

# La Mesa-Spring Valley School District

## Acceptable Use of Technology Agreement for Students

### Grades 3 – 8

**Introduction** - La Mesa-Spring Valley School District believes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop the technology and communication skills that are necessary to support their future success. Therefore, we believe all students should have access to technology tools when they act in a safe, responsible, courteous and legal manner. If parents do not wish for their children to use particular District/school technologies, the school must be notified in writing.

The District Acceptable Use of Technology Agreement outlines the guidelines and behavior that students are expected to follow when using school technologies or when using personally owned devices on the school campus.

- The La Mesa-Spring Valley School District network is intended for educational purposes.
- All activity over the network or while using district technologies will be monitored and may be retained.
- Access to online content via the network is restricted through filtering in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- La Mesa-Spring Valley School District makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Student users of the district network or other technologies are expected to alert school staff immediately of any concerns for safety or security.
- La Mesa-Spring Valley School District will not be held accountable for any harm or damages resulting from student violations of copyright restrictions or user mistakes or negligence.

**Technologies Covered** - La Mesa-Spring Valley may provide Internet access, desktop computers, mobile computers, handheld devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

Teachers and students may be using newer Web tools such as blogs, wikis, podcasts, and videocasts. These technologies improve student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills.

As new technologies emerge, La Mesa-Spring Valley will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

**Usage Policies** - All technologies provided by the district are intended for education purposes. Students are expected to be safe, appropriate, careful and kind; students should not try to get around technological protection measures; they should ask if they don't know.

**Web Access** - La Mesa-Spring Valley School District provides students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it shouldn't be, the student should alert the teacher.

**Social/Web 2.0 / Collaborative Content** - Recognizing the benefits that collaboration brings to education, La Mesa-Spring Valley School District may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Posts, chats, sharing, and messaging will be supervised and monitored by teachers. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Students should be careful to never share personally-identifying information online.

**Mobile Devices Policy** - La Mesa-Spring Valley School District may provide students with mobile computers or other devices to promote learning in the classroom. Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Students should report any loss, damage, or malfunction to the teacher immediately.

**Personally-Owned Devices Policy** - Students must keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Because of security concerns, when personally owned mobile devices are used on campus, they may not be used over the school network without express permission from staff.

**Security** - Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If a student believes a computer or mobile device might be infected with a virus, they should alert a teacher. Students should not attempt to remove the virus or download any programs to help remove the virus.

**Downloads** - Students should not download or attempt to download any files, programs, or software updates, or run .exe programs over the school network or onto school resources, even if prompted to do so by the computer or device being used. Teachers may give students special permission to download images or videos. For the security of the network, such files should only be downloaded from sites provided by the teacher, and only for education purposes.

**Netiquette** - Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should also recognize that among the valuable content online is unverified,

incorrect, or inappropriate content. Trusted sources should be used when conducting research via the Internet. Teachers or library staff can help with this.

**Plagiarism** - Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

**Personal Safety** - Students should never share personal information, including phone number, address, social security number, birthday, pictures, or financial information over the Internet without adult permission. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

**If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should bring it to the attention of an adult (teacher or staff at school; parent at home) immediately.**

**Cyber bullying** – Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyber bullying. Students should not be mean, send emails or post comments with the intent of scaring, hurting, threatening or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Students should remember that their activities are monitored and retained.

**If students see a message, comment, image, or anything else online that looks or feels like bullying, they should bring it to the attention of an adult (teacher or staff at school; parent at home) immediately.**

### **Terms of Agreement**

- ✓ I will use school technologies for school-related activities.
- ✓ I will follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ I will not damage, change, or tamper with the hardware, software, settings or the network in any way.
- ✓ I will not seek, view, send, or display offensive content that is threatening, obscene, or that could be seen as harassment.
- ✓ I will not use the system to encourage the use of drugs, alcohol, tobacco or any activity that is against the law.
- ✓ I will obey copyright laws and properly cite sources when using online resources.
- ✓ I will not share my passwords with another person
- ✓ I will not harm other people or their work.
- ✓ I will not trespass in another's folders, work, or files.
- ✓ I will not interfere with the operation of the network.
- ✓ I will not engage in illegal activities, hacking, personal gain or political purposes.

- ✓ I will not download software.
- ✓ I will not use my personal email account or any personal electronic device at school except with the permission of a staff member.
- ✓ I will notify an adult immediately if by accident I encounter materials which violate the rules of appropriate use.
- ✓ I will not use any form of electronic communication to harass, intimidate, or bully anyone.
- ✓ I am prepared to be held accountable for my actions and for the loss of privileges if these rules are violated.

## **Web 2.0 Terms of Agreement**

- ✓ I will act safely by keeping personal information out of my Web projects. I will not give out my family name, email address, home address, schools name, city, country or other information that could help someone locate or contact me in person. I will not post identifying photos or videos.
- ✓ I will treat blog and wiki spaces as I would a classroom space, and I will use appropriate and respectful language and images.
- ✓ If I post a link in a blog, podcast, videocast or wiki, I will have read that information carefully to be certain that it is appropriate for the school community.
- ✓ I understand that if I fail to follow these guidelines, I may lose the opportunity to take part in the project.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

**Limitation of Liability** - La Mesa-Spring Valley School District will not be responsible for damage or harm to persons, files, data, or hardware. While La Mesa-Spring Valley School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. La Mesa-Spring Valley School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network, for copyright violations, or any harm or damages resulting from user mistakes or negligence, or from the willful violation of this agreement.

**Violations of this Acceptable Use Policy** - Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

**Detach this page and return it to school**

## Parent Permission/Agreement

**I have read this Acceptable Use Agreement and have discussed it with my child. By signing this form, I give permission for my child to access the Internet at school unless otherwise noted below.**

Student Name (Print) \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_ Room # \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

**If you Do NOT want your child to access the Internet at school, please make a notation below:**

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## Student Agreement

(Students will receive instruction at school regarding the contents of this Agreement)

**I have read, I understand, and I agree to abide by the La Mesa-Spring Valley School District's Acceptable Use of Technology Agreement. I understand violations may result in my loss of the network and/or Internet access, loss of technology use, disciplinary action and possible legal action. I will sign my name to show that I will follow these rules.**

Student Name (Print) \_\_\_\_\_

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

Date Signed \_\_\_\_\_

**Please return this signed form to your child's school. Parent Signature is required; however students may wait to sign the form until they have received instruction at school.**