

Atascadero Unified School District Technology Services Student Responsible Use Agreement

Atascadero Unified School District (AUSD) students have access to technology and electronic information services for the purpose of increasing their understanding of the curriculum. The District attempts to make up-to-date technology available to all students, at all sites, to enhance the education of each student and to prepare them for future careers. This Responsible Use Agreement (RUA) must be signed and returned to the school in order for your child to use AUSD's technology resources for Internet access, email access and educational purposes. The term "educational purposes" includes classroom related activities, educationally relevant research, and other school related activities. The network was not established as a public access service or a public forum. The district reserves the right to place reasonable restrictions on the material and network resources accessed. Students are expected to follow the rules set forth as well as State and Federal law in their use of the AUSD's technology resources. The District has in place an Internet content filter to comply with the Children's Internet Protection Act (CIPA) and will make every effort to filter objectionable content but cannot guarantee against breaches of this filter as the content on the Internet is constantly changing. In complying with the Protecting Children in the 21st Century Act, AUSD educates our students about appropriate online behavior, including interacting with other individuals on social networks websites and in chat rooms, and Cyberbullying awareness and response. The Internet filter is updated nightly and provides monitoring and reporting capabilities for all activities.

The Internet and electronic networks allow students the opportunity to broaden their knowledge and access to information in all subject areas. The purpose of this RUA is to protect students, parents, and the District by setting rules for the use of this medium.

Student Electronic Mail (Email)

Email accounts issued by the District remain the property of the District and may be monitored or filtered. Third party personal email may also be monitored if accessed through AUSD's Network.

Student use of email should be related to curriculum and to support educational purposes. Users are strongly cautioned not to reveal personal information to, or agree to meet, unknown persons. Appropriate language must be used in all email messages. Profanity, abuse, or threatening/offensive language or ideas will not be tolerated. Email may not be used for political advocacy, product advertising or commercial activities. Knowing or reckless distribution of unwanted mail or other messages is prohibited. Students in grades Kindergarten through 8th can only send and receive email within the Atascadero Unified School District Domain. The ability to send email outside the AUSD domain (colleges, non-staff members), at the 9th – 12th grade levels, is at the discretion of the principal.

Student Internet Access

Students will have access to Internet information through their classroom, library, school computer lab or wirelessly throughout the campus. Access may be available on District owned equipment or a student's personal device. Each student and a parent must sign this account agreement to be granted use of the AUSD network. A parent may withdraw their approval at any time. Students are expected to abide by the generally accepted rules of appropriate online behavior and network etiquette. These include but are not limited to the following:

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1. **Internet Safety / Cybersafety**

Students will not share personal contact information about themselves or other people (i.e. address, telephone number, school address, etc.) with others on the Internet. Students will promptly notify teachers or another school employee if they receive any messages or encounter web pages that are inappropriate or make them feel uncomfortable.

2. **Cyberbullying**

Cyberbullying is defined as intentional harm inflicted through electronic media and includes, but is not limited to, sending or posting on the Internet, social networking sites, or other digital technologies; harassing messages, direct threats, socially cruel, intimidating, terrorizing, or otherwise harmful text or images; as well as breaking into another person's account and assuming that person's identity for harmful purposes. Students shall not use district technological resources to participate in Cyberbullying. (This includes district equipment, district sponsored email, and district wireless whether on district equipment or personally owned equipment.)

3. **Illegal Activities and Vandalism**

Students will not attempt to gain unauthorized access to AUSD's network or any other computer system through AUSD's network nor go beyond their authorized access (i.e. log in through another person's account or access another person's files). Students will not make deliberate attempts to disrupt the computer system or destroy data by uploading, creating, or spreading computer viruses or by any other means. Students will not use the network for illegal activities such as "hacking", vandalizing or cyberbullying.

4. **System Security**

Students are responsible for their accounts and will take all precautions to prevent others from using their accounts and will not share their login user name and password. Students will notify teachers or the systems administrator if they suspect their account is being used by others.

5. **Inappropriate Language**

Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages. Messages can be communicated via chat, email, messaging, etc. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Students will not engage in personal attacks or harassment.

6. **Respect for Privacy**

Students will not re-post or share a message that was sent to them privately without the permission of the person who sent the message. Students will not post or share private information about another person.

7. **Plagiarism and Copyright Infringement**

Students will not plagiarize works that they find using electronic resources. Plagiarism is defined as taking the ideas or writings of others and presenting them as your own work. Copyright Infringement is the use of others work without their authorization.

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8. **Inappropriate Access to Material**

Students will not use AUSD's network to access material that is profane or obscene, or material that advocates illegal acts, violence or unlawful discrimination.

9. **Downloading**

Downloading of programs and files is prohibited unless the download is for a school assignment.

10. **Cell Phones and other personal electronic devices**

Cell phones and other electronic devices must not disrupt the educational environment of AUSD, but may be used in an appropriate manner, at the discretion of the teacher.

11. **New and Evolving Technology**

As new technologies emerge (internet resources, wireless devices, portable technologies, etc.) they will also fall under the general tenets of this agreement. Accessing the internet outside of the district network by using personal communication devices to engage in any of these prohibited activities falls under the RUA guidelines and regulations. Students accessing network or "cloud" resources made available, such as Google Email or Docs, will adhere to the terms of use agreements for these resources.

Students' Rights

1. **Free Speech**

Students' right to free speech applies also to their communication on network resources.

2. **Search and Seize**

Students should expect only limited privacy. Their account should not be considered personal and private, and may be subject to inspection by authorized district employees.

3. **Due Process**

The District will cooperate fully with local, state, and federal officials in any investigation related to any illegal activities conducted through AUSD's network.

Limitations of Liability

The District makes no guarantee that the functions or the services provided by or through the district system will be error free or without defect. The District is not responsible for any damage students may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the District network or computer systems. The District will not be responsible for financial obligations arising through the unauthorized use of the District network or computer systems. The District will not be responsible for loss of personal information if that information is voluntarily disclosed by the students against the stipulations of this RUA.

For Your Information

Whenever you do something on a network you leave "electronic footprints." School Administrators can and will follow those "footprints" when the need arises.

"The District may suspend any individual's access to District technology upon any violation of the RUA."

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Personal Devices FAQs – BYOD

What is BYOD?

BYOD stands for “Bring Your Own Device”. BYOD is an initiative that will allow students who have personal technology devices to bring them to school to use them for educational purposes under the direction of a teacher or administrator. For the purposes of BYOD, “device” means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tables/slates, iPod touches, iPads, and smart phones.

What are the benefits?

Our students are living in a world where they have immediate access to information anytime and anywhere. Many students have a personally-owned device in their pocket that can be used to allow them to learn in their own style and at their own pace. With digital learning, every student can access high quality and rigorous instruction, thereby maximizing their opportunity for success in school and beyond.

What are the issues?

Some of the concerns of BYOD include security of personal devices, access to printing and other network resources, equity of access for students who do not have devices, and inappropriate use of personal devices.

Security – Bringing personal devices to school can be useful; however, some risks are involved as well. It is always a good idea to record the device’s serial number to have in case of theft. The Atascadero Unified School District is not responsible for the theft of a device, nor is the District responsible for any damage done to the device while at school. Any time a theft occurs, the student should contact a school administrator to make him/her aware of the offense.

Access to network resources – Students who bring their own device are on the Guest network. It is not the same as the network they normally access from a school computer. Files that will be accessed from both a personal device and a school computer should be saved to the Student’s District provided Google Drive, or other appropriate cloud storage

Inappropriate use – Students must adhere to the Responsible Use Agreement. When students use technology inappropriately while on a school network, the same consequences as laid out in the RUA apply, regardless of whether the device is owned by the District or by the student.

How do students access the school network? Is it required that students use the school wireless network, or can they use their own service?

Most devices will detect a wireless connection when you are near one. Most of the time devices will ask to join an available network when prompted; students can simply choose “AUSD Guest” from the list. If the device does not display a prompt to choose a wireless network, students can manually go to the settings menu of the device to choose Guest from the list displayed there. Students with a personally owned device need to use the guest wireless network. Use of a personal wireless service bypasses the security filter and is considered a violation of the Responsible Use Agreement.

What rules apply to the use of these devices on the student network?

As with all technology use, personal or school-owned, students should use technology for educational purposes with the permission of the teacher or administrator. Students using a personally-owned device must abide by the Responsible Use Agreement. The Children’s Internet Protection Act (CIPA) requires all network access to be filtered regardless of the device that is used to access it while in a public school. While students own the device, the network they are using belongs to the school, so Internet access will be filtered.

Are there specific requirements that devices must meet to be added to the school network?

The device must be capable of wireless access. Students will not be able to plug into the network through an Ethernet cable. Current virus protection for PCs is required.

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What happens if a student uses the device inappropriately?

Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of the use of the device in school and/or disciplinary actions. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.

Who is responsible if the device is damaged, stolen, or lost?

Students bring electronic communication devices to school at their own risk, just like any other personal items. The district will not be held responsible if an electronic device or other item is lost, stolen or misplaced. Some devices have a device locator; parents and/or students may want to enable this feature if possible.

Can a student use their own device in any class?

Students can use personal technology devices in any class to meet educational goals as long as they have the permission of the teacher.

What if a student doesn't have his or her own personal technology device?

It is not mandatory for students to bring a device, even if they do own one. When electronic devices are used to enhance learning in the classroom, students without a personal device will be provided access to an appropriate district owned device. Keep in mind that learning can be enhanced greatly for the entire class even if only a handful of students have a device.

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Student Account Agreement

Print Student Name: _____ Grade: _____

Student School: _____ Birthdate: _____

I have read the Atascadero Unified School District Responsible Use Agreement. I agree to follow the rules contained in this Agreement. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

Student Signature: _____ Date: _____

Parent or Guardian Section

I have read the District Responsible Use Policy. I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims or damages of any kind whatsoever arising from my child's use of, or inability to use, the District system, including, but not limited to, claims that may arise from the unauthorized use of the system to offer, provide, or purchase products or services. I will assist in instructing my child regarding restrictions against accessing inappropriate material. I will emphasize to my child the importance of following the rules for personal safety. I give permission for my child to access Atascadero Unified School District's Technology Access and certify that the information on this form is correct.

Parent/Guardian Signature: _____

Print Parent/Guardian Name: _____

Date: _____ Phone Number: _____

This file will be filed in the Student's Cumulative Folder.