STUDENT TECHNOLOGY USE AGREEMENT

The Newport-Mesa Unified School District's computers, networks, Internet access, and other technologies are important tools for students to use in their education. Students who use District Technological Resources must adhere to all applicable District policies and regulations. When students use District Technological Resources, including the district's email systems and wireless network, they must use them responsibly. This includes students' use of Personal Electronic Devices at school.

Your acknowledgement of this document (whether provided electronically or on hard copy) is your binding promise to be responsible and safe and to follow this Technology Use Agreement. Inappropriate use of District Technological Resources may result in the cancellation of user privileges, disciplinary and/or legal action. Activities that violate state, local or federal law may be subject to prosecution. All users are bound by future updates of this Agreement.

Definitions

As used in this Agreement, "District Technological Resources" includes all computers and information technology hardware, software, data and other resources owned, operated, or leased by the district including, but not limited to: district-issued computers, Chromebooks, Electronic Communication Devices, network gear, servers, cloud-based solutions, user accounts and passwords, identification numbers, applications, and Internet services.

The phrase "Electronic Communication Devices" includes any electronic apparatus with singular or multiple capabilities of recording, storing, processing, or transmitting data, video/photo images, or voice recordings. This generally includes, but is not limited to: laptops, netbooks, Chromebooks, cellular telephones, tablets, e-readers, media players, flash drives, and any other device with network access capabilities, regardless of whether the electronic communication device is used on district property.

"Personal Electronic Devices" are privately-owned technological devices including, but not limited to laptops, tablets, e-book devices, Chromebooks, flash drives, cellular telephones, or any other current or emerging devices that can be used for word processing, Internet access, recording of images or sound, email, messages, apps, or any other personally owned electronic device used by students for educational purposes.

No Privacy

District Technological Resources do not provide a private means of communication. All data stored, transmitted, processed, or otherwise accessed on the network may be monitored, filtered or recorded without notice to the user. When using District Technological Resources, users do not have an expectation of privacy in anything they create, store, delete, send or receive, even if Personal Electronic Devices are used. The use of District Technological Resources shall constitute express consent to being monitored. This consent shall authorize District representatives to monitor, without prior notification or consent, all use of District Technological Resources including, but not limited to, Internet use, emails, audios or visual material, computer transmissions, stored information and deleted information or files. Any use in support of illegal activities must be reported to the authorities.

A. General Rules for Student Use of District Technological Resources

1. **Use District Technological Resources for only school-related work.**

    a. Your use of District Internet and computers, Chromebooks, or technology devices must be related to schoolwork assigned or approved by your teacher.

b. You must follow all classroom, school, and District rules for accessing the Internet at school, and comply with all teacher requests, such as shutting down, closing the screen, storing, etc.

c. Internet searches must be approved by your teacher or responsible staff member.

d. Never access anything inappropriate on the Internet. If you are not sure if something is inappropriate, ask your teacher or parent/guardian.

e. Do not access anything on the Internet that is for adults only, or that encourages the use of alcohol or drugs, or illegal activities.

f. Games are not permitted, unless allowed by a teacher.

2. **Protect your passwords and other personal information and data when using District Technological Resources.**

a. Do not share your passwords with anyone except a teacher, school administrator, or parent/guardian. Never use or attempt to find out others' passwords.

b. Do not give out your or anyone else's full name, address, phone number, or personal information on the Internet.

c. Do not post pictures or videos of yourself on the Internet without asking your parent/guardian.

d. Maintain appropriate backups of your data, especially if graduating or leaving the District. District will discard your account and any associated data once you are not an active student.

3. **Always be a good "Digital-Citizen."**

a. When using technology, treat others as you would in the classroom. Always behave ethically and responsibly.

b. Do not lie about yourself or others. Be truthful.

c. Do not use crude, obscene, or mean words or pictures.

d. Do not use technology to cheat on your school assignments.

e. Never create, publish, or display materials that threaten or harm another person. Immediately report to a teacher or administrator if you see harmful materials when using the network.

f. Harassment and bullying are not allowed. Any student who uses District Technology Resources, including access to networks with a Personal Electronic Device, to harass or bully another person will lose user privileges. Cyberbullying is prohibited by state law and District policy. Cyberbullying includes, but is not limited to, the transmission of communications, posting of harassing communications messages, direct threats, or other harmful messages, texts, sounds, or images on the Internet, social networking sites, or by means of an electronic device, including, but not limited to, other technologies using a telephone, computer, camera, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation or cause any other harm, or creating a credible impersonation or false profile of another student for the purpose of placing a reasonable student or students in fear of harm to themselves or to property, causing the student harm to his or her physical or mental health or academic performance, or substantially interfering with the student ability to participate in or benefit from school services, activities, or privileges.

g. If you see something online that breaks these rules, tell your teacher or your parent/guardian right away.

h. Do not use devices (whether District-owned or Personal Electronic Devices) to record, send, or post images or sounds of anyone on campus unless you have that person's permission. Devices may never be used in restrooms, locker rooms, nurse's offices, staff offices, or any other areas where people expect to have privacy.

4. **Respect other people's ideas and property.**

a. Do not take other peoples' writings, pictures, or ideas from the Internet and present them as your own. This is plagiarism and is against school rules.

b. Do not download, copy, or share copyrighted music, pictures, images, videos, movies, files, or other works that do not belong to you. This may lead to student discipline, and civil damages or criminal prosecution.

5. **Do not misuse or harm District Technological Resources.**

a. Do not do anything to damage any computer system, network, or other technologies.

b. Do not use or distribute viruses, "hack," or tamper with any computer system.

c. Never access a District computer or network unless you have permission. Do not access or change any District program, file, or software without permission.

d. Do not install any software or install any "apps" on District technology devices without permission. Only run licensed software or applications on District technology devices.

B. Chromebook Initiative - 1:1 Chromebooks for K-12 Students

A Chromebook will be checked out to ALL students in Destiny, and the student is responsible for it whether it is at home or in the classroom. Like other instructional materials, such as textbooks, dictionaries, pencils, and paper, this technology is designed to help students learn. Students in grades K through 2 may have an option to leave their assigned Chromebook in the classroom throughout the semester, and only take it home when instructionally required.

Using and taking home a Chromebook requires a level of responsibility and commitment from each student and parent/guardian. **Before a Chromebook will be checked out to a student, the student (and their parents/guardians) must commit to the following:**

1. Take responsibility for not leaving Chromebook/backpack lying around outside/playground/vulnerable to theft opportunities.

2. Use the keyboard in a way that does not "pop" keys off.

3. Refrain from loaning the Chromebook to others.

4. Bring the Chromebook to class each day with batteries fully charged.

5. Return from holiday breaks (including summer) with the Chromebook.

6. Accept financial responsibility for intentional damage or loss of the Chromebook (cost is $275) and/or charger ($50).

7. Refrain from placing sensitive personal data on the Chromebook (ex. bank account or credit card information).

8. Return the Chromebook to the school if you are leaving the district.

9. Other items related to the Chromebook that you may need to accept financial responsibility for if lost or damaged beyond repair:

   - Screen: $50
   - Keyboard: $50
   - Web camera: $50
   - Lost Hotspot: $100

Possible Consequences of Unacceptable Use (to be determined by the Site Principal)

- Suspension of Chromebook access
- Revocation of Chromebook access
- Suspension of network privileges
- Revocation of network privileges
- Suspension of all computer access
- Revocation of all computer access
- Suspension from school
- Expulsion from school
- Legal action and prosecution by the authorities
- Replacement Costs for Intentional Damage

C. Appropriate Use of Personal Devices at School

The Newport-Mesa Unified School District does not encourage students to bring a Personal Electronic Device to school, but it does allow them to support specific instruction and learning. You may use a Personal Electronic Device, but you are not required to bring one to school. Teachers may not allow use of your own device in all classes, so it is important to know your teachers' expectations.

Student access to the District's network using a Personal Electronic Device is a privilege. To enjoy that privilege, you must abide by this Agreement and all other rules of conduct. All aspects of the Student Technology Use Agreement apply to the use of Personal Electronic Devices. Your school administrator may revoke this privilege if you do not comply with these rules. Inappropriate use of a Personal Electronic Device at school may lead to discipline.

Responsibility, Security, and Damages

You are responsible for keeping your Personal Electronic Device secure. The District will not repair or replace a device that is lost, stolen, damaged, or infected by a virus at school or while you are doing school work. If a Personal Electronic Device is lost, stolen, or damaged, it will be treated the same way as other personal belongings through the administrative office. The technology department will not troubleshoot or support Personal Electronic Devices. The school will not investigate or look for lost/stolen devices.

The District will not pay any charges or fees from your cellular service provider if you do not use the District's wireless network while working on school projects or activities under the direction of District staff.

Guidelines

You must access the guest wireless network using your school login credentials. You may not use another person's account. The Personal Electronic Device is to be used for appropriate educational purposes only, and you are expected to comply with all school and class rules while using personal devices. If a school official reasonably suspects a student's use of a Personal Electronic Device has violated the law or school policy, the device may be searched, and police may be contacted.

All students using Personal Electronic Devices at school must adhere to these standards of responsible use, in addition to those listed above:

1. **Security and Network Access**

    a. The District's system and network are not private. Anything you create, store, delete, send or receive on the District network may be viewed by a teacher or administrator to be sure the system is being used properly.

    b. Do not waste or abuse school bandwidth resources (e.g., playing online games, downloading music, watching video broadcasts without permission, etc.).

    c. Use only the District's filtered guest wireless network during the school day.

    d. Use only your District student account when accessing the District network.

    e. Do not turn on or activate a Personal Electronic Device during testing or assignments unless a teacher gives you permission.

    f. Printers cannot be used from Personal Electronic Devices.

    g. It is recommended that you use web-based and District supported applications to store and share files.

2. **Internet Filter**

    a. The District uses filters to block inappropriate content through the District's Internet connection. You may not bypass or attempt to bypass such filters.

    b. Your Personal Electronic Device is blocked from accessing inappropriate material and websites.

    c. If you find an inappropriate site or image, immediately minimize the program and report it to a teacher.

The District has the right to make the decision about whether these rules have been broken or whether other inappropriate use of District Technological Resources has happened.

PARENT/GUARDIAN CONSENT FOR STUDENT TECHNOLOGY USE AGREEMENT

I have read the District's policies and rules regarding student use of technology, including the above Student Technology Use Agreement, District Board Policy and Administrative Regulation 1113 Board Policy and Administrative Regulation 6163.4 (student use of technology), and the Student Handbook for my child's school. I agree that my child will abide by these policies and rules.

I release and agree to indemnify and hold harmless the District, its personnel, governing board, and any affiliated persons or institutions from any and all costs incurred, claims, or damages of any nature arising from my child's use of, or inability to use, the Internet or the District's computers, network, or other technologies or technology devices including, but not limited to, claims that may arise from the unauthorized purchase of products or services, failure of any District technology or Internet protection measures, copyright infringement, user mistakes or negligence, or exposure to potentially harmful or inappropriate material or behavior. I understand that I can be held liable for damages caused by my child's intentional misuse of the Internet or District computers, network, technologies, or technology devices.

I will discuss the policies and rules with my child and instruct my child regarding the importance of following the rules for personal safety, ethics, and proper technology use and not accessing restricted materials. If applicable, I will also discuss the policies and rules with my child and instruct my child regarding appropriate use of Personal Electronic Devices.

I understand that if my child breaks any of these rules or uses the District computer system, District technologies, or network in an inappropriate way, his/her/their privilege to use these technologies may be revoked, I may be called, and my child may be subject to discipline.

For information on the above and more information, go to http://www.nmusd.us/etua

I acknowledge that my student will use the district's network computer systems, cloud services and other technology resources and agree to the terms and conditions in this agreement. I understand that if I have questions or concerns that I will contact my student's principal.