La Mesa-Spring Valley School District

Acceptable Use of Technology Agreement for Students

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.

Access to online content via the district network is restricted through filtering in accordance with our policies, federal regulations (Children's Internet Protection Act [CIPA]) and follows privacy protection legislation (Student Online Personal Information Protection Act [SOPIPA]). If parents do not wish for their children to use particular district/school technologies, they must notify the school in writing. 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.

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 with district technologies will be monitored and related information, data and history may be retained.
- Students are expected to follow the same rules for good behavior and respectful conduct online as well as offline.
- Students shall always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Misuse of school resources can result in disciplinary action.
- Student users of the district network are expected to alert school staff immediately if they have any concerns for their safety and security and the safety and security of others.
- 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 computing devices, online collaboration **and video chat** capabilities, and other new technologies that emerge. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Web Access - La Mesa-Spring Valley School District provides students with access to the Internet, including web sites, resources, curriculum, and online tools. That access will be restricted in compliance with CIPA, SOPIPA, and school policies. Web browsing will be monitored and web activity records may be retained indefinitely. The Internet filter is a safety precaution, and students shall not circumvent it when browsing online. If a student inadvertently accesses an inappropriate site, the student shall alert the teacher.

Social/Web 2.0 / Collaborative Content - La Mesa-Spring Valley School District may provide students with access to web sites or tools that allow communication, collaboration, sharing, **video chat** and messaging among users (only within the district domain). Posts, chats, sharing, **video-based communications** 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 are not allowed to take pictures or make recordings during video-based communications**. **Use of video-based communications may result in inadvertent disclosure of student information to other students or families.** Students in grades 6-8 may have access to email, per teacher request.

Mobile Devices - La Mesa-Spring Valley School District will provide students with mobile devices to promote learning in the classroom. Some students will be allowed to take devices home nightly with a district *Take Home Technology Usage Agreement* signed by the parent/guardian. Families will be required to pay for devices that are lost or damaged outside of the school day.

Personally-Owned Devices Policy - Students must keep personally-owned devices (including laptops, tablets, and 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.

Network Security - Students shall 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 shall not download or attempt to download any files, programs, music 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.

Plagiarism - Students shall not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students shall 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 shall be appropriately cited, giving credit to the original author.

Personal Safety - Students shall never share personal information, including phone number, address, social security number, birthday, pictures, or financial information over the Internet without adult permission. Students shall recognize that communicating over the Internet brings anonymity and associated risks, and shall carefully safeguard their own personal information and that of 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.**

Google Apps for Education

Students shall have access to Google Apps for Education (GAFE), to enhance the way we use technology and share information within our school community. We encourage parents to be proactive discussing and exploring it with their child. Students shall only use apps that have been approved by their teachers and included on a district approved GAFE app list.

GAFE is a cloud-based learning platform, allowing teachers and students to create a range of documents and presentations online, and store gigabytes of data to be accessed at home and school on any device. GAFE allows us to collaborate and learn more effectively through the use of technology, and offer a range of new learning opportunities for teachers and students.

Further information about GAFE can be found here:
https://www.google.com/edu/products/productivity-tools/

Which Google Apps for Education will my child have access to?

- Google Drive for digital storage and sharing.
- Google's creative suite: Docs for word processing, Sheets for working with data, and Slides for presentations.
- Google Calendar to keep track of assignments and school activities.
- Google Classroom for receiving and turning in paperless assignments.
- A variety of instructional apps for learning, communication, collaboration, and creativity. Parents/guardians should contact the teacher for a complete list.
  - Students in grades 6-8 may have access to email per teacher request.

How will Google Apps for Education enhance my child's learning opportunities?

- GAFE allows teachers and students the ability to collaborate on documents simultaneously.
- GAFE works on any internet-connected device. This allows our students to continue learning beyond the classroom and the ability to access their content at any time.
- Students and teachers can work in teams, sharing calendars, documents and collaborating ideas to learn more effectively.

What should I be aware of?

- GAFE allows students to communicate and store information in both public and private spaces online.
- Unlike many other web services, GAFE acknowledges its users as the owners of content they produce and store.

- You can learn more about GAFE and student privacy here: https://www.google.com/edu/trust/.
- Student use of GAFE applications is covered under the current Acceptable Use of Technology Policy.
- **Student GAFE accounts are monitored <u>whether used on a school device or a personal device</u>.**
- **Student GAFE accounts are monitored <u>whether used on the school network or home network</u>.**

Student Terms of Agreement: Grades 3-8

- ✔ 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 any 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 online collaborative spaces as I would a classroom space, and I will use appropriate and respectful language and images. **I will not take pictures or make recordings of online video communications.**
- ✔ If I post information online or in a collaborative space, 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 online projects.

Terms of Agreement: Grades PreK-2

- ✔ I will use school technology for learning and only work on the programs and apps that my teacher tells me to use.
- ✔ I will treat everyone nicely when I'm using technology.
- ✔ I will treat technology carefully.
- ✔ I will not share my passwords with another person

✔ I will not harm other people or their work.

✔ I will tell an adult right away if I see anything that breaks these rules.

✔ I will not use technology to be mean and hurt, frighten or bully anyone.

✔ I will act safely by never sharing personal information on the Internet.

✔ I will not send messages to someone I don't know.

✔ I understand that if I break any of these rules, I could get a consequence and might not be able to use the technology any more.

When the rules get broken

If you break any of these rules, you can get into serious trouble. These things could happen:

- You might not be able to use the technology for a period of time
- Your parents could be called
- You could get detention at school
- You could be suspended from school

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

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

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:

_____

_____

_____

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

I understand, and I agree to follow the rules of this La Mesa-Spring Valley School District Acceptable Use of Technology Agreement. I understand that if I break the rules I may not be able to use the technology, and I may get other consequences.

I will sign my name to show that I will follow these rules.

Student Name _____

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.