



# Technology Use Agreement

Before a student is authorized to use district technology, the student and their parent/guardian must read, understand and acknowledge this Technology Use Agreement. In this agreement, the parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

## Part I: Educational Use Internet Access

RUSD provides students with access to the internet for the purposes of research, online learning programs, communication, and as a general resource for educational content. By giving permission, parents understand that access is designed for educational purposes. RUSD has CIPA compliant filters in place to help guard against exposure to inappropriate materials and RUSD has taken reasonable precautions to eliminate access to controversial material. Should a student commit any violation of the terms and conditions, their access may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be pursued

1. **Acceptable Use:** The use of accounts must be in support of education and research and consistent with the educational objectives of RUSD. Students are expected to be safe, responsible, courteous, and appropriate.
2. **Unacceptable Use:** Students may not use, or otherwise access, threatening, harassing, pornographic, or obscene material. Students should not download and/or install files, programs, or any other non-school approved software over the school network or onto a school issued device. They should also refrain from being off task on social media sites, online gaming, shopping or other media sites unrelated to curriculum during school hours.
3. **Digital Citizenship:** RUSD provides age-appropriate instruction regarding safe and appropriate online behavior. End users are expected to abide by this instruction, guidance and generally accepted rules of online etiquette. These include (but are not limited to) the following:
  - Be polite, as there is zero tolerance for threatening, offensive or any form of cyberbullying behavior.
  - Use appropriate language.
  - Do not share personal information, including name, address, phone number, or birthdays of self, peers, parents, or staff.
  - Do not use the network in a way that would disrupt the use of the network by other users.
  - Cite text and image resources that are used for schoolwork
4. **Web based Applications:** RUSD students in grades TK-8 will be utilizing web based learning applications to extend student's educational interactions. These types of services are controlled by classroom teachers in an online learning environment and are filtered using RUSD's content filtering system. Use of these programs directly ties in to district curriculum goals and are used in accordance with responsible digital citizenship and internet safety.
5. **Security:** Do not use another individual's account. Attempts to log in as a system administrator, staff member or using another student's credentials will result in cancellation of user privileges. It is the students responsibility to maintain strict privacy of their account credentials. Please notify RUSD Technology Department via email ([help@reedschools.org](mailto:help@reedschools.org)), telephone (415) 381-1112, or a school administrator, if you identify a security problem.

6. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy devices or data of another user which includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges.
7. **Content Filters:** As required by CIPA, RUSD utilizes an internet content filtering service which allows online interactions to be scanned for inappropriate, objectionable, and/or harmful content.

*Disclaimers:* RUSD uses a network provided by the Marin County Office of Education. MCOE and RUSD make no guarantees for services provided and are not responsible for any damages suffered. Users must recognize it is impossible for the Reed Union School District to restrict access to all controversial materials and users may not hold RUSD responsible for materials acquired by students on the network.

## **Part II: Educational Use Google Suite Accounts**

Students will need a Google Account in order to access Google Apps (i.e., Google Calendar, Google Sites, Google Docs, Google Drive). Google has already incorporated critical security features including student privacy, and data security. Google Classroom is used by teachers to communicate and deliver assignments and feedback to students. Student work can be created or uploaded for archiving, editing, live collaboration, and presentation. From home or from school, students can safely store their work, create documents, collaborate with classmates, and submit items for feedback. While a Google account does provide students with communication tools, access will be restricted to communication ONLY within the Reed Union School District.

## **Part III: Educational Use Apple Accounts**

Apple IDs provide students access to important school materials including textbooks, documents, appropriate apps, eBooks and iCloud Drive storage. Apple ID also provides students iCloud access so that content can be accessed from home devices. Managed School Apple IDs are not the same as regular Apple IDs. They include the following:

- No advertising.
- Disabled iCloud email.
- Account settings cannot be changed.
- No credit card attached to the account.

Guidelines for Students with usernames and passwords:

- Students are responsible for keeping usernames and passwords confidential and will not share this information with others.
- Students are responsible for their conduct and content that is created, displayed, stored or transmitted online.
- Users may not send, save, view, forward, or create harassing or offensive content/messages. (Offensive material includes, but is not limited to, profanity, racist, sexist, discriminatory remarks, pornographic, sexually explicit material, sexual comments, jokes or images that would violate school policies).
- Users will refrain from sending spam or messages that contain viruses or other malicious content.
- Students agree to immediately notify a teacher of any unauthorized use of their password or account or any other breach of security.

## Monitoring and Filtering

- Student safety is our highest priority. Web searches conducted within our district are monitored and filtered based on content.
- Every attempt is made to monitor student communication for profanity, harassment, and other inappropriate content.
- Student communication that is identified as inappropriate will be blocked from delivery, and instead will be sent to school administration for review.
- Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary.

## Part IV –Educational Use of Electronic Devices

1. RUSD provides students with access to a variety of electronic devices that include shared and 1:1 devices. Students are required to follow proper care and handling guidelines. Failure to do so may result in disciplinary actions which include but are not limited to: parental contact, loss of privileges and restitution fees.
2. Ownership (TK-8): iPads and any other school device are the property of the Reed Union School District. They are provided for the exclusive use of Reed Union School District students and teachers.
3. Management: All iPads assigned to students are entered into inventory, managed and individually labeled. A student withdrawing from school must return the device before their last day. All students will turn in iPads (or any other school issued device) at the end of each school year.
4. Proper Handling (TK-8): Electronic devices are delicate learning tools and need to be treated with care. Students must agree to follow the care procedures listed below:
  - Devices may only be used on a flat and stable surface.
  - Do not carry iPads, or any other device, while open.
  - Do not pick up iPads by the keyboard, or touch the screens with anything other than a finger or approved stylus.
  - Keep magnets away from all devices.
  - Store devices in their proper cases or carts.
  - Charge all devices at the end of the day so they are fully charged for the following morning.
  - Do not eat or drink while using an electronic device.
  - Protect devices from outdoor elements like sand, dirt, moisture, direct sunlight and heat.
  - Shutdown, and unplug devices prior to cleaning. Only use cleaning supplies approved by the school.

Consequences for misuse of electronic devices and online media may include the following:

- Teacher warning.
- Parent contact by staff member.
- Loss of electronic device privileges.
- Detention or Suspension.
- Reported to law enforcement.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district

technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125. This may in turn be entered into the students record.