

Student Responsible Use Agreement

The Clinton School District believes that technology access is a pivotal aspect of a successful education. The district may provide computer, network, email, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. The effectiveness of educational technology depends on the responsible and ethical use by every individual.

The purpose of this form is to outline how the district will provide a safe environment in which students can access and use technology. It is important that you and your student read the Student Responsible Use Agreement and understand that while this document tries to cover all scenarios, technology changes rapidly and the district may need to implement this policy with newly created procedures and regularly review existing procedures to make sure they are current. Inappropriate use of the District's technology resources may result in suspension of the privilege to use these resources, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

Terminology

For use within this document the following terms are defined below:

Technology resources - this includes all technologies, as well as devices and services used to communicate, store, process or access information. It includes but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multimedia resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

Users – this is defined as any person who has been permitted access by the district to use any aspect of the district's technology resources, including, but not limited to, students, employees, School Board members and personnel of the school district.

Policies

Users of the Clinton School District network are required to adhere to state and federal law as well as board policy. The following Student Responsible Use Agreement is based on district policies and regulations. For more information, refer to the following laws and Clinton School District documents.

- Federal and state mandates including the Family Education Rights and Privacy Act (FERPA), the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), the Individuals with Disabilities Act (IDEA), and the Health Insurance Portability and Accountability Act (HIPAA)
- Student Code of Conduct, Student Handbook, and other Associated Board Policies
- Board Policy EHB (Technology Usage)
- Board Policy EHBC (Data Governance and Security)
- Board Policy AC (Prohibition Against Discrimination, Harassment, and Retaliation)
- Board Policy JFCF (Bullying)

If a violation of any of the policies, including this Student Responsible Use Agreement, occurs, you or your student must immediately report to a supervising teacher, administrator or District technology representative any known violation of the policies and guidelines. You or your student must also report

any requests for personally identifiable information (name, address, phone number, age, sex, race, etc.) or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Authorized Users and Access

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the school district. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the district. Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the district.

Users may be given access to the following technology resources:

- A District email account, including access to cloud-based (online) storage and collaboration space
- District computer hardware, software, and printers on your school campus
- District networks, including file storage space
- Access to District-owned technology resources for use at home
- District-filtered Internet access, wired and wireless

The District permits use of personal telecommunications or other electronic devices by students for instructional purposes while on campus only as authorized by the District administration. When using the device for instructional purposes while on campus, you must join the District Wi-Fi network and are prohibited from using personal wireless service. When not using the device for instructional purposes while on campus, you must follow the rules and guidelines for non-instructional use as published in the student handbook. Students must sign and return the Student Responsible Use Agreement before they are about to use their personal device at school.

Safety, Security, and Privacy

Clinton School District is committed to creating a safe and secure digital environment for all users. While the district uses filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It is the responsibility of the user to follow the rules for responsible use. Parents and students should contact the school with concerns when objectionable content has been discovered. Users do not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets. Appropriate district

and school officials may monitor a technology device or access its contents at any time in accordance with this agreement and applicable law.

Student Responsible Use Pledge

1. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will use email, social media, and other means of communications responsibly. I will not send or post hateful or harassing emails, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school, whether on a school-issued or personal device.
2. I AM RESPONSIBLE FOR USING SCHOOL-ISSUED TECHNOLOGY DEVICES PRIMARILY FOR EDUCATIONAL PURPOSES. I understand that Internet, bandwidth, and email usage at school should be related to school assignments during class time. I understand that websites, content, and media should be properly cited with respect to copyright. I will also report any suspicious behavior or other misuse of technology to my teacher or other campus administrator.
3. I AM RESPONSIBLE FOR USING MY PERSONAL DEVICE ACCORDING TO DISTRICT GUIDELINES AND IN AN ETHICAL MANNER. I understand that personal devices must remain turned off during all testing and cannot be used in the classroom unless they are approved by the teacher for instructional purposes.
4. I AM RESPONSIBLE FOR MAINTAINING ANY DISTRICT ISSUED DEVICES AND ACCOUNTS. I understand that I will be provided network and email accounts and that I must not share this information with anyone. I will only use my school email address for teacher directed account creation. I will not allow others to use my account name and password. I will also not download or sign up for any online resource or application without prior approval from my teacher or other District administrator.
5. I AM RESPONSIBLE FOR MY PERSONAL INFORMATION. I understand I must always keep my personal information and the personal information of others private. I know this includes names, ID numbers, addresses, photographs, or any other personally identifiable or private information.

Inappropriate and Irresponsible Use

The following are examples of inappropriate and irresponsible use of technology resources.

1. Searching, sending, possessing, or posting electronic messages, videos, audio recordings, or images that are abusive, obscene, sexually oriented, harassing, threatening, intimidating, illegal, or that cause a material or substantial disruption at school, including cyberbullying.
2. Using any device or technology to copy or capture an image or the content of any District materials (such as tests or exams) without permission of a teacher or administrator.
3. Making, participating in the making of, transmitting to another via an electronic device, or posting to the Internet a digital, video, or audio recording or image of an actual or simulated act that involves a crime or conduct prohibited by the Student Code of Conduct or Student Handbook.
4. Using any device or technology to record the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or without the prior consent of the individual being recorded.
5. Using any device or technology to record the voice or image of another to take, disseminate, transfer, circulate, exhibit, present, or share audio, images, video, or photos that reveal private parts of the body that are normally covered by clothing (aka sexting).

6. Using the name, persona, or image of a student, District employee, or volunteer to create a web page or post one or more messages on a website without the other person's consent for purposes of harassing, intimidating, embarrassing, or threatening another.
7. Using email, websites, or electronic devices to engage in or encourage illegal conduct, violations of the Student Code of Conduct or Student Handbook, or to threaten school safety.
8. Attempting to or successfully accessing or circumventing content filters, passwords or other security-related information of the District, officials, volunteers, employees, or other students by any means.
9. Attempting to or successfully altering, destroying, interrupting, intercepting, or disabling District technology equipment, District data, the data of other users of the District's computer system, or other networks connected to the District's system, including uploading or creating computer viruses, worms, or other harmful material.
10. Copying, downloading, reproducing, distributing, retransmitting, redisplaying, or modifying items from the District's website.
11. Using someone else's network, email, or any other digital service's account information.

Consequences

One or more of the following consequences may be imposed:

- Suspension of access to the system
- Revocation of the network or online account(s)
- Removal of device access
- Other action, including disciplinary action, in accordance with Board policy and/or the Student Code of Conduct or Student Handbook(as applicable)

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct or Student Handbook, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement.

Damage Deductibles

Students will be required to pay an insurance fee before they are able to be issued a chromebook. The cost will be \$20 per device. **This insurance will cover at no cost to the parent for:**

- **Any accidental damage to the device**
- **Loss or Theft of device**

If a device is damaged beyond regular wear and tear, or if there is **Intentional Damage** the student will be responsible for the replacement cost of the device, which is \$200.

This insurance does not cover the repairs or replacement for damages due to intentional acts.

[To Sign Digitally Click Here](#)

_____ I choose to enroll in the Chromebook insurance and I have included the \$20 payment for the coverage provided by the District.

_____ I want the insurance but will need to make payments to cover the cost. I have included a down payment of _____. I agree to make regular payments in the amount of _____ on a monthly basis until the full amount is paid in full.

_____ I do not wish to enroll in the insurance program. I realize that I am responsible for the full amount to repair or replace the District device if damaged or broken while in my student's care. The total replacement cost is \$200.

Student Acknowledgment

I have received, read, understand, and agree to abide by this Responsible Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Student Name: _____ Student Signature: _____
(Please print)

Date: _____ Grade: _____ School: _____

Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement. As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Responsible Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. **I agree to the terms as selected above as it relates to my child's use of a Clinton School District Chromebook.**

Parent Name: _____ Parent Signature: _____
(Please print)

Date: _____