

## **STUDENT ACCEPTABLE TECHNOLOGY USE POLICY & AGREEMENT**

### Purpose:

The purpose of this agreement is to ensure that the use of Thompson School District (TSD) technology including hardware, software, communications (i.e, email, texting, chat, etc.), and network resources is consistent with Colorado and U.S. law and the district's objectives. The district requires all technology users (students) and their parent/guardian to read, sign, and agree to the terms of the following Acceptable Technology Use Policy & Agreement. Students that use district technology resources accessed from any location or device, including personal technology devices, are required to adhere to the terms of this agreement. TSD reserves the right to modify terms and conditions at any time. The latest version is available from the district website at [www.thompsonschoools.org](http://www.thompsonschoools.org). Please read this agreement carefully before signing.

### Introduction:

Students need the ability to use technology skillfully, wisely, and safely to be informed citizens, post secondary students, and/or future employees. As a fundamental part of their education, TSD provides access to district computers, communications systems, the Internet, student accounts, applications, and an array of other technology resources to promote educational excellence, innovation, and communication. Technology includes all district owned hardware, software, network access, and other related digital or physical resources and accessories. Technology integration in curriculum is a vital component of a quality education. Access to the Internet enables students to use learning management systems, digital curriculum, and extensive online libraries and databases. Online digital tools allow students to collaborate and share information electronically in ways that reflect how people work together in the real world and allows the district to teach digital citizenship and responsible use of technology.

In addition to curricular uses, technical systems are essential for school and district communications, enhanced productivity, and providing information with the local community, including parents, social service agencies, government agencies, and businesses.

### Requirements:

There are two categories of educational technology. The first is Required Curricular Technology. It is essential for the delivery of core academic content that a student must learn to advance to the next grade or graduate from high school. Modern curriculum is infused with technology. Much of it is delivered online. So denying a student access to the needed technology would be tantamount to denying them equal access to the curriculum. **All technologies used for curricular purposes are required unless they are specifically listed in the optional Enhanced Technology category. Technologies that are neither curricular or educationally enhancing in nature are prohibited.**

Some examples of required curricular technologies include the following:

- Digital Curriculum and Textbooks (i.e. Science, Math, Social Studies, Language Arts)
- Learning Management Systems (i.e. schoology, Google Classroom, Blackboard)

- Subject Specific Practice Applications (i.e. mathematics drill & practice, language)
- Productivity and Organization Applications (i.e. word processor, calendar, presentation)
- Teacher-Student School Communications (i.e. email, gradebook, feedback)
- Internet Access (i.e. research, cloud storage, cloud-based applications)

The second category of educational technology is Enhancing Technology. This technology can improve the educational experience of classroom learning, clubs, or sports teams. Parents may opt their students out of this technology category, but doing so may prohibit their student from full participation in the affected activity. The following technologies are included in this category:

- Teacher-Parent-Student messaging applications
- Digital communication applications designed for team sports and/or clubs
- Sports performance analyzing and recruiting applications
- 3D printers and associated design software
- Physical education fitness monitors
- Standardized assessment technology
- Teacher-led communications outside of the district with other schools, students, and/or experts through video conferencing, online discussions, and community forums

The use of TSD technology should be used for educational purposes only. With access to information and people all over the world comes the possibility of accessing material that may not be considered to be of educational value in the context of the school setting. The district has taken precautions to restrict access to inappropriate or offensive materials. Network firewalls, restrictions, and filters are in use that meet CIPA (*Children's Internet Protection Act*) mandates, but it is very difficult to control the quality of all materials that might be accessed. We firmly believe that the value of information and interaction available through the network far outweighs the possibility that users may encounter material that is not consistent with educational purposes.

This agreement contains guidelines to make student and guardians aware of the responsibilities expected of students as TSD technology users. The signatures (online or hard copy) at the end of this document are binding and indicate the parties who signed it have read the terms and conditions carefully and understand their significance.

Proper and Acceptable Use of All Technology Resources:

Users are expected to abide by generally accepted rules of network and email etiquette and to conduct themselves in a responsible, ethical, and polite manner while utilizing network and email resources. All district technology resources, including but not limited to, district computers, communications systems (Communication systems include email, websites, cell phones, social media, text messaging, instant messaging, blogging, podcasting, email lists, and/or other emerging technologies) and the network, must be used in a manner consistent with the educational mission and objectives of TSD.

*Using technology for activities that are permitted and encouraged include:*

1. Completing school work;
2. Creating and presenting original academic work;

3. Researching topics being studied in school;
4. Researching opportunities outside of school related to community service, employment, or further education.
5. Publishing of student work online;
6. Engaging in distance learning experiences;
7. Completing online assessments;
8. Under district staff supervision, engaging in online collaborative educational projects using blogs, wikis, or other collaborative tools;
9. Under district staff supervision, engaging in electronic discussions with students, teachers, and experts outside the classroom;
10. Sharing or exchanging school-related files with students/teachers;
11. Completing online/Internet based college or financial aid applications using district technology resources;
12. Downloading educational videos, podcasts, simulations, or content;
13. Following District virus protection procedures;
14. Following any individual school's or teacher's instruction for Internet use that may be imposed in addition to this policy.

*Activities that are not permitted when using district or personal technologies include but are not limited to:*

1. Engaging in any illegal act or violation of any local, state, or federal statute or law;
2. Unauthorized access, modification, or encryption of any school district data;
3. Attempting and/or using Internet proxy servers for any purpose;
4. Possessing key logging or other monitoring devices, software, or malicious code;
5. Network monitoring or packet capturing;
6. Logging in or attempting to login as another user, with or without their consent or knowledge;
7. Purchasing apps or other online products using someone else's account or credentials;
8. Using a computer that is already logged in with someone else's credentials;
9. Computer vandalism, either physical or virtual;
10. Storing personal/non school related music and/or video collections on district file servers;
11. Loading unauthorized applications or software on district computers or other devices;
12. Attaching a wireless access point to the network or configuring a device (phone, laptop, etc.) to act as the same;
13. Configuring any district device to join an Internet bittorrent or other like system;
14. Enabling remote access to any district computer system;
15. Attempting to defeat district filtering software in any way;
16. Executing programs from removable media without prior approval by an authorized adult;
17. Violating copyright laws, including plagiarism and file downloads;
18. Accessing, reviewing, uploading, downloading, storing, printing, posting, transmitting, or distributing materials that:
  - uses language or images that are inappropriate in the educational setting or disruptive to the educational process or posting information or materials that could cause damage or danger of disruption;
  - are pornographic, obscene, or sexually explicit material;

- uses language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination;
- 19. Knowingly or recklessly posting false or defamatory information about a person or organization or harassing another person or engaging in personal attacks, including prejudicial or discriminatory attacks;
- 20. Inciting violence or school disruption;
- 21. Using the network or email in a way that disrupts the use of the network by others. Abuse of resources is prohibited, such as the sending of annoying or unnecessary messages to a large number of people or other functions that might restrict or interrupt data flow;
- 22. Alteration of technology equipment setup, configuration, or intended use.

#### Safety:

As part of the district's dedication to providing a safe digital environment:

1. Students should not reveal personal information, such as passwords, home address, or phone number;
2. Students should not use their last name online unless it is part of a secure district provided account;
3. Students should not provide information that might allow another person to locate him or her unless the student has permission of a district employee to do so;
4. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications;
5. Staff are not allowed to share personal student data such as full name and student number in unencrypted electronic communications. TSD domain Google email is encrypted.

Students are expected to report harassment, threats, hate-speech, and inappropriate content to a teacher, counselor, or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask immediately.

#### Vandalism:

Any intentional act by a student that damages district technology including but not limited to hardware, software, operating systems, network systems, or data will be considered vandalism and will be subject to school rules, disciplinary procedures, and possible criminal prosecution. Any intentional act that requires repair or replacement of district technologies or data is also considered vandalism.

#### Reliability and Limitations of Liability:

TSD makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. TSD will not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies, is at the student's own risk. District use of Internet resources does not imply endorsement of content and/or advertisements. TSD specifically denies any responsibility for the accuracy or quality of

information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold TSD harmless from any losses sustained as the result of use and/or misuse of the district's technology resources by the student.

Privacy:

Students should not share passwords with other students. Although electronic communication and information is generally treated as private property, users on the district network do not have personal rights of privacy in anything they create, receive, send, or store on or through the network, on district computer systems, or through district- provided email accounts. Authorized personnel (which may include a student's parents or legal guardians) may review files and documents to maintain system integrity and ensure that users are using the system responsibly. The principal or designee also may review files, documents, email, or communication forums. Documents, files or emails related to or in support of illegal activities may be reported to the authorities.

Consequences:

Any violation of this policy will result in serious consequences which may include loss of computer privileges up to one year, dismissal from computer related classes, loss of all Internet/network and/or email access, a temporary ban from computer labs, and/or other consequences imposed by school district policies and/or local, state or federal law, where applicable.

Agreement (this is also available through the online registration system):

I understand and will abide by the Board policy on Technology Use. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

Student User's Full Name:

\_\_\_\_\_

Grade or Graduation Yr. \_\_\_\_\_

Student User's Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Parent or Guardian:

I hereby certify that I have read the Student Acceptable Technology Use Policy & Agreement and discussed it with my student. I understand that use of technology in the Thompson School District is meant for educational purposes only. Thompson School District has taken precautions to eliminate inappropriate material, and students will not access unfiltered materials. I also recognize it is impossible for Thompson School District to restrict access to all inappropriate materials, and I will not hold the district responsible for materials acquired on the network nor will I hold the school district responsible for any financial obligations arising from unauthorized use of technology. Further, I accept full responsibility for my child's technology use when not in a school setting, or when using personal technology devices while on or near school campus.

Parent or Guardian's Name: (Please Print):

\_\_\_\_\_

Parent or Guardian's Signature (If user is under 18 years of age):

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\* If parents/guardians wish to opt their student out of using the second category of educational technology (Enhancing Technology), it is done so by separately writing to the student's school principal or the Executive Director of TSD Technology Services.

**Guidelines and Regulations for Home Use and Loaned Technology:**

These guidelines and procedures are necessary for each student and parent/guardian to understand and student to follow in order to help make the use of technology, and especially iPads/Chromebooks, safe and successful.

**Home Use:**

Outside of school, parents bear responsibility for the same supervision and guidance of students online as they exercise with other information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of any district provided systems and/or electronic resources from home or another remote location.

TSD does not provide internet access for home use; however, parents are encouraged to review options for low income families found at <https://www.xfinity.com/support/internet/comcast-broadband-opportunity-program> and <http://www.centurylink.com/aboutus/community/community-development/lifeline.html> as affordable options for those that qualify. Since the district does not provide filtering for home use, parents/guardians are encouraged to set up their own parental controls on their own home networks. Parental controls can be configured on all major internet service providers such at <https://www.xfinity.com/support/internet/set-up-parental-controls-with-comcast-networking> and <https://internethelp.centurylink.com/internethelp/security-parental-controls.html>.

**Loaned Technology:**

In some schools, technology will be loaned out to students for home use. When this occurs, the following guidelines apply.

**A. Terms of Student Technology Loans**

1. TSD will issue technology (i.e. iPads, cords, charging adapters, keyboards, Chromebooks) to students upon compliance with the following:
  - a. Submission of the signed Responsible Technology Use Agreement and,
  - b. Payment of any school issued, non-refundable, technology fees or waiver if the student is qualified for free/reduced lunch by or within one month after the fee due date.
2. TSD retains ownership of issued technology such as iPads, Chromebooks, or software.
3. Students may be subject to loss of privilege, disciplinary action, legal action and/or be financially responsible for the replacement cost of the loaned technology in the event of negligent or malicious damage and/or violation of the Acceptable Technology Use Agreement.
4. A student's possession of district owned technology terminates upon withdrawal from TSD or no later than the last day of school, unless there is a reason for later/earlier termination as determined by the principal or district. At that time, all loaned devices, cases, accessories, chargers, cords and other loaned technology must be returned to the school/district.

5. Students with demonstrated financial need may be granted a waiver of any annual Technology Fees. Contact the district registrar for a qualification decision. In order to qualify for a waiver, the student must:
  - a. Qualify for the federal free or reduced price lunch program (<http://www.fns.usda.gov/school-meals/income-eligibility-guidelines>) no later than one month after a fee has been levied;
  - b. Provide the digital (at time of online application) or signed Information Release Form to the district's Nutrition Services Department or the school office;
  - c. Or provide substantial proof of extenuating hardship circumstances.

**B. Damage, Loss, or Theft**

Any possible technology fees are issued by the school and are used for ongoing maintenance and software applications. The fee also insures loaned technology for the cost of repairs for accidental damages. Accidental damage is not negligent or malicious damage. If loaned technology is damaged, school administration will determine if it is accidental, negligent, or malicious damage. If damages are not found to be negligent or malicious, the Technology Services Department will repair the damages under warranty. Any incidents of damage beyond accidental may become the responsibility of the student's family to pay for as a fine to cover the costs of repair. If the student's family has not paid any issued technology fees, they are responsible for all repair costs deemed neglectful or malicious in nature. For example, damages to an iPad that was not in its case because a student removed the case would be deemed neglectful and subject to a repair fine.

Any possible fees do not cover loss, theft, negligence, and abuse of loaned equipment (i.e. iPad/Chromebook) and accessories. For example, throwing an iPad or using the iPad as an umbrella would be considered examples of neglect and abuse. If an iPad needs to be replaced due to loss, theft (out of school or unsupervised), neglect, or abuse, it is the family's financial responsibility to replace the iPad at the district's current replacement cost.



**Decision chart in case of a damage, loss, or theft:**

<b>Accidental* **</b> <i>Student accidentally broke or damaged equipment</i>	<b>Negligent*</b> <i>Student negligently damaged, broke, or lost equipment</i>	<b>Malicious*</b> <i>Student purposely damaged, broke, or stole equipment</i>
Incident #1 and #2 per school year = no fine  Incident #3+ = raised to <i>Negligent</i> level and mandatory administration meeting with student.  There will be no school discipline consequences.	Fine issued and mandatory administration meeting with student (amount of fine depends on any repair/replacement costs).  School discipline consequences are possible.	Fine issued and mandatory administration meeting with student (amount of fine depends on any repair or replacement costs).  School discipline consequences are likely.

*\*As determined by an investigation by school administration.*

*\*\*TSD' warranty covers manufacturer defects and breakage of iPads in cases. Wear and tear replacements are at no-cost and do not count as an accidental damage incident.*

The student or parent/ guardian is required to immediately notify a member of the school or technology support team in all cases of stolen or lost loaned equipment. The technology support team and administration may be able to assist in relocating the equipment if they are notified immediately.

1. *Parents/Guardians are responsible for filing a police report if loaned equipment was stolen from their student while the student was not at school or being directly supervised by school personnel.*
2. *Parents/Guardians are responsible for the replacement cost of a lost or stolen loaned equipment. The only exception to this rule is if the equipment was stolen while under the direct responsibility and supervision of a district staff member.*
3. *Students are advised to use their Google Drive account to backup their data.*

**C. Repossession**

TSD reserves the right to repossess technology at any time.

**D. Appropriation**

All TSD issued equipment is the sole property of the school district. Any items not returned within 30 days of the last day of enrollment or the last day of the school year may be considered stolen property. Failure to return issued technology (such as iPads and accessories) in a timely manner will be referred to law enforcement. If referred to law enforcement, stolen property charges may be filed.

**E. Modification to the Program**

TSD reserves the right to modify the terms of loaned technology use at any time.

#### F. iPad Cases

Students with loaned iPads must keep the iPad in a district-approved case at all times. Cases are provided for all loaned iPads with charger and cord. These district-provided cases must be returned to the district in a similar condition to when they were issued upon return of the iPad, cord, and charger. Students are discouraged from drawing on device cases or putting stickers on them.

#### G. General Care of Loaned Technology

Do not do anything that will permanently alter the equipment in any way. This includes “jailbreaking” and even adding stickers to it. Technology in need of repair must be reported to a teacher or another member of the technology support team. General guidelines to follow:

1. Minimizing the number of photos and movies on a device will increase performance. Backup your files on a regular basis to external storage such as Google Drive.
2. Do not write, draw, paint, place stickers or labels or otherwise deface loaned technology or its case.
3. Remember, loaned iPads are the property of TSD and should always be left in a district-approved case.
4. Never put weight, such as a pile of books, on a device like an iPad or chromebook.
5. Liquids, food and other debris can damage devices. Avoid eating or drinking while using them.
6. Take care when inserting and removing cords to avoid damage to the ports and cables.
7. Charge loaned devices at night before school the next day.
8. Do not expose technology to extreme temperatures, direct sunlight, or ultraviolet light for long or extended periods of time. Extreme heat or cold may cause damage. If the device has been in a cold or hot environment for a long period of time, let it reach room temperature before using it.
9. NEVER leave loaned technology outside or in a vehicle.

#### H. General Security

1. Never leave hardware (such as iPads) unsecured. Devices should be locked in a designated area or secured when not in use.
2. Students are expected to maintain the security of loaned technology, even during after-school activities. Unsupervised devices will be confiscated by staff, and disciplinary actions may be taken.
3. Each device has several identifying labels, including the district identification label (also known as the asset tag). Under no circumstances are you to modify, remove, or destroy these labels.

#### I. End of the Year Collection Procedure

Loaned Technology including cords, chargers, and cases will be returned on the date designated by the principal and the technology support team. If a student is leaving TSD, they will return all loaned technology and accessories on or before the date of withdrawal.

Adopted September 2, 1998  
Revised June 18, 2008  
Revised February 4, 2009  
Revised December 19, 2012  
Revised March 7, 2018

File: JS and JS-E

LEGAL REFS.

20 U.S.C. 6751 *et seq.* (*Enhancing Education Through Technology Act of 2001*)

47 U.S.C. 254(h) (*Children's Internet Protection Act of 2000*)

47 C.F.R. Part 54, Subpart F (*Universal Support for Schools and Libraries*)

C.R.S. 22-87-101 *et seq.* (*Children's Internet Protection Act*)