limited to:

- Computers and laptops
- Chromebooks
- Mobile devices
- Printers
- Network infrastructure
- Internet access
- Email systems
- Learning management systems
- Cloud storage
- Artificial Intelligence (AI) tools
- Educational software
- Trade and industry-specific software

- Devices with network, wireless or bluetooth connectivity

Applicability to Personal Devices and Cloud Services

This policy applies whenever a user accesses Aspire Trade High School technology resources, regardless of the device being used or the location from which access occurs.

This includes access to:

- School-issued devices
- Personally owned computers, laptops, tablets, and smartphones
- Home networks
- Public internet connections
- Cloud-based services and applications provided by the school

Examples include, but are not limited to:

- Google Workspace for Education
- Student email accounts
- Learning management systems
- Industry certification platforms
- Online curriculum resources
- Artificial Intelligence tools approved by the school
- File storage and collaboration systems

Users accessing school resources through personal devices remain subject to all provisions of this Acceptable Use Policy.

2. Educational Purpose

School technology resources shall be used primarily for:

- Educational activities
- Research and learning
- Career and technical education
- Industry certification preparation
- School communications
- School-sponsored activities

Limited personal use may be permitted when it does not interfere with school operations or violate this policy.

3. Digital Citizenship Expectations

Students are expected to:

- Demonstrate respectful online behavior.
- Communicate appropriately in digital environments.
- Respect the rights and opinions of others.
- Protect personal information.
- Report cyberbullying, threats, or inappropriate content.
- Use technology responsibly and ethically.

Digital citizenship instruction may be incorporated into coursework and advisory activities.

4. Artificial Intelligence (AI) Use

Aspire Trade High School recognizes the educational value of AI technologies.

Students may use approved AI tools when:

- Authorized by the teacher.
- Used as a learning support tool.
- Properly cited when required.
- Used in accordance with assignment expectations.

Students may not:

- Submit AI-generated work as entirely their own.
- Use AI to cheat on assignments or assessments.
- Generate harmful, offensive, or inappropriate content.
- Use AI systems to circumvent school security measures.

Teachers may establish additional classroom-specific AI usage guidelines.

5. Acceptable Uses

Users are expected to:

- Access educational resources.
- Complete assignments and projects.
- Conduct research.
- Participate in online learning.
- Communicate with teachers and classmates appropriately.
- Develop career and technical skills.

- Use industry-standard software responsibly.

6. Unacceptable Uses

Users may not:

Security Violations

- Attempt unauthorized access to systems.
- Share passwords.
- Use another person's account.
- Bypass internet filters.
- Install unauthorized software.
- Access restricted network resources.

Illegal Activities

- Violate copyright laws.
- Download or distribute pirated software.
- Engage in hacking activities.
- Participate in fraudulent activities.

Inappropriate Content

- Access obscene or harmful material.
- View or distribute pornography.
- Access hate-based or violent content.
- Promote illegal activities.

Harassment and Cyberbullying

- Threaten others.
- Harass or intimidate individuals.
- Engage in cyberbullying.
- Use discriminatory or hateful language.

Disruption of School Operations

- Intentionally damage technology resources.
- Spread malware or viruses.
- Conduct denial-of-service activities.
- Interfere with classroom instruction.

7. Password and Account Security

Users must:

- Maintain secure passwords.
- Keep passwords confidential.

- Log out of shared devices.
- Report suspected account compromises immediately.

Users are responsible for all activity conducted through their assigned accounts.

8. Device Care and Responsibility

Students issued school devices must:

- Keep devices in good condition.
- Transport devices safely.
- Protect devices from damage.
- Report loss, theft, or damage immediately.

Users may not:

- Remove asset tags.
- Disassemble devices.
- Modify operating systems.
- Tamper with security settings.

Families may be held financially responsible for intentional damage or negligence.

Fee Schedule:

Incident	Fee
Charger	\$10
Minor damage (keys, case, ports)	\$15
Screen damage	\$25
Lost device	\$75
Damaged beyond repair	\$75
Missing asset tag	\$5

If a device is reported stolen, the student or parent/guardian must provide a police report within ten (10) business days. Aspire Trade High School reserves the right to waive replacement fees when evidence indicates the theft occurred despite reasonable precautions. Failure to report the theft or evidence of negligence may result in assessment of the applicable replacement fee.

The maximum annual financial responsibility for a student shall not exceed \$100 per academic year unless damage is determined to be intentional, malicious, or fraudulent.

9. Personal Devices (BYOD)

Personal devices may be permitted on school networks when approved by school administration.

Users of personal devices must:

- Follow all school technology policies.
- Use secure wireless connections.
- Comply with filtering and monitoring requirements.

The school is not responsible for loss, theft, or damage to personal devices.

Personal mobile devices (cell phones, tablets, smartwatches, airpods, headphones, and other wireless/bluetooth devices) must be powered off and stored away upon arrival to school in the school's designated storage location. Any exceptions to this policy will be determined by administration (i.e. IEP, Section 504 Plan, Health Conditions, etc.)

10. Privacy and Monitoring

Users should have no expectation of privacy when using school technology resources.

The school reserves the right to:

- Monitor network activity.
- Review system logs.
- Inspect files stored on school systems.
- Audit user activity when necessary.

Monitoring may occur to:

- Protect student safety.
- Maintain network security.
- Investigate policy violations.
- Comply with legal requirements.

Personal Device Access to School Resources

When users access school accounts, applications, or cloud services from personal devices, Aspire Trade High School may monitor and review activity occurring within school-owned systems, accounts, and services.

The school does not monitor personal files, applications, or communications unrelated to school resources; however, users should understand that activity conducted through school accounts and systems may be logged, audited, and reviewed in accordance with this policy.

11. Internet Safety

The school utilizes internet filtering and security systems in compliance with the Children's Internet Protection Act (CIPA).

Students should:

- Avoid sharing personal information online.
- Report suspicious communications.
- Notify staff about inappropriate content.
- Practice safe online behavior.

12. Trade Program and Industry Software

Many Aspire Trade High School programs utilize specialized industry software and equipment.

Students must:

- Follow all licensing agreements.
- Use software only for approved educational purposes.
- Protect proprietary company data.
- Respect intellectual property rights.

Unauthorized copying, distribution, or modification of licensed software is prohibited.

13. Industry Certification Testing

Students participating in certification testing programs must:

- Follow all testing security requirements.
- Maintain confidentiality of exam content.
- Avoid unauthorized recording or sharing of exam materials.

Violations may result in loss of certification eligibility and disciplinary action.

14. Data Protection

Users must protect:

- Student records
- Staff information

- Assessment data
- Financial information
- Confidential school information

Sharing confidential information without authorization is prohibited.

15. Consequences for Violations

Violations of this policy may result in:

- Verbal warning
- Loss of technology privileges
- Device restrictions
- Parent notification
- School disciplinary action
- Restitution for damages
- Referral to law enforcement when appropriate

Consequences will be determined based on the severity and frequency of violations and adhere to the school discipline policies.

16. Reporting Concerns

Users should immediately report:

- Cybersecurity incidents
- Lost or stolen devices
- Cyberbullying
- Threats
- Inappropriate content
- Unauthorized access attempts

Reports should be made to a teacher, administrator, counselor, or the Information Technology Department.

Appendix

A.1. Regulations

[CIPA](#)

[FERPA](#)

[COPPA](#)