

Letter to Parents Regarding Use of Online Technology Resources

July 2022

Dear parent or guardian:

Your child has access to a variety of technology resources through the District, including online applications for use on or off campus. Resources such as online instructional material and videos, interactive tutorials, and many other web applications offer teachers, students, and families an unprecedented variety of tools to enhance effective teaching and learning. All websites, digital subscriptions, and technology tools made available to students through the District have been vetted by the District's technology team for quality, appropriateness, online security, and data privacy. The specific resources available to your child will depend on your child's age and grade level and are outlined in the attached Student Agreement for Acceptable Use of the District's Technology Resources.

Additionally, the District contracts with certain providers of online educational services to provide District services and functions, including essential instructional and logistical programs such as the District's online grade book and the online lunch account management system. Where personally identifiable student information is implicated, service providers act as District officials and access only the information needed to perform the contracted service. These outside parties are under the District's direct control with respect to the use and maintenance of student data.

It is important that you and your child read the applicable District policies, administrative regulations, and student agreement form that is attached and discuss these requirements together.

Please return the attached form, Student Agreement for Acceptable Use of the District's Technology Resources, signed by you and your child.

Pages 6, 8, 9, and either 11 OR 12: Student and/or Parent/Guardian Signature Required

Sincerely,

Principal

Technology Director

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Exhibit B—Student Agreement for Acceptable Use of the District’s Technology Resources

Note: The District’s terms for acceptable use of the District’s technology resources are available on the District’s website. www.cliftonisd.org

You are being given access to the District-provided technology resources listed below.

With this educational opportunity comes responsibility. It is important that you and your parent read the applicable District policies, administrative regulations, and agreement form, and contact campus administration at 254-675-2827 if you have questions. Inappropriate use of the District’s technology resources may result in revocation or suspension of the privilege to use these resources, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

The following guidelines apply to all District networks, email accounts, devices connected to the District’s networks, and all District-owned devices used on or off school property, whether connected to the District’s network or connected through a personal data plan or other means of access.

Additionally, the District prohibits bullying or harassment through electronic means regardless of the device used, the network used, or the location of use. [See District policies FFH and FFI.]

You are being given access to the following technology resources:

- A District email account, including access to cloud-based (online) document storage and collaboration space (*example: Google Apps for Education*);
- District computer hardware, software, and printers on your school campus;
- District networks, including document storage space;
- Access to District-owned technology resources for use at school and/or home;
- A student account to online, web, or software applications listed at www.cliftonisd.org/o/clifton-isd/page/coppacompliance; and
- District-filtered internet access.

Please note that the internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parent) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for acceptable use.

If you are being issued a District-owned technology device, you will be given additional materials addressing the proper use, care, and return of these devices.

Rules for Acceptable Use

- District technology resources are primarily for instructional and educational purposes.
- Limited personal use is allowed only if the rules in this agreement are followed and the use does not interfere with schoolwork.
- If you are issued your own account and password, you must not share your account information with another person.
- District-owned devices and personal devices that allow access to District email or potentially

sensitive student or employee records must be password-protected.

- You must remember that people who receive email or other communication from you through your school account might think your message represents the school's point of view.
- You must always keep your personal information and the personal information of others private. This includes names, addresses, photographs, or any other personally identifiable or private information.
- Students will not download or sign up for any online resource or application without prior approval from their teacher or other District administrator.
- Students age 13 or younger will not sign up for individual accounts but will use a District or classroom account as applicable.
- When communicating through email or other electronic means, you must use appropriate language and etiquette as you would when communicating face to face. Always be respectful.
- You must be sure to acknowledge the work and ideas of others when you reference them in your own work.
- You must immediately report any suspicious behavior or other misuse of technology to your teacher or other campus administrator.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

Inappropriate Use

The following are examples of inappropriate use of technology resources that may result in loss of privileges or disciplinary action:

- Using the resources for any illegal purpose, including threatening school safety;
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy;
- Damaging electronic communications systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable;
- Disabling or attempting to disable or bypass any internet filtering device;
- Using someone's account without permission;
- Pretending to be someone else when posting, transmitting, or receiving messages;
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmission, or receipt of electronic media;
- Using resources to engage in conduct that harasses or bullies others;
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting;"
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language;
- Posting personal information about yourself or others, such as addresses, phone numbers, or photographs, without permission, or responding to requests for personally identifiable information or contact from unknown individuals;
- Making appointments to meet in person people met online; if a request for such a meeting is received, it should be immediately reported to a teacher or administrator;
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder;

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CQ(EXHIBIT)-RRM

- Wasting school resources through the improper use of the District's technology resources, including sending spam; and
- Downloading unauthorized applications or software or gaining unauthorized access to restricted information or resources.

Reporting Violations

- You must immediately report to a supervising teacher or the technology coordinator any known or suspected violation of the District's applicable policies, cybersecurity plan, internet safety plan, or responsible-use guidelines. You may also report suspected misconduct as follows: StopIt App
- You must report to a supervising teacher or the technology coordinator any requests for personally identifiable information or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Student Agreement for Acceptable Use of the District's Technology Resources

Name (*print*): _____

Grade: _____

School: CES | CMS | CHS

I understand that my use of the District's technology resources is not private and that the District may monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement, and I agree to abide by their provisions, including the District's guidelines for responsible online behavior and use of social networking websites. I understand that violation of these provisions may result in suspension or revocation of access to the District's technology resources or other disciplinary action in accordance with the Student Code of Conduct.

I understand that this user agreement must be renewed each school year.

Student's signature: _____

Date: _____

Parent

[Check one box.]

- I do not give permission for my child to access the District's technology resources.

Or

I have read the District's technology resources policy, associated administrative regulations, and this user agreement. In consideration for the privilege of my child using the District's technology resources, I hereby release the District, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, these resources, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

I understand that my child's use of the District's technology resources is not private and that the District may monitor my child's activity.

I understand that the District uses certain cloud-based (online) applications, meaning applications such as essential instructional and logistical programs such as the District's online grade book and the online lunch account management system, as well as Google for Education that allow authorized individuals to access student information, including assignments and grades, through the internet for school-related purposes.

- I give permission for my child to access the District's technology resources, including District-approved online applications, and certify that the information contained on this form is correct.

Parent's name (*print*): _____

Date: _____

Parent's signature:

Addendum Addressing Student Use of Personal Telecommunications or Other Electronic Devices for Instructional Purposes While on Campus

[Include the following only if the District's policy allows. See FNCE]

The District permits use of personal telecommunications or other electronic devices by students for instructional purposes while on campus, in accordance with the following provisions.

If the district does not issue graphing calculators for a course requiring their use, a student may use a calculator application with the same functionality as a graphing calculator on a phone, laptop, tablet, or other computing device in place of a graphing calculator.

Rules for Acceptable Use

- You may use your personal electronic device for instructional purposes only as authorized by your teacher.
- When using the device for instructional purposes while on campus, you must use the District's wireless internet services and are prohibited from using a personal wireless service. Any attempt to bypass the District's filter will result in loss of privileges and disciplinary action as required by the Student Code of Conduct.
- When accessing the District's technology resources using your personal device, you must follow the District's technology resources policy and associated administrative regulations, including the acceptable use agreement you signed for access to the District's technology resources.
- When not using the device for instructional purposes while on campus, you must follow the rules and guidelines for non instructional use as published in the student handbook.

Consequences for Inappropriate Use

The following are possible consequences of inappropriate use of technology resources:

- Suspension of access to the District's technology resources;
- Revocation of permission to use personal electronic devices for instructional purposes while on campus; or
- Other disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

The District is not responsible for damage to or loss of devices brought from home.

Student Use of Personal Telecommunications or Other Electronic Devices for Instructional Purposes While on Campus

I wish to use the following telecommunications or other electronic device for instructional purposes while on campus: _____

Name (*print*): _____

Grade: _____ School: CES | CMS | CHS

I understand that my use of the District’s technology resources, including the District’s wireless internet services, is not private and that the District may monitor my activity.

I understand that my personal electronic device may be searched by District administrators in accordance with policy FNF.

I have read the applicable District policies, associated administrative regulations, and this user agreement regarding the District’s technology resources and use of student-owned electronic devices, and I agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access and/or suspension or revocation of permission to use my personal electronic device for instructional purposes while on campus.

I understand that this user agreement must be renewed each school year.

Student’s signature: _____ Date: _____

Parent: [Check one box.]

- I do not give permission for my child to use his or her personal electronic device(s) at school for instructional purposes while on campus.

Or

I have read the applicable District policies, associated administrative regulations, and this user agreement regarding the District’s technology resources and use of student-owned electronic devices. In consideration for the privilege of my child using the District’s technology resources, I hereby release the District, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child’s use of, or inability to use, these resources, including, without limitation, the type of damage identified in the District’s policies and administrative regulations.

I understand that my child’s use of the District’s technology resources, including the District’s wireless internet services, is not private and that the District may monitor my child’s activity.

I understand that my child’s personal electronic device may be searched by District administrators in accordance with policy FNF.

- I give permission for my child to use his or her personal electronic device(s) at school for instructional purposes while on campus.

Parent’s name (*print*): _____

Parent’s signature: _____ Date: _____

Clifton Independent School District COPPA Compliance Form

Dear Parents,

Clifton Independent School District utilizes several computer software applications and web-based services, operated not by this school, but by third parties. In order for our students to use these programs and services, certain personally identifying information, generally consisting of the student's name and email address, must be provided to the web site operator. Under a federal law entitled Children's Online Privacy and Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information. For more information on COPPA, please visit <https://www.ftc.gov/privacy/coppafaqs.shtm>.

Each website operator is bound by COPPA to maintain the confidentiality of the information collected. They are also required to post a privacy policy describing their practices. A full list of the operators in use by the district, as well as links to their respective privacy policies may be found on our website at:

www.cliftonisd.org/o/clifton-isd/page/coppacompliance

COPPA permits a school district to consent to the collection of this information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to each individual website operator.

This form, when completed below and on file with the district, will constitute consent for your child to make use of the services listed. It will also constitute consent for our schools to provide personally identifying information for your child consisting of first name, last name, Student ID #, an email address and a username to the operators listed.

Student Name (PLEASE PRINT): _____

Parent/Guardian Name (PLEASE PRINT): _____

Parent/Guardian Signature: _____ Date _____

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Please complete one of the following Exhibit G or Exhibit H, but not both

Exhibit G: Parent Consent Form for District Nonemergency Mass Communications

I have been offered the option to receive non-emergency calls or texts that are closely related to the school's mission from an automatic telephone dialing system or an artificial or prerecorded voice to my wireless telephone number. I consent to receive such nonemergency calls or texts from an automatic telephone dialing system or an artificial or prerecorded voice to my wireless telephone number. I accept responsibility for notifying the District immediately when my wireless telephone number has changed or if I wish to revoke my consent. If I have any questions regarding the automatic telephone dialing system or an artificial or prerecorded voice mass communications system, I should direct those questions to the campus principal.

Student's name (*print*): _____

Parent's name (*print*): _____

Parent's signature: _____

Date: _____

Parents/Guardians can control and update what phone numbers and email addresses are contacted by updating contact information associated with each student in the Parent Portal. Instructions can be found on the district website.

The School Website will send notifications to parents only, and TalkingPoints will send notifications to ANY contact associated with the student's contacts in the Parent Portal

Exhibit H—Parent Revocation of Consent for District Nonemergency Mass Communications

Date: _____

This notice is to inform Clifton Independent School District that my consent to receive non-emergency calls or texts from an automatic telephone dialing system or an artificial or prerecorded voice to my wireless telephone number (for example, robocalls) has been revoked, effective _____ (date), in accordance with the Telephone Consumer Protection Act (TCPA).

Student's name (print): _____

Parent's or guardian's name (print): _____

Parent's or guardian's mobile phone number: _____

Parent's or guardian's signature: _____

Date: _____

For District's Internal Use Only

[If a parent or guardian wants the phone number removed, document the date the District/ campus was notified by the parent or guardian.]

Date the parent or guardian requested the District/campus remove the phone number:

Date the District/campus removed the phone number in the automatic telephone dialing system or requested that the vendor remove the phone number
