

# **Chatom Union School District Technology Device Use Agreement**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

The Student Device/ Chromebook Use Agreement does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. Each situation is different and will be handled on an individual basis. Take the time to know the rules and regulations you are expected to follow and many of the minor problems can be avoided. If you have questions or problems, please contact the office.

I have received, read, and discussed with my child the terms of this agreement. I understand the terms of the Student Acceptable Use Agreement.

## **Taking Care of Your Chromebook/Device**

Students are responsible for the general care of the Chromebook/Device they have been issued by the school. Chromebooks/Devices that are broken or fail to work properly must be returned to the school site office as soon as possible so that they can be repaired properly. District-owned Chromebooks/Devices should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks/Devices unsecured.

## **General Precautions**

- No food or drink should be next to Chromebooks/Devices.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks/Devices.
- Chromebooks/Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks/Devices.

## **CHATOM UNION SCHOOL DISTRICT Digital Citizenship Agreement**

Chatom Union School District believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that students will not encounter potentially harmful situations (harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

## **Respect and Protect Yourself**

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school.
- I will be aware of where I save my files so that I can access them where and when I need them. (Examples: Google Docs, network folder, thumb drive, web file locker).
- I will be aware of whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will always log off before leaving a computer.
- I will immediately report any inappropriate behavior directed at me to my teacher, principal, librarian, counselor, or other adult at school.

### **Respect and Protect Others**

- I will not use computers to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's network folder, documents, files or profile.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my teacher, principal, librarian, counselor, or other adult at school.

### **Respect and Protect the Learning Environment**

- I will limit my web browsing at school to school research or personal research similar to that which I would do in class.
- I will not visit inappropriate websites. If an inappropriate page, image or search result comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- I will only change background images and screensavers to school appropriate images.

### **Honor Intellectual Property**

- I will not plagiarize.
- I will cite any and all use of websites, images, books and other media.

The Chatom Unified School District is pleased to offer students access to District computers, communication systems, the Internet, and an array of technology resources to promote educational excellence and innovation (collectively, "Technology"). Please read this policy below carefully to be instructed in proper behavior and use of Technology at CUSD.

Access to District technology resources is subject to District Board Policies and Administrative Regulations and subject to all applicable local, state and federal laws, as amended, including but not limited to Children's Online Privacy Protection Act (COPPA), Family Educational Rights and Privacy Act (FERPA), and Child Internet Protection Act (CIPA).

The Internet does include some material that is not appropriate for students. Efforts are taken to protect students from inappropriate materials, but it is impossible to completely protect students from material that is not consistent with CUSD goals. It is recommended for parents/guardians to monitor students online activity weekly. Students should have no expectation of privacy regarding their use of District property, network, files and/or Internet access, including email.

Students will use Technology within an educational activity, such as completing class assignments, performing research, developing projects, and disseminating information. CUSD provides all students K-8 with the Technology necessary to access the curriculum for their learning and does not support a BYOD (Bring Your Own Device) program. Exceptions can be made on a case-by-case basis. The use of Technology is a privilege and should be used responsibly. If not used responsibly, access may be modified or partially revoked. Students will agree to the following:

1. **Personal Responsibility.** Students will accept personal responsibility for reporting any misuse of Technology to a teacher or administrator. Misuse may come in many forms, but it is commonly viewed as any transmission(s) sent or received that indicate or suggest inappropriate content, unethical or illegal solicitation, racism, sexism or inappropriate language and other issues described below.

2. Acceptable Use. The use of Technology must be in support of education and research and must be consistent with the educational goals and objectives of CUSD. Each student is personally responsible for his or her Technology use.

2.1 Limited personal use – Students may use Technology for limited personal projects as permitted by a teacher, but may not use CUSD Technology for:

2.1.1 Unlawful activities 2.1.2 Commercial purposes or personal financial gain (running a web site to sell things) 2.1.3 Inappropriate sexual or other offensive content 2.1.4 Threatening another person (Seth's Law) 2.1.5 Misrepresentation of California public schools, staff or students. Apps, sites, email, and groups are not public forums; they are extensions of classroom spaces where student free speech rights may be limited.

3. Safety. Students agree not to meet in person, with someone they have met online without their parent's approval and participation. Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission.

4. Security. Security on any computer system is a high priority. A student shall immediately notify a teacher or administrator of any security problem. Never demonstrate the problem to other users. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Students should not attempt to open files or follow links from unknown or untrusted origin and should only communicate with other people as allowed by district policy or a teacher.

5. Internet Applications. Websites as well as Internet applications, often referred to as "apps," collect different amounts of information. When a user agrees to the terms of service of a website or app, they are entering into an agreement with that company as a representative of the district. To protect staff and student information, students may neither use Technology to download any apps nor create accounts with any application that connects to the Internet without District approval. School districts are authorized to provide consent on behalf of parents and may approve a student's use of an educational program, unless prohibited for use by students under age 13. Local Education Agency (LEA) may only consent on the parent's behalf if the personal information collected is used strictly for educational purposes and not for any commercial purpose. The student data privacy webpage contains a list of all of the websites, apps, and web tools for which our District has provided consent on a student's behalf. Go to [bit.ly/privacy4parents](http://bit.ly/privacy4parents) to access the web page, which includes detailed information about the District's educational program approval process.

6. Vandalism. Students are prohibited from committing any act of Vandalism also known as "hacking" using CUSD Technology. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or that of agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, disrupting or limiting access to network resources, or using the network to make unauthorized entry to any other machine accessible via the network. Any violation may result in the loss of a student's network privileges, disciplinary action, and/or legal referral.

7. Enforcement. Access to CUSD Technology is considered a privilege provided at the discretion of the District. The District maintains the right to immediately withdraw the access and use of any of the Technology when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal or designee for further investigation, suspension, or termination of use of Technology. Misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for students, including suspension, expulsion, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Student devices. Students shall be provided technology devices for education use (each a "Device" or collectively, "Devices"). By signing below, each student shall acknowledge that this Device and all of its

component parts are the property of the Chatom Unified School District. Each student will take particular care of the Device provided to him or her while it is in the student's possession, contacting the school of residence for any warranty, damage, or theft. Parents/Guardians would need to sign paperwork after any type of repair done to the Devices. The Devices are only loaned to students currently enrolled in the District. The Devices are for educational use only by the CUSD student to whom the unit is issued, and must be immediately returned to the school of residence upon disenrollment from the school, or at the request of the school. Devices may not be transferred from one student or sibling to the other. No alterations may be made to the Devices or the operating system for any reason; i.e., students may not delete any programs and/or software currently installed or make any cosmetic changes. Acceptable use of the Device must follow the regulations listed in the student Technology Use Policy. The Device shall have an approximate value as listed in the Device Technical Description on the signature page. Any lost or stolen Devices or components of Devices must be paid for by the family, up to the approximate value.

**Please complete the attached agreement, and return it to school to receive your device.  
By signing this agreement, I am accepting the terms of this agreement. I agree to be financially responsible for the replacement cost not to exceed \$300 should the Chromebook or device be lost or stolen.**

**I also agree and understand that if I do not comply with the terms of this Agreement, that I may be disciplined, suspended or expelled from the District as provided for by law.**

**REQUIRED SIGNATURES**

**STUDENT**

I have received and read the rules and consequences of this Technology Use Policy. If I feel uncomfortable with any information I see, I will immediately tell the teacher or the adult who is in charge. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action.

Student Name (please print): \_\_\_\_\_

Student ID number \_\_\_\_\_

Signature: (Parents: if your child is in TK-4, you may read this policy to your child and sign your name)

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**PARENT OR GUARDIAN**

Students under the age of 18 must also have the signature of a parent or guardian who has read this policy. As the parent or guardian of this student, I have received and read this Technology Use Policy with my child.

Parent/Guardian Name (please print): \_\_\_\_\_

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

Signature Date: \_\_\_\_\_