



NAME: _____

Class of: _____

Student and Staff RESPONSIBLE USE AGREEMENT 2023-2024

Cozad Community Schools' information technology resources, including school-owned devices, email and Internet access, are provided for educational purposes. Cozad Community School provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Users of the Cozad Community School network and devices are required to adhere to state and federal law and board policy. The following Student/Staff Responsible Use Agreement is based on district policy and regulations. Adherence to the following policy, both at school and in online activities which relate to school, is necessary for continued access to the school's technological resources:

Staff/Students must

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, copy or distribute passwords or data belonging to others without their permission, or without authorization of appropriate school personnel.
 - Not distribute private information about others or themselves.
 - Not record or share photos, videos or other representations of others without their permission.
 - Not use devices assigned to other students unless specifically instructed to do so by the teacher or other school official.

2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Ensure that personal devices are secure when using school resources and the network. All personal devices (ex: personal computers) should be approved by the technology department to access our network
 - Use personal or school owned devices in the classroom only if authorized to do so by the teacher.
 - Use personal or school owned devices only in appropriate and professional manners.
 - Not use the school network, accounts or devices to access materials or participate in inappropriate activities which violate student behavior policies or acceptable professional conduct.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy, damage or alter data, devices or equipment that do not belong to them.
 - Conserve, protect, and share these resources with other students and Internet users.
 - Not intentionally attempt to avoid or bypass content filtering.

3. Respect and protect the intellectual property of others.
 - Be informed and follow correct and legal copyright rules and practices.
 - Be ethical in citing sources and not plagiarize, cheat or copy the work of others
 - Misuse of artificial intelligence (AI) for cheating and plagiarism is prohibited, as it undermines the principles of academic integrity, fairness, and personal growth that are fundamental to our high school community.

4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher or school official.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not through intended action or inaction further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, phishing emails, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Social Media and Digital Citizenship:

- Social networking sites and resources (Facebook, YouTube, SnapChat, Twitter, Instagram, etc) can be useful tools in the educational environment. Students and staff may make use of social networking tools in or outside of the classroom, provided classroom rules, district policies, and the school's code of conduct are followed. **Student or staff online activity which interferes with or hinders the educational process is subject to school policies, even if no school accounts or resources are used!**
- At Cozad Community Schools we strive to teach and model positive online activity and responsible digital citizenship. This includes:
 - Stressing the importance to staff and students of building a positive online presence.
 - Integrating digital citizenship instruction and modeling across the curriculum.
 - Using social media in the classroom and as a district to promote learning and engagement.

NO EXPECTATION OF PRIVACY

Because the District owns the device, students have no expectation of confidentiality or privacy with respect to the device. The District may, without prior notice or consent, log into, view, monitor, collect or record the use of the device and any corresponding technology tools at any time for any reason or no reason at all. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks and school-owned devices in order to further the health, safety, discipline, or security of any student or other person, or to protect property.

Under the provisions of this Policy, parents or guardians who allow students to use personal technology, and students who elect to use personal technology, do so knowing that it diminishes any expectation of privacy with regard to the personal technology. The school may search privately-owned, personal technology if there is a reasonable suspicion that a student has violated the school's policies, agreements, rules, or directives while using the personal technology.

VIOLATION OF EXPECTATIONS

Any student who fails to abide by the rules specified by District staff, Board policies, Student Handbook, and the terms of this Agreement may immediately lose technology privileges. A student who loses technology privileges will be required to complete coursework in another manner (such as hard copies). If a student loses his or her technology privileges, that decision shall be final and not subject to appeal.

DAMAGE TO OR LOSS OF DEVICE

By signing this Agreement, the parent and student understand, acknowledge, and agree that they are responsible for any damage, theft or loss of the device, other than normal wear and tear. The parent and student hereby acknowledge and agree that they will be financially responsible for any damage beyond normal wear and tear as determined by the District, in the District's sole and absolute discretion. Further, the parent and student hereby acknowledge and agree that they are solely responsible for the risk of loss of the device and will be financially responsible for the replacement cost, as determined by the District, for any device that is lost or stolen.

I HAVE READ THIS AGREEMENT AND AGREE TO COMPLY WITH ALL OF ITS TERMS AND CONDITIONS.

Date: _____

Date: _____

Parent Name

Student Name

Parent Signature

Student Signature

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.