



NAME: \_\_\_\_\_

Class of: \_\_\_\_\_

## Student and Staff RESPONSIBLE USE AGREEMENT

2018-19

Cozad Community Schools' information technology resources, including school-owned devices, email and Internet access, are provided for educational purposes. 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.
  - 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.
  
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, chain letters, or other mass unsolicited mailings.
  - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

### Staff/Students may, if in accord with the policy above

1. Design and post web pages and other material from school resources.
2. Responsibly use social media and internet communication resources in pursuit of stated academic goals and activities and within the guidelines stated above.
3. Install or download software, if also in conformity with laws and licenses, and within the guidelines stated above.
4. Use the resources for any educational purpose.

## Social Media and Digital Citizenship:

- Social networking sites and resources (Facebook, YouTube, 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 certain guidelines are followed:
  - Follow the handbook etiquette guidelines and the school's code of conduct and Responsible Use Agreement when posting online. What is inappropriate in the classroom is inappropriate online.
  - Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy the words of others without proper attribution.
  - If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately.
  - All student online activity making use of school equipment or websites must be in compliance with the district's Responsible Use Policy.
  - **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.

**Consequences for Violation.** Violations of these rules may result in disciplinary action, including the loss of privileges to use the school's information technology resources.

**Supervision and Monitoring.** School and network administrators and their authorized employees monitor the use of information technology resources and student online activity to help ensure that users are secure and in conformity with this policy. 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. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

**Right to Search:** 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.***

### I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

\_\_\_\_\_  
User signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian (if for student use)

\_\_\_\_\_  
Date

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

These rules also provide a good framework for your student's use of computers at home, at libraries, or anywhere. For more information, please see [www.common sense media.org](http://www.common sense media.org).