



# Student Technology Acceptable Use Policy Grades 6-12

## COMPUTER USE AND ONLINE ACCESS:

The David Douglas School District provides a wide range of technology resources for student use. These resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

## STUDENT SAFETY:

The David Douglas School District uses a filtering system to track and monitor all computer and Internet use on our network. The system is designed to prevent access to educationally inappropriate sites.

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, we cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.

## UNACCEPTABLE USES:

Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cyber-crimes:

**Criminal Acts:** These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, child pornography, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.

**Libel Laws:** Publicly defaming people through publishing material on the Internet, email, etc

**Copyright Violations:** Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

## STUDENT COMPUTER AND ONLINE RESPONSIBILITY:

Every student is expected to follow the school rules as well as the rules and conditions listed below. It is expected that students will show good citizenship and ethical behavior at all times.

1. I AM RESPONSIBLE FOR MY ONLINE ACCOUNTS AND Google SUITE ACCOUNT. I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible

for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.

2. I AM RESPONSIBLE FOR MY LANGUAGE. I will not use profanity, vulgarities, racial slurs or any other inappropriate language as determined by school administrators in my email messages, online postings, and other digital communications with others.

3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will use email, Google Apps, and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.

4. I AM RESPONSIBLE FOR MY USE OF THE DAVID DOUGLAS SCHOOL DISTRICT NETWORK.

5. I will use school computer resources responsibly. I will not search, retrieve, save, circulate or display hate based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any District computer resources unless authorized by school administrator/teacher as part of a school assignment. I will not hack or access other student's accounts. I understand the use of the David Douglas network for illegal or commercial activities is prohibited.

6. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES. I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.

7. I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE. I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

8. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE DAVID DOUGLAS NETWORK. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.

9. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE. I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.

10. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY. I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives). In the event of lost or damaged student technology resources, the following fee schedule may be applied:

**Chromebook Charger Loss:** students will pay a \$20 replacement fee

**Chromebook Damage:**

1. First repair: The district will pay for the repair
2. Second repair: The student will pay \$50
3. Third repair: The student will pay \$75
4. Fourth repair: The student will pay \$150

**Chromebook Loss:**

- The student will be charged \$300 for each lost Chromebook.
- If a student leaves the District but does not return the device, they will be fined for the full replacement cost, and standard rules for the restriction of records and transcripts will apply.

If a lost or stolen device is later recovered in working condition, the fees will be refunded.

## **Student Violations of Technology Acceptable Use Policy Could Result in:**

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

## **Student Technology Acceptable Use Policy Acknowledgement - Grades 6-12**

By signing the Acceptable Use Policy, students and parents/guardians acknowledge the following rules and conditions:

### **Parent or Guardian:**

As the parent or guardian, I have read the above David Douglas Acceptable Use Policy and I have discussed it with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of the District, and that student use for any other purpose is not allowed. I recognize it is impossible for the David Douglas School District to restrict access to all inappropriate materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

**Parent or Guardian's Name (please print)** \_\_\_\_\_

**Parent or Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Student:**

I understand and will obey the rules of the David Douglas School District Acceptable Use Policy. I will use District technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary.

**Student's Name (please print)** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_