

# Technology and Acceptable Use Agreement 2018-2019

**This agreement addresses technology use in all HUUSD schools, grades PK-12.**

While use of technology and the Internet allows for greater freedom, creativity, and choice, student responsibility, respect, and care is fundamental in maintaining a safe learning environment for all. Parents, guardians, and students need to be aware of the following:

- Rules regarding use of technology apply to all hardware and software in the building, including personal laptops and other technology that students may bring to school.
- The following uses of technology are forbidden: being wasteful, negligent, or harmful to equipment, cheating, plagiarism, violating copyright, visiting websites inappropriate for school, using another student's account or folders, impersonating others, unauthorized downloading or software installation, cyberbullying, or other threatening behavior, and circumventing or bypassing school network security and content filters.
- Appropriate consequences will be assigned by a teacher or an administrator if a student engages in these behaviors, which may include mediation, community service, detention, suspension, or other responses.

## **HUUSD 1:1 Program**

Harwood Union will provide a school-issued device to all students while they are enrolled at participating 1:1 schools. Devices are required to be turned in at the end of the school year and may not be kept over the summer. All issued devices are subject to the policies and guidelines set forth in this document and the supporting documentation provided by individual schools.

Students in grades 7-12 that wish to "Bring Your Own Device" (BYOD) rather than accept a school issued device may do so and must register their device with the Technology Department for the safety and security of both the school network and their personal device.

## **Digital Citizenship and Acceptable Use: Student Responsibilities**

The purpose of technology at school is to assist and enhance learning. The student agrees to the following:

### **Citizenship:**

- I will treat others as I would like to be treated online.
- I will not harass, bully, insult or attack anyone.

- I will not use offensive, obscene, or racially demeaning language, symbols or pictures in any communications.
- I will not reference or promote use of alcohol, tobacco, or illegal substances in any communications unless it is in related to educational research.
- I promise to act as a respectful and positive digital citizen in all of my interactions online. This includes respectful postings on classroom forums and blogs, collaborative documents, and any other place where written dialogue, pictures, symbols and/or video is required.
- I will turn off all electronics during team meetings, assemblies, guest speakers, and other public events.

**Use:**

- I will only access my own work and/or collaborative work.
- I understand that it is my responsibility to follow the workflow process to make sure my work is saved properly and backed up properly.
- I will access only material that is school appropriate and related to the assigned topic with which I am currently engaged.
- I understand that a teacher may check the contents of my school issued device at any time, without notice and I should not expect any right to privacy of the information contained there.
- I will ask permission from a teacher and the subjects involved before recording and/or publishing sound, pictures or video of an individual or group in any activity during school.
- I am responsible for maintaining any technology provided for me by the school. I will not install software (including free apps) or change settings (with the exception of volume and brightness) without first verifying that it is safe to do so.
- I will always be aware of the location of my device (Chromebook, iPad, etc.) and make sure it is safe. I will always have any provided protective covers or cases attached.
- I understand my device is signed out to me and I am responsible for making sure it is with me, charged, and ready to use on a daily basis.

**Device Security:**

- **iPad:** Students receiving an iPad must create their own screenlock passcode which will be on record with the Technology Department. Students are not permitted to change the passcode unless they notify the Tech Dept.
- **Chromebook:** Access to the Google/Chrome environment is through school Google account login and password.

**Violations:**

If I violate any of these guidelines for use or citizenship:

- I will lose access at school and/or at home until I've fixed the problem to the satisfaction of all involved.
- I understand that this may interfere with my ability to complete digital assignments as intended, and I may need to make alternate arrangements with teachers for this work to be completed in a different format.
- I will also face further disciplinary action according to the school discipline policies.

If my device is damaged, lost, or stolen:

- I will notify a teacher immediately if my issued device is missing or damaged in any way.
- I understand that any device is considered school property. **Parents/Guardians will be notified and may be responsible for costs.**
- I may also face further disciplinary action according to the school discipline policies.

**What Your Agreement with this Policy Means**

Your agreement with this policy indicates that you have discussed the above terms with your student and that you agree to follow its guidelines.

Your agreement also indicates that you give your student permission to sign out technology equipment (including a 1:1 issued device, if applicable) and understand that we are fully responsible for returning it in the condition it was received.