

## Technology Acceptable Use Agreement

**PURPOSE:** Kelso School District (KSD) may issue students a one-to-one (1:1) technology device that can be used both at school and at home as a means to promote achievement and provide flexible learning opportunities. This agreement outlines KSD expectations for students and families issued a 1:1 device. In addition to this agreement, the use of district-provided technology requires students to abide by the KSD Technology Use Guidelines as provided on the Technology Integration page on the district website.

KSD expects that students will use district issued equipment responsibly. This agreement will help you understand the appropriate use of both the technology and district network resources. KSD also expects that students will make a good faith effort to keep their 1:1 device safe, secure, and in good working order. This agreement includes the following specific responsibilities and restrictions.

### Student Expectations:

1. **Charge your 1:1 device at home every night** and bring it to school each day with a full charge.
2. **Communicate Responsibly!** Electronic communication must be conducted in a professional and academic manner, using appropriate language, and avoiding profanity and offensive or inflammatory speech.
3. **Back up important files regularly.** KSD maintains 1:1 devices with periodic updates. Students should save files in online storage to avoid accidental loss of data. KSD cannot guarantee data loss will not occur and is not liable for such loss. Ask for assistance if you do not know how to backup your files.
4. **Use technology for school-related purposes only.** Use for commercial or political purposes is prohibited.
5. **Follow copyright laws and fair use guidelines.** Only download/save music, videos, or other content related to specific assignments. Do not use your device to store personal digital content.
6. **Make your 1:1 device available for inspection by any administrator or teacher upon request.**
7. Keep the device in its school issued case (if applicable).
8. **Return the device to school promptly if you un-enroll from the district.**

### The following activities are prohibited:

1. Do not mark or deface your KSD issued 1:1 device or case. Defacing includes the use of non-district stickers or tape.
2. Do not loan your KSD 1:1 device, charger, or cord to anyone; do not leave your device in a vehicle or unattended at any time, and do not eat or drink while using your device.
3. Do not attempt to change or bypass the internet filtering, security, network/wifi settings, or any other device settings, including the installation of games or other unauthorized software.
4. Do not attempt to access systems beyond your authorized access. This includes sharing your account password for any system with others, or using another person's account and/or password.
5. Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. **This includes, but is not limited to, pornographic, obscene, racist, graphically violent, or vulgar images, sounds, music, language, video, or other materials.** The criteria for acceptability is demonstrated in the types of material made available to students in district provided learning materials & resources.
6. Do not take pictures or videos of other students or staff without their permission.

**Hacking:** Please note that "hacking" of any type, including the intentional introduction of malicious software (viruses), attempts to gain unauthorized network or system access, or attempts to disrupt normal network traffic, will result in district discipline and may lead to criminal charges.

**Student Safety:**

1. **Students should not intentionally reveal or post identifying personal information, files, or communications to unknown persons through email or other means.**
2. Bullying or harassment, including personal attacks or threats toward anyone using online resources, **is strictly prohibited and may lead to criminal charges.** *If you are aware of bullying or harassment, please report it to responsible school personnel.*
3. All student 1:1 computing devices are configured to filter internet content and communications at school, at home, and on any other network. Activities on district computers and accounts are not private.
4. While internet filtering is intended to restrict access to inappropriate or non-educational content, the district cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. If you access inappropriate content on your device, report it to school staff immediately.
5. The electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.

**Parental/Guardian Monitoring Responsibility:** Despite the filtering measures detailed above, parents and/or guardians assume responsibility for monitoring their student's activity on district-issued devices and accounts during non-school hours and on non-student attendance days. Users are responsible for the appropriate use of the device and all accounts, applications, and services.

If information is collected that indicates activity outside of the acceptable use, that information will be reviewed with the student and/or parent/guardian during normal school business hours.

**IMPORTANT SAFETY NOTE:** Information obtained by school district officials, after school business hours, suggesting or indicating imminent danger to a person(s) will initiate a 911 report upon receiving that information. Building administration will contact the parents/guardians on the next school business day regarding the matter.

**Fiscal Responsibility:** The district strives to limit the financial responsibility for families of students issued 1:1 devices. In cases of accidental damage, a 1:1 device will be repaired up to two times per year at no cost to the family. If the device is lost or stolen, and the school determines that the student is not at fault, a replacement fine will be assessed by the technology department. If a device is damaged, lost, or stolen due to willful negligence, the family may be responsible for the full cost to repair or replace the 1:1 device. A police report must be filed by the family for all devices stolen when off campus.

# Technology Acceptable Use Agreement

**Student Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

By signing this document, you agree to abide by the conditions listed in the Technology Acceptable Use Agreement and assume responsibility for the appropriate and safe use and care of KSD district-issued technology. You understand that should you fail to comply with the terms of this agreement, access to 1:1 technology, the internet, and other digital content or services may be limited. Students may also be subject to disciplinary action as outlined in the KSD Student Code of Conduct.

**STUDENT:** I have read and will abide by the Acceptable Use Agreement of Kelso Public Schools. I understand that the devices and resources provided to me are to support my learning. I also understand that should I violate this agreement, my privileges may be revoked and/or disciplinary action may be taken.

<b>Student Name (please print):</b>	
<b>Student Signature:</b>	<b>Date:</b>

**PARENT/GUARDIAN:** I have read and agree that access to district technology and resources is designed for educational purposes. I understand that students will use Google Apps for Education and videoconferencing platforms and I understand that my student's name will be used for creating their account. No student information will be used by Google in any way. I give permission for my child to use Google Apps for Education, videoconferencing platforms and other educational resources provided by teachers. I understand that inappropriate use of technology equipment and resources by my child may result in revocation of his/her technology privileges and the imposition of school discipline and appropriate legal actions. I accept all financial and legal liabilities that may result from my child's use of the Kelso Public School's equipment and resources. I release Kelso Public Schools, its officers, employees, agents, representatives, and all organizations and individuals related to Kelso Public School's technology system from any and all liability or damages that may result from my child's use of the district's equipment and electronic communication system.

<b>Parent Name (please print):</b>	
<b>Parent Signature:</b>	<b>Date:</b>