



As a Pinon Unified School District Student, I agree to use all technology in a responsible and respectful way according to the Student Technology Use Agreement.

I understand that PUSD #4 computers can be used for the following:

- School projects, papers, research, and extra-curricular activities
- Internet research relating to school projects and use of PowerSchool

I understand that it is my responsibility to:

- Use Google to keep track of all of my assignments \*Follow all copyright and license laws\*
- Choose key search words carefully when searching the Internet
- Never give out my personal information over the Internet
- Report concerns to the Technology Department or an Administrator

I understand that the following are UNACCEPTABLE uses of PUSD#4 computers, iPads, Chromebooks and other devices:

- Attempting to bypass or alter computer security, assisting, or gaining unauthorized access to computers
- Downloading software onto PUSD #4 computer
- Vandalizing school machines such as removing mice, drawing on keyboards, keyboard trays, computers etc.
- Accessing or searching inappropriate websites
- Accessing another student's files without permission from the Technology Department or another staff member.
- Inappropriate use of provided District's Google email address.
- Inappropriate use of any email program such as Yahoo, Hotmail, Google Mail, etc.
- Eating or drinking in the computer lab.

If I should bring my own technology device to PUSD campus, I understand that:

- PUSD is not responsible for loss, theft or damage occurred at school
- Internet access may not be provided
- Device must be turned off and not in use during class time unless approved by the teacher during instruction.

### **Student Email Guidelines**

Student Email Use - Students are encouraged to check their emails regularly to communicate with teachers and classmates regarding assignments and school work.

- Email is to be used for school-related communication.
- Do not send harassing and offensive email messages or content.
- Do not send spam email messages or content.
- Do not send email containing a virus or other malicious content.
- Do not send or read email at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another person.

**How student email is monitored** - All student email will pass through Securly's and Managed Methods filtering system.

- Rules/filters are set up to monitor student email for profanity, harassment, self-harm and other inappropriate content.
- Student email that is identified as inappropriate will be blocked from delivery, and instead will be sent to the school administration.

**I understand that if I choose to not follow PUSD #4 Technology Use Guidelines, that I will have my computer or other technology devices, privileges taken away and I will be required to do all technology-based work by hand or at home. I have read the above Technology Agreement and agree to follow it while I am a student at PUSD#4.**

These are the laws and policies that help to protect our students online:

#### **Student Email Guidelines Child Internet Protection Act (CIPA)**

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

- CIPA <http://fcc.gov/cgb/consumerfacts/cipa.html>

#### **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

- COPPA <http://www.ftc.gov/privacy/coppafaqs.shtm>

#### **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information. 1. The school will not publish confidential educational records (grades, student ID #, etc...) for public viewing on the Internet. 2. The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information. 3. Parents may request that photos, names and general directory information about their children not be published. 4. Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

- FERPA <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>