CHICKASHA PUBLIC SCHOOLS: DISTRICT FORM   **BJ-F**

ACCEPTABLE USE AGREEMENT

To ensure that our students and employees become proficient in the information technology competencies essential for success in a 21st century learning environment, the District provides a variety of resources in support of our instructional and administrative programs. Students and employees may also, at times, use their own personal information and communication technologies for educational purposes. Therefore, it is important that all members of the school community use technology responsibly, ethically and respectful for the work of others. This is includes, but is not limited to, adherence to District's Employee and Student Use of Social Media guidelines.

Access to District technology resources is a privilege and not a right. To ensure that District technology resources remain available in working order, the District has established an Acceptable Use Policy and Guidelines which define the procedures and parameters under which these resources may be used by all staff, students and volunteers. To accommodate future needs and circumstances, the Acceptable Use Policy, procedures and guidelines related to District technology resources will be regularly reviewed, updated and distributed.

So that all users remain informed of our expectations and appropriate use of technology resources, the District will ensure all students and staff receive access to age-appropriate technology resources and tools as well as on-going training in the safe, responsible, and effective use of our technology resources.

District technology resources include, but are not limited to: wired and wireless networks; desktop, laptop, and tablet computers; data shares; mobile devices; server resources; telecommunication systems and associated devices; student information systems; security systems and access control; email and instant messaging systems; learning management systems, etc.

In order to initiate and maintain access to District technology resources, all users must submit annually a signed Acceptable Use Agreement, non-adherence of which may result in loss of non-course related access and/or appropriate disciplinary and/or legal action. Violations of District policies are deemed as violations of school behavioral expectations and codes.

Please read this Technology and Internet Acceptable Use Agreement carefully. You must initial each section where indicated and sign and date it at the end.

1. **Personal Responsibility and Safety.** I know that school computers and internet communication tools must be used properly and with respect.

   a. I understand that using the District's computers and accessing the Internet is a privilege that is earned.

   b. I understand that all the rules described in the District's discipline policy and employee handbook and this Technology Use Agreement apply when I am using computers at school and whenever I am using District's technology and accessing the internet, even from home.

   c. I will immediately stop and tell the teacher or person in charge if anything happens on the computer or on the internet that does not seem right or makes me feel uncomfortable (inappropriate, offensive, illegal, any act of bullying, or action that violates the Technology Use Agreement).

   d. If I find something that is not appropriate on the Internet, I will leave it <u>right away</u> and tell a teacher or employee supervisor.

   e. I will not show other students or fellow colleagues inappropriate content.

   f. I will abide by District's guidelines with respect to social media usage.

   g. I will report any misuse of the computer or the network to a teacher, principal, or direct supervisor.

   h. I will take care of the computer and all technology equipment as if it belonged to me.

   i. I understand that the District keeps a record of everything that is done on the computers and that things done on the internet can be traced back to the person who did it.

I understand this paragraph.

Student's Initials_____Parent's Initials_____Employee's Initials _____

2. **Inappropriate Uses.** I understand that District computers should be used for learning, not for playing games.

   a. I will only use District computers for classroom work assigned by the teacher and/or direct supervisor.

   b. I will not use District computers for playing games or socializing, including, but not limited to use of social media sites.

   c. I will not participate in chat rooms (or instant messaging) while I am at school/work, unless specifically directed to by my teacher for a particular assignment or my supervisor for work related tasks.

   d. I will not damage the computer nor load any viruses or spyware onto the computer or network. I understand this would be considered a form of vandalism.

   e. I will not change the way the computer desktop looks or how it works.

   f. I will not attempt to bypass security measures on the district network.

   g. I will not download any software from the internet unless specifically directed to as part of a lesson or work assignment.

h. I will not install any software on the school computer or the network.

i. I will not buy, sell, or advertise anything using the District computer and network.

j. I will not log into the computer or network with someone else's username and password.

I understand that improper use of District computers and the Internet could break the law and/or District rules resulting in discipline which could include suspension from school or employee termination.

I understand this paragraph.

Student's Initials_____Parent's Initials_____Employee's Initials _____

3. **Digital Citizenship.** I will treat people with respect when using the computer and accessing the Internet.

a. I will not threaten, insult, gossip, tease, or treat others with cruelty while I am on-line or using a computer. I understand this type of behavior is a form of bullying and will not be tolerated and will be punished and result in the loss of privileges.

b. I will respect other students' and/or employees' work on the computer. I will not copy, change, or remove another student's and/or employee's work from the computer, the District network, or the Internet.

c. I will tell a teacher or administrator whenever I encounter anything on the Internet that I think may be inappropriate or a violation of District policies. I will do this in person or by flagging the questionable material and will immediately notify the teacher and District administrators.

d. I will not use email or messaging tools nor post and comment on blogs unless it is a specific part of an assignment and with the teacher's permission.

e. I will not copy information and use it as if it were my own ideas without giving credit to the information's author and source. I know that failure to properly cite my sources of information is called plagiarism and is a form of cheating.

I understand this paragraph.

Student's Initials_____Parent's Initials_____Employee's Initials _____

4. **Online Behavior:** I will follow these guidelines when using the District's technology and accessing the Internet:

a. I understand that things that are posted on the Internet can be seen by everyone at school and in the world.

b. I will not share personal information (either my own nor another student's) including: references to where I live, details about family or friends (including names), my age, birthday, home address, or telephone number on the Internet.

c.   I understand that once information has been posted online, or in a blog, it cannot be completely taken back. Even if a post is deleted, there could be older versions that were automatically saved that can be viewed, copied and disseminated.

d.   I will consider whom I am communicating with and think about how they might interpret my words.

e.   I will give constructive criticism and comments in order to help people and not to make them feel bad.

f.   I will use respectful and appropriate language without swearing, name calling, or causing others to feel uncomfortable due to their gender, race, appearance, behavior, or beliefs (These are actions that could be considered harassment or bullying).

g.   I understand that authorities (police, FBI, Secret Service, etc.) have ways of tracking anything that is posted on the Internet back to the computer or person that posted it even if the person never uses their own name or leaves any personal information. I understand that anything I post on the Internet could eventually be linked to me.

h.   I will only post information that I can verify is true and I will not spread gossip about other students.

i.   I will not use "chat" or "text" lingo when posting or commenting on a blog, but I will use proper spelling and grammar. (For example, the following are not allowed: "2" instead of "to", "lol" instead of "laughing out loud", "l8r" instead of "later", "brb" instead of "be right back", etc.)

j.   I will not use excessive punctuation (For example: "!!!!!!!") nor all capital letters (which implies shouting). I will use words to convey meaning instead of relying on punctuation and capitalization.

k.   I will make sure my comments and discussion responses are related to the purpose of the original post and directed toward the author. I will not use classroom online discussions or blogs for personal or social conversations unrelated to the assignment.

l.   I will not impersonate others nor try to trick people into thinking what I wrote was done by someone else. I understand that this could be a form of bullying and harassment.

m.   I will not use online forums to cheat on tests or assignments.

n.   I will ask my teacher and/or supervisor for clarification whenever I am in doubt about any of the rules or guidelines.

I understand that I may face a range of discipline up to and including suspension from school or employee termination if I do not follow the guidelines listed above. I understand that using District's technology and accessing the internet is an extension of our school learning environment and therefore, all District rules and expectations apply.

I understand this paragraph.

Student's Initials_____Parent's Initials_____Employee's Initials _____

5. **Service Expectations.** I understand that although the District has put security measures in place, it can not guarantee that every bad website or inappropriate content will be blocked from student access. I also understand that the District does not guarantee that all students and/or employees will have access to computers, the Internet, or files stored on its servers 100% of the time. I will always be prepared for the possibility that computers or access to the network may not function on any given day, and that files on the District's servers may become corrupted or lost. I will be responsible for backing up my own files on my own media, as the District does store backups of the student and employee files on its servers.

I understand this paragraph.

Student's Initials_____Parent's Initials_____Employee's Initials _____

6. **Privileges.** I understand that using the computer network is a privilege I must earn and maintain. It is not a right. If I don't use the computer properly or treat others respectfully on-line, I will lose that privilege and face disciplinary actions and my parents will be notified (students only).

I understand this paragraph.

Student's Initials_____Parent's Initials_____Employee's Initials _____

7. **Monitoring and Privacy Issues**

To provide ready access for all users, age-appropriate material, an Internet environment that is safe and appropriate for the maturity level and need of student users, and to pro-actively maintain and secure increasingly complex technology resources and systems the District, as the owner of the technology resources, reserves the right to monitor and review the use of these technology resources and will do so as needed to ensure that the systems are being used for District- related educational purposes and to maximize utilization of the systems for such. It is important that all users and parents understand this and recognize that monitoring access, among other things:

  a. Maximizes the safety and security of people and resources by supporting a positive learning and work environment safe from harassment, intimidation or threats;
  b. Discourages breaches of confidentiality, copyright infringements and inappropriate file downloads and print requests; and
  c. Promotes appropriate internet access, electronic communication messages (such as email, blogs, chats and discussion forums).

Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of District technology resources. Personal information, however, is not publicly accessible outside of the school network. Password systems implemented by the District are

designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. This provision applies to all users of District's technology resources, including any incidental personal use permitted in accordance with these regulations.

I understand this paragraph.

Student's Initials_____Parent's Initials_____Employee's Initials _____

REQUIRED SIGNATURES

STUDENT-USER: I understand that before I am allowed to use a District computer or the Internet I must agree to follow the rules and guidelines described in this document. These include using the Internet appropriately, respecting other students' work, taking care of the computer hardware and software and reporting anything that may go wrong on the computer to a teacher or administrator.

STUDENT :

Student's Name (print) _____   **Date _____**

Signature _____   **Grade _____**

Assigned School: _____

Student ID Number _____

PARENT/GUARDIAN :

Parent/Guardian's Name (print) _____

Signature _____   **Date _____**

FACULTY/STAFF-USER: I understand that before I am allowed to use a District computer or the Internet I must agree to follow the rules and guidelines described in this document. These include using the Internet appropriately, respecting other colleagues' and students' work, taking care of the computer hardware and software and reporting anything that may go wrong on the computer to a my principal, director, or direct supervisor.

EMPLOYEE:

Employee's Name (print) _____

Signature _____ **Date** _____

Assigned Site/Department: _____

Adopted: September 14, 2020
Revised: