



## **PROCEDURES FOR THE ACCEPTABLE USE OF TECHNOLOGY RESOURCES AND PERSONAL TECHNOLOGY DEVICES**

### **A. Purpose**

The School District provides students, teachers, employees and administrators with access to the School District's Technology Resources, which includes access to the Internet. The School District's Technology Resources are appropriate and adequate to support instructional purposes. The School District uses Technology Resources as one way of enhancing the mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day.

In an effort to increase access to 21st century skills, the School District allows approved personal technology devices ("PTD") (as defined below) on the School District guest network and school grounds, in accordance with these procedures. The use of PTD is optional. Users who do not elect to use PTD will not be penalized and alternate modes of participation will be available.

Students shall receive education about safety and security while using e-mail, social media, and other forms of electronic communications, the dangers inherent with the online disclosure of personally identifiable information, and the consequences of unauthorized access, cyberbullying and other unlawful or inappropriate activities. The School District will review cyber-safety rules with students throughout the course of the school year, and will offer reminders and reinforcement about safe and appropriate online behaviors.

Users shall adhere to the policies, procedures, rules and regulations of the School District, including but not limited to: the Student Code of Conduct, Board of Education policies, and the Procedures for the Acceptable Use of Technology Resources and Personal Technology Devices. Users shall sign the Acceptable Use Agreement as a prerequisite to the use of School District Technology Resources and PTD.

It is the sole intent of the School District that the Technology Resources will be used in compliance with the School District's curriculum, the students' career development and appropriate self-discovery. The School District has not established the Technology Resources as a public forum, either full or limited.

### **B. Definitions**

1. ***"Personal Technology Devices" or "PTD"*** shall mean any electronic device owned by the student, staff, or volunteer user, including, but not limited to, a user's own laptop, smartphone, eReader, iPad, etc., that is used on school property, and is approved for such use. Not all devices are approved for use on school property. Devices that are dangerous or potentially dangerous are not approved for use at any time. The School District reserves the right to limit the types of devices that are approved for use on school property.

2. ***“Technology Resources”*** shall include, but are not limited to, the School District’s network (guest and secure access), Internet, electronic mail (“e-mail”), Computer Systems (as defined below), cameras, televisions, video cassette recorders, DVDs, telephones, and School District-issued cellular/smartphones and all voice, video and data systems.
3. ***“Computer System and/or System”*** shall include, but is not limited to, computer hardware (including desktop computers, laptop computers, tablets, eReaders, iPads, etc.), disk drives, printers, scanners, software (operation and application), the network and any and all other associated equipment.
4. ***“School property”*** shall include all School District buildings and facilities and associated property, any premises owned or under the control of the School District, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

**C. Computer System Security**

System security shall be protected through the use of passwords. Each user is responsible for maintaining the privacy of his/her password to avoid unauthorized access and/or inappropriate use. Passwords will be assigned only after the appropriate Technology Resources Use Agreement has been executed and submitted to the designated School district Administrator. To protect the integrity of the System, the following guidelines shall be followed:

1. Users shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another user’s name.
3. Users shall immediately notify the District if a security problem is suspected or identified.

**D. Appropriate Use of Technology Resources**

The School District’s Technology Resources shall only be used to access information related to the School District’s curriculum or conduct School District business. The District’s curriculum shall include, by way of demonstration and not limitation, a student’s course work, a teacher’s instructional program, and an administrator’s duties.

**E. Procedures and Rules for the Use of Technology Resources and PTD**

1. All individual users of Technology Resources and PTD shall accept responsibility for the acceptable use thereof.
2. The use of all Technology Resources and of PTD on school property is a privilege, not a right, and the School District has the right to limit, restrict, or prohibit the use of Technology Resources, and/or limit, restrict, or prohibit the use of PTD on school property.
3. Failure to follow the policies, procedures, rules and regulations of the School District may result in termination of the user’s privilege to use Technology Resources and/or PTD on school property. In addition, failure to follow the policies, procedures, rules and regulations of the School District may subject the user to other disciplinary action or legal

action. Reports will be made to law enforcement of suspected violations of State and/or Federal Law.

4. Users have no right or expectation of privacy when using Technology Resources, including, but not limited to, network communications, e-mail, data on a workstation or server, Internet use, telephone, voice mail, and video recording.
5. The School District is the owner of the Technology Resources and therefore all users understand that their use of the Technology Resources can and may be strictly monitored electronically by School District personnel at any time.
6. The School District may collect and may have a right to examine a student's PTD when there is a reasonable suspicion that, through the use of PTD, a student is violating or has violated the law, and/or the policies, procedures, rules and regulations of the School District.
7. The School District may collect and may have a right to examine a non-student user's PTD if there is cause to believe the PTD was used in the commission of a crime and/or the commission of a violation of the policies, procedures, rules and regulations of the School District network.
8. The School District's Technology Resources have not been established as a public access service or a public forum. The Board of Education has the right to place restrictions on its use to assure that the School District's Technology Resources are in accord with its limited educational purpose.
9. Users shall not knowingly or intentionally disclose, transmit, disseminate or otherwise distribute with PTD or Technology Resources, copyrighted, private, confidential or privileged information.
10. Users shall not make copies of software from the School District's Computer Systems. Use of Technology Resources for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities. The illegal use of copyrighted software is prohibited. The School District upholds the copyright laws of the United States, as it applies to computer programs or licenses owned or licensed by the School District.
11. Users shall not install any software on the School District computers, servers or any Technology Resources without the express prior written permission of the building principal, who shall obtain the approval of the Director of Technology and Media Services prior to providing written permission.
12. Users shall not modify any of the Technology Resources without written permission from the building principal, who shall obtain the approval of the Director of Technology and Media Services prior to providing written permission.
13. Users shall not download or install any programs, files, technology, games or other electronic media without written permission from the building principal, who shall obtain the approval of the Director of Technology and Media Services prior to providing written permission.

14. Users shall report any problems or malfunctions with Technology Resources of Computer Systems to the building principal.
15. Users shall not create or use web technology services for School District-related business that cannot be monitored or controlled by the School District.
16. Users shall not give computer software to others unless it is clearly identified as in the public domain as freeware, or if they have written permission from the copyright owner.
17. Users shall not knowingly or intentionally introduce a virus, worm, Trojan horse, rootkit, or engage in any other malicious action that affects Technology Resources. The School District may collect and examine any Technology Resource or PTD that is suspected of causing technology problems or was the source of an attack, rootkit, worm, Trojan horse, or virus infection.
18. Users shall not bypass the network filters and security policies, or process or access information related to the network filters and security policies. The School District may collect and examine any Technology Resource or PTD that is suspected of bypassing the network filters and security, or processing or accessing information related to the network filters and security policies.
19. Users shall not infiltrate, “hack into”, attempt to access or actually access Technology Resources, data, materials, or files that they are not authorized to access or the individual knows or reasonably believes may negatively affect the integrity of Technology Resources.
20. Users shall not knowingly or intentionally allow others to use their PTD to access Technology Resources. Users shall immediately notify administrators or teachers if a security problem is suspected or identified.
21. Users shall not attempt to obtain any other user’s password(s) and shall not read, copy or alter other user’s data without their permission, unless it is required to perform the user’s job function. Users shall not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the Internet.
22. Users shall not knowingly or intentionally damage or alter any aspect of the Technology Resources or alter or modify the Technology Resources.
23. Users shall not use Technology Resources for purposes other than for School District-related business. The Internet and Technology Resources shall not be used for illegal activity, for-profit purposes, lobbying, campaigning, advertising, fundraising, transmitting offensive materials, hate mail, mass e-mailing, discriminating remarks, or obtaining, possessing, or sending sexually explicit, obscene, or pornographic material.
24. Users shall not use Technology Resources to harass or intimidate.
25. Messages sent by users via Technology Resources shall not contain profanity, obscene comments, sexually explicit material, expressions of bigotry, racism or hate, nor shall they contain personal information the user would not want made available to strangers such as the users name, address, telephone number, social security number, pictures or other personally identifiable information.

26. Disclosure, use and/or dissemination of personally identifiable information of students is prohibited, except as expressly authorized by the minor student's parent or guardian or by the eligible student on the Authorization Form, or as permitted by law.
27. The content, use and maintenance of a user's electronic (e-mail) mailbox is the user's responsibility. Accordingly, users shall:
  - a) Check e-mail regularly and remain within their limited disk quota;
  - b) Delete unwanted messages immediately since they take up disk storage;
  - c) Keep messages remaining in their electronic mailbox to a minimum;
  - d) Save e-mail messages in accordance with the School District's Record Retention Policy;
  - e) Never assume that their e-mail cannot be read or accessed by others; and
  - f) Not open attachments from unsecured sources.
28. The School District in its sole discretion reserves the right to terminate the availability of Technology Resources and/or PTD, including Internet access, at any time.
29. Users shall not use PTD on school property for purposes other than for educational purposes.
30. The School District reserves the right to:
  - a) Make determinations as to whether specific uses of its Technology Resources and/or PTD are inconsistent with the goals, educational mission, policies and/or procedures of the School District.
  - b) Monitor and keep records of Internet use and to monitor fileserver space utilization by users.
  - c) Terminate a user's privilege to access Technology Resources and/or the use of PTD to prevent further unauthorized activity.
  - d) Subject a user to disciplinary action for conduct that causes a substantial disruption to the educational environment, in accordance with the policies, procedures, rules and regulations of the School District and applicable law.
31. Users shall not play video games, visit chat rooms or otherwise use PTD on school property for non-academic purposes.
32. It is the responsibility of teachers and staff to monitor all use of PTD on school property by students that they are supervising.
33. Administration has the discretion to prohibit, allow, and otherwise regulate the use of PTD during the school day.
34. Each teacher has the discretion to allow and regulate the use by students of PTD in the classroom and on specific projects.
35. In the classroom, students may use PTD only for the purpose of accessing materials that are relevant to the classroom curriculum.
36. The school's network filters will be applied to a PTD's connection to the Internet and other Technology Resources.

37. Users are expected to charge PTD prior to school and run PTD on battery power while at school.
38. The School District will not service any PTD, which includes troubleshooting, software or hardware issues.
39. Users are responsible for making sure that they have up-to-date anti-virus software installed on PTD, if applicable.
40. Each user is responsible for his/her own PTD, and should treat it and use it responsibly and appropriately. The School District takes no responsibility for stolen, lost, or damaged PTD, including lost or corrupted data on PTD. Please check with your homeowner's policy regarding coverage of PTD, as many insurance policies can cover loss or damage.
41. Each user shall be responsible for any and all damages to the PTD resulting from their deliberate or willful acts.
42. Users shall maintain PTD in silent mode at all times when on school property, unless otherwise permitted by school staff.
43. Users shall not record, transmit or post images or video of a person or persons on campus during school activities and/or hours, unless provided with written authorization by a teacher or administrator in compliance with the School District's "Authorization Form."
44. Use of PTD is prohibited in the following areas/situations:
  - a) Locker rooms
  - b) Bathrooms
  - c) Any private areas used for the purpose of changing clothes
  - d) Any other areas as designated by administration
45. Students shall not use PTD to cheat on assignments or tests.
46. Users shall not print from PTD to School District printers unless expressly authorized.
47. Failure to follow the policies, procedures, rules and regulations of the School District may result in termination of the user's privilege to access the Technology Resources and/or to use PTD. In addition, the user may be subject to other disciplinary or legal action.
48. Parents or legal guardians of users under the age of eighteen have the right to revoke their student's user account.
49. Any and all web technology services or web pages used for or representing the School District or School District-related business shall be used, designed and published in accordance with the District Web Page Policy.
50. The Technology Resources shall not be used for retrieving, viewing, obtaining, copying, or sending obscene, pornographic, abusive, threatening, criminal, or otherwise harmful materials. This shall include disturbing, threatening, cyberbullying or harassing other users and persons on the System or other computer systems by sending unwanted e-mail or by other means.
51. All staff and employees shall only use School District-owned Technology Resources to carry out official business of the School District.

**F. Network Considerations**

Users should strive to maintain appropriate bandwidth for school-related work and communications when using the School District's Guest network. The School District does not guarantee connectivity or quality of connection with PTD, but may provide documentation on how to connect with a variety of operating systems and devices.

**G. Consequences for Illegal and/or Inappropriate Use**

The use of the School District's Technology Resources for illegal or inappropriate use or in support of such activity is strictly prohibited. Illegal activity is defined as any activity that violates federal, state, or local law and regulations. Inappropriate activity is defined as any activity that violates School District policy, this procedures or the intended use of the Technology Resources. Violation of School District policy or these procedures by any individual may result in temporary or permanent suspension of Technology Resources, Internet and/or e-mail privileges, as well as further disciplinary measures, as provided for by the Code of Responsible Behavior and Student Conduct or legal action.

All individuals using the Technology Resources of the District shall be responsible for damages to the Technology Resources, Computer System, equipment and software resulting from negligent, deliberate or willful acts. Illegal use of the network, intentional deletion or damage of files or data belonging to others, copyright violations, or theft of services or software will be reported to the appropriate legal authorities for possible prosecution.

**H. Rights and Responsibilities of the School District**

The School District reserves the right to monitor any and all activity involving the Technology Resources including, but not limited to, searching data or e-mail stored on all School District-owned Technology Resources at any time and for any reason. As such, users of the Technology Resources have no right of privacy in such data. The District reserves the right to terminate or modify, in full or in part, the Technology Resources offered by the District. The District further reserves the right to terminate the privilege of any user to access the Computer System on its own authority.

**I. Disclaimer**

The School District will take reasonable efforts to provide appropriate Technology Resources and services, however, the School District makes no warranties of any kind, whether expressed or implied, for the Technology Resources it is providing. The School District will not be responsible for any damages incurred by a user of the Technology Resources, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The School District does not endorse or guarantee the accuracy or quality of information obtained via the Internet or electronic mail. The School District shall not be held responsible for any possible charges to an account that might be incurred during approved school-related use of PTD.

In no event shall the School District be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the Internet, accuracy or correctness of databases or information contained therein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.

**J. Use Agreements**

All users of the District's Technology Resources are required to execute the appropriate Use Agreement. The following agreements are attached hereto:

- Appendix A** Student Authorization Form (Students 18 years of age or older)
- Appendix B** Parent/Legal Guardian Authorization Form (Middle and High School Students under the age of 18)
- Appendix C** Parent/Legal Guardian Authorization Form (Elementary School Students)
- Appendix D** School Personnel/Representatives Authorization Form (includes teachers, administrators, and any other users of the Technology Resources)
- Appendix E** Student and Parent/Legal Guardian Technology Device Acceptance Form

***School District Policy Cross-References:***

***Policy 7540.03***

***Policy 7540.04***



**APPENDIX A****TECHNOLOGY RESOURCES USE AGREEMENT****Student Authorization Form (Students 18 Years of Age or Older)****1. Introduction**

The District believes that the Internet offers unique resources for students, administrators and teachers. The District's goal in providing Internet access as well as other Technology Resources to students and staff is to promote educational excellence by facilitating resource sharing, innovation, and communication. All District Technology Resource users are required to sign this Technology Resources Use Agreement ("Agreement") and to abide by the terms and conditions of the District's Acceptable Technology Use Policy and Regulations. The District does not authorize any use of the Technology Resources which are not conducted in strict compliance with this Agreement and the District's Acceptable Technology Use Policy and Regulations. Your signature below indicates that you have read the terms and conditions of this Agreement and the District's Acceptable Technology Use Policy and Regulations (located on the District's website) carefully and understand their significance.

**2. Student Access to Inappropriate Online Material**

While access to the Internet by way of the District's Technology Resources shall be administered by a teacher or by other District personnel, the District may not be able to technologically limit access to only those online services that have been authorized for study and research.

Thus, students may be able to access information and communicate with people on the Internet that the District has not authorized for educational purposes. Also, by participating in the use of the Internet, students may intentionally or unintentionally gain access to information and communications that they find inappropriate, offensive, controversial, or otherwise objectionable. By executing this Agreement you assume the risks associated with the use of the Internet.

**3. Discipline**

Students who violate the District's Acceptable Technology Use Policy and Regulations and/or this Agreement may have their use privileges suspended or revoked, and/or may be subject to other disciplinary measures, as provided for by the Code of Responsible Behavior and Student Conduct, and/or legal action.

**4. Student Acknowledgement and Release**

I have read the Acceptable Technology Use Policy and Regulations and this Technology Resources Use Agreement and I understand my responsibilities. I also consent to and understand that District staff may monitor my electronic communications, including logs showing my Internet access, e-mail, and downloaded files.

If I commit any violation of the District's Acceptable Technology Use Policy and Regulations and/or this Agreement, my privileges to use the District Technology Resources may be terminated, and other disciplinary action may be taken. I hereby release the District as well as all school teachers, administrators, and adult volunteers from any claims arising out of my violation of, or conduct inconsistent with, the Acceptable Technology Use Policy and Regulations, including, but not limited to, materials I may download or relationships I may establish with people online.

I also hereby agree to indemnify the District as well as all school teachers, administrators, and adult volunteers from any claims arising out of my violation of, or conduct inconsistent with, the Acceptable Technology Use Policy and Regulations or this as made by third parties and whether such claims arise from Internet use performed on District Technology Resources through school accounts or personal computers through personal accounts.

**Finally, I agree to report any misuse of District Technology Resources, including the Internet, by other students to my teacher or system administrator.**

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name of student: \_\_\_\_\_

***APPENDIX B***

**TECHNOLOGY RESOURCES USE AGREEMENT**

**Parent Authorization Form (Middle and High School Students Under Age 18)**

**1. Introduction**

The District believes that the Internet offers unique resources for students, administrators and teachers. The District's goal in providing Internet access as well as other Technology Resources to students and staff is to promote educational excellence by facilitating resource sharing, innovation, and communication. All District Technology Resource users are required to sign this Technology Resources Use Agreement ("Agreement") and to abide by the terms and conditions of the District's Acceptable Technology Use Policy and Regulations. The District does not authorize any use of the Technology Resources which are not conducted in strict compliance with this Agreement and the District's Acceptable Technology Use Policy and Regulations. Your signature below indicates that you have read the terms and conditions of this Agreement and the District's Acceptable Technology Use Policy and Regulations (located on the District's website) carefully and understand their significance.

**2. Student Access to Inappropriate Online Material; Assumption of Risk by Parent**

While access to the Internet by way of the District's Technology Resources shall be administered by a teacher or by other District personnel, the District may not be able to technologically limit access to only those online services that have been authorized for study and research.

Thus, students may be able to access information and communicate with people on the Internet that the District has not authorized for educational purposes. Also, by participating in the use of the Internet, students may intentionally or unintentionally gain access to information and communications that they or their parents or guardians find inappropriate, offensive, controversial, or otherwise objectionable. By consenting, with your signature below, to allow your child to use the Internet, you assume the risks associated with use of the Internet.

**3. Discipline**

Students who violate the District's Acceptable Technology Use Policy and Regulations and/or this Agreement may have their use privileges suspended or revoked, and/or may be subject to other disciplinary measures, as provided for by the Code of Responsible Behavior and Student Conduct, and/or legal action.

**4. Student Acknowledgement**

I have read the Acceptable Technology Use Policy and Regulations and this Technology Resources Use Agreement and I understand my responsibilities. I also consent to and understand that District staff may monitor my electronic communications, including logs showing my Internet access, e-mail, and downloaded files.

If I commit any violation of the District's Acceptable Technology Use Policy and Regulations and/or this Agreement, my privileges to use the District Technology Resources may be terminated, and other disciplinary action may be taken.

Finally, I agree to report any misuse of District Technology Resources, including the Internet, by other students to my teacher or system administrator.

**5. Parent/Guardian Acknowledgement and Release**

As the parent(s)/guardian(s) of the student named above, I/we have read this District’s Acceptable Technology Use Policy and Regulations and this Technology Resources Use Agreement and discussed them with my/our child. I/We understand that access to and use of the District’s Technology Resources is a privilege designated for educational purposes. I/We hereby give permission to the District to open an Internet/E-mail account for my/our child and certify that information contained in this Agreement is correct. I/We consent to and understand that District staff may monitor my/our child’s electronic communications, including e-mail and files that he/she downloads. I/We hereby release, in both my/our personal capacity, and as guardian of my/our child, the District as well as all board members, school teachers, administrators, and adult volunteers, from any claims arising out of my/our child’s violation of, or conduct inconsistent with, the District’s Acceptable Technology Use Policy and Regulations and/or this Agreement, including, but not limited to, claims arising from materials my/our child may download or relationships he/she may establish with people online, whether such claims arise from Internet use performed on District Technology Resources through school accounts or personal computers through personal accounts.

I/We also hereby agree to indemnify the District as well as all board members, school teachers, administrators, and adult volunteers from any claims arising out of my/our child’s violation of, or conduct inconsistent with, the District’s Acceptable Technology Use Policy and Regulations and/or this Agreement, made by third parties and whether such claims arise from Internet use performed on District Technology Resources through school accounts or personal computers through personal accounts.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print name of parent/guardian: \_\_\_\_\_

**(If you do NOT wish to consent to this Agreement, thereby preventing your child from having Internet and/or e-mail access at school, please sign below.)**

As the parent(s)/guardian(s) of this student, I/we have read the District’s Acceptable Technology Use Policy and Regulations and this Technology Resources Use Agreement and hereby refuse access to the Technology Resources for the student named above.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print name of parent/guardian: \_\_\_\_\_

**APPENDIX C****TECHNOLOGY RESOURCES USE AGREEMENT****Parent Authorization Form (Elementary School Student)****1. Introduction**

The District believes that the Internet offers unique resources for students, administrators, teachers and others. The District's goal in providing Internet access to students and staff is to promote educational excellence by facilitating resource sharing, innovation, and communication. All District Technology Resource users are required to sign this Technology Resources Use Agreement ("Agreement") and to abide by the terms and conditions of the District's Acceptable Technology Use Policy and Regulations. The District does not authorize any use of the Technology Resources which is not conducted in strict compliance with this Agreement and the District's Acceptable Technology Use Policy and Regulations. Your signature below indicates that you have read the terms and conditions of the District's Acceptable Technology Use Policy and Regulations (located on the District's website) and this Agreement carefully and understand their significance. Your signature below also indicates that you have explained to your child that he/she is expected to act in a responsible, efficient, ethical and legal manner. Specifically, you have explained to your child that he/she must abide by the following statements otherwise his/her privileges to use the school's equipment, Technology Resources and/or access to the Internet may be revoked and he/she may face disciplinary actions as provided for by the Code of Responsible Behavior and Student Conduct or the applicable law.

The student will treat all technology equipment respectfully and with proper care.

The student will login only with his/her own computer ID.

The student will only utilize the Internet for school related projects and research.

**2. Student Access to Inappropriate Online Material; Assumption of Risk by Parent**

While access to the Internet by way of the District's Technology Resources shall be administered by a teacher or by other District personnel, the District may not be able to technologically limit access to only those online services that have been authorized for study, research and educational purposes.

Thus, students may be able to access information and communicate with people on the Internet that the District has not authorized for educational purposes. Also, by participating in the use of the Internet, students may intentionally or unintentionally gain access to information and communications that they or their parents or guardians find inappropriate, offensive, controversial, or otherwise objectionable. In addition, you understand that all information published on the Internet can be viewed and used by anyone. By consenting, with your signature below, to allow your child to use the Internet, you assume the risks associated with use of the Internet.

**3. Parent/Guardian Acknowledgement and Release**

As the parent(s)/guardian(s) of the student named above, I/we have read the District's Acceptable Technology Use Policy and Regulations and this Technology Resources Use Agreement and discussed them with my/our child. I/We understand that access to the District's Technology Resources is a privilege designated for educational purposes. I/We hereby give permission to the District to open an Internet and/or e-mail account for my/our child and certify that information contained in this Agreement is correct. I/We consent to and understand that District staff may monitor my/our child's electronic communications, including e-mail and files that he/she downloads. I/We hereby release, in both my/our personal capacity, and as guardian of my/our child, the District as well as all school teachers, administrators, and adult volunteers, from any claims arising out of my/our child's violation of, or conduct inconsistent with, the District's Acceptable Technology Use Policy and Regulations and this Agreement, including,

but not limited to, people online, whether such claims arise from Internet use performed on District Technology Resources through school accounts or personal computers through personal accounts.

I/We also hereby agree to indemnify the District as well as all board members, school teachers, administrators, and adult volunteers from any claims arising out of my/our child's violation of, or conduct inconsistent with, the District's Acceptable Technology Use Policy and Regulations and/or this Agreement, made by third parties and whether such claims arise from Internet use performed on District Technology Resources through school accounts or personal computers through personal accounts.

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Print name of student: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print name of parent/guardian: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

**(If you do NOT wish to consent to this Agreement, thereby preventing your child from having Internet and/or e-mail access at school, please sign below.)**

As the parent(s)/guardian(s) of this student, I/we have read the District's Acceptable Technology Use Policy and Regulations and this Technology Resources Use Agreement and hereby refuse access to the Technology Resources for the student named above.

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Print name of student: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print name of parent/guardian: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

**APPENDIX D****TECHNOLOGY RESOURCES USE AGREEMENT****School Personnel/ Representatives and Other Users Authorization Form**

The following must be completed and signed by all employees, administrators, other staff and other users

Name: \_\_\_\_\_

School: \_\_\_\_\_

**1. Introduction**

The District believes that the Internet offers unique resources for students, administrators, teachers and others. The District's goal in providing Internet access to students and staff is to promote educational excellence by facilitating resource sharing, innovation, and communication. All District Technology Resource users are required to sign this Technology Resources Use Agreement ("Agreement") and to abide by the terms and conditions of the District's Acceptable Technology Use Policy and Regulations. The District does not authorize any use of the Technology Resources which is not conducted in strict compliance with this Agreement and the District's Acceptable Technology Use Policy and Regulations. Your signature below indicates that you have read the terms and conditions of the District's Acceptable Technology Use Policy and Regulations (located on the District's website) and this Agreement carefully and understand their significance.

**2. Inappropriate Use/Discipline**

Teachers, administrators and other staff that violate the District's Acceptable Technology Use Policy and Regulations and/or this Agreement may have their use privileges suspended or revoked, or may be subject to other disciplinary measures and/or legal action in accordance with the terms and conditions of any applicable contract or collective bargaining agreement.

**3. Staff Acknowledgement and Release**

I have read the District's Acceptable Technology Use Policy and Regulations and this Technology Resources Use Agreement and I understand my responsibilities. I also consent to and understand that District staff may monitor my electronic communications, including logs showing my Internet access, e-mail, and downloaded files.

I acknowledge my responsibility to uphold the integrity of the Technology Resources and to retain copies of all e-mails and applicable attachments which conduct official District business in accordance with the District's Record Retention Policy and Guidelines.

If I commit any violation of the District's Acceptable Technology Use Policy and Regulations and/or this Agreement, my privileges to use the District Technology Resources may be terminated, and other disciplinary action may be taken.

I also hereby agree to release the District, as well as its board members, employees and agents, from any substantiated claims arising out of any illegal or inappropriate activities with which I have been involved, whether such claims arise from Internet use performed on District Technology Resources or out of my violation of this Acceptable Technology Use Agreement. I also hereby agree to indemnify the District as well as all board members, school teachers, administrators, and adult volunteers from any claims arising out of my violation of, or conduct inconsistent with, the District's Acceptable Technology Use Policy and Regulations and/or this Agreement, made by third parties and whether such claims arise from Internet use performed on District Technology Resources through school accounts or personal computers through personal accounts.

Finally, I agree to report any substantial student misuse of District Technology Resources, including the Internet, to my immediate supervisor.

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

Please print name: \_\_\_\_\_



*APPENDIX E*

**TECHNOLOGY RESOURCES USE AGREEMENT**

**Student and Parent/Legal Guardian Technology Device Acceptance Form**

The School District has implemented a program under which students may be issued a School District-owned technology device to use in conjunction with the student's educational curriculum in the School District. The below-named student was issued a School District-owned technology device, being a \_\_\_\_\_ (ID # \_\_\_\_\_) as a student at \_\_\_\_\_ [name of school] for the 20\_\_-20\_\_ school year. It is the School District's policy that the student is responsible for safeguard the technology device and the District does not authorize any use of the technology device or any District Technology Resources which are not conducted in strict compliance with the District's Acceptable Technology Use Policy and Regulations. The technology device must be returned to the School District at the end of each school year, or if the student ceases to be enrolled in the School District. Furthermore, it is the School District's Policy that if a the technology device is not timely returned by a student, or is returned in a damaged condition beyond normal wear and tear, the student or his/her parent/legal guardian is responsible for the cost of replacement or repair of the technology device issued to them.

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Address: \_\_\_\_\_

Parent/Legal Guardian Name (if student under 18 years of age): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ I acknowledge that the student will be provided with a technology and any peripheral equipment by the District as part of his/her participation in the District's educational programs.

\_\_\_\_\_ I understand and agree that I am financially liable if the technology device is lost, stolen or damaged beyond repair while in the student's possession. In this circumstance I agree to immediately reimburse the District for the repair costs or full retail value of the technology device.

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

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

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

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

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