

# Molalla River School District

Code: IIBGA-AR(3)

Revised/Reviewed:

## Student Agreement for an Electronic Communications System Account and Responsible Use and Digital Citizenship Agreement

The Molalla River School District (MRSD) is committed to providing students with technology resources to enhance learning and develop essential 21st-century skills. These resources include internet access and age appropriate access to Google Apps for Education (GAFE) suite of tools. This agreement outlines the responsible, safe, ethical, and legal use of these technologies, incorporating guidelines on artificial intelligence (AI) and cybersecurity to ensure a secure and productive learning environment.

### I. District Safe Guards

Protections have been put in place to minimize the possibilities of student exposure to materials considered “harmful to minors” as defined by the Children’s Internet Protection Act (CIPA). They are as follows:

- Password for every student in the district
- “Digital Citizenship” lessons taught at each grade level
- Available information for parents to support students’ appropriate use of technology
- District filtering system through Clackamas Educational Service District as well as GoGuardian.
- Teacher implementation of best practices for utilizing technology in the classroom and option to use GoGuardian for classroom management.

### II. Responsible Use and Digital Citizenship

Students are expected to be responsible digital citizens both at school and at home.

This includes:

- **Respectful Communication:** Refraining from using profanity, threatening, racist, obscene, abusive, or harassing language in any online communication. Treating others with kindness in emails, posts, collaborative documents, and web pages.
- **Appropriate Access and Use:** Using technology primarily for educational purposes and with positive, knowledge-enhancing intent. Not tampering with or gaining unauthorized access to district-owned devices or another person’s account. Not purposefully accessing inappropriate websites.
- **Integrity and Honesty:** Not misrepresenting Molalla River Schools, staff, or students online. Giving proper credit when citing someone else’s work. Respecting copyright laws by not inappropriately reproducing copyrighted material without permission or proper citation.
- **Safety and Privacy:** Not posting personal contact information (last names, addresses, phone numbers) about themselves or others. Not meeting with someone met online without parental approval and participation. Reporting any inappropriate or uncomfortable messages to a teacher or school employee. Taking precautions to prevent others from using their

accounts and never sharing passwords. Understanding that school staff, administrators, and parents have access to student online activity for monitoring purposes, and students have no expectation of privacy on the GAFE system.

- **Care of Equipment:** Caring for district-issued devices so that they may be shared and used by others. Reporting lost, stolen, or damaged devices immediately to the MRSD Technology Department. Following guidelines for Chromebook care, such as not having food or drinks near them, inserting cords carefully, and transporting them in the issued protective case.

### III. Use of Artificial Intelligence (AI) in Academic Work

AI can be a valuable tool for learning when used responsibly and ethically. Students must adhere to the following guidelines when using AI in academic work:

- **Academic Integrity: Presenting AI-generated content as your own original work without proper attribution is a violation of academic integrity and constitutes cheating or plagiarism.** This includes copying and pasting AI-generated text, code, or other content and submitting it as your own.
- **Independent Work: Using AI to complete assignments or parts of assignments specifically instructed to be done independently is prohibited.** This undermines learning objectives and misrepresents understanding.
- **Assessments: Submitting AI-generated work for assessments (e.g., essays, reports, projects) where the expectation is original thinking, analysis, and writing is not allowed unless explicitly permitted by the teacher.**
- **Proper Documentation:** When AI use is permitted or required, students must clearly and explicitly document how they used AI.

This includes:

- Stating when and how AI was used (e.g., in a footnote, endnote, or dedicated section).
- Identifying the specific AI tool(s) used (e.g., ChatGPT, Gemini).
- Describing the prompts or instructions provided to the AI.
- Explaining how the AI-generated content was used (e.g., direct quote if allowed, paraphrase, integration with own ideas).
- Critically evaluating the AI-generated content for accuracy, biases, and limitations.
- **Permitted Uses (When Allowed by Teacher):** Examples of good academic uses of AI, when explicitly allowed, include brainstorming, research assistance (with independent verification), drafting assistance (with significant editing and revision), clarifying concepts, identifying potential gaps in thinking, and improving writing clarity as a final step.
- **Teacher Guidance:** Always follow the teacher's specific instructions and guidelines regarding AI use. If unsure, ask for clarification.

### IV. Cybersecurity Guidelines for Students

To maintain a secure digital environment, students must follow these cybersecurity guidelines:

- **Password Security:** Keep your school-issued account passwords confidential and do not share them with anyone.
- **Online Safety:** Be cautious of suspicious links or attachments in emails. Never open emails from unknown or questionable sources. Do not trust links or web pages sent by email; instead, type the address directly into a new browser window. Never give your username or password to anyone who asks for it in an email.
- **Protection of Information:** Be mindful of the information you share online. **Under no circumstances should Personally Identifiable Information (PII) be shared with any**

**non-district approved online service or application, including generative AI applications.** PII includes information that can identify an individual, such as full name, address, phone number, and date of birth.

- **Use of District Resources:** Only MRSD students and staff can log into school Chromebooks using their school-issued Google Apps for Education account. Students should not attempt to install unauthorized software or operating systems on their Chromebooks.
- **Reporting Security Concerns:** Report any actual or suspected vulnerabilities or breaches in the confidentiality, integrity, or availability of district data to a teacher or the Information Technology Department immediately. Report any lost or stolen devices immediately.

## **V. Consequences of Misuse**

Inappropriate use of technology, including violations of this agreement, the Student AI Policy, and cybersecurity guidelines, will result in disciplinary action. Consequences may include, but are not limited to:

- Loss of technology privileges and access to the district system.
- Suspension from school.
- Referral to law enforcement officials in extreme cases.
- Incomplete credit or other academic penalties related to AI misuse.
- Financial responsibility for damage or loss of Chromebooks or accessories.

## **VI. Parental Involvement and School Monitoring**

Parents are responsible for monitoring their child's technology use when accessing programs from home. The district utilizes an internet content filter to block access to inappropriate content. School staff will monitor student use of the internet and district-provided devices when students are at school.

By agreeing to this document, students and parents acknowledge their understanding of and commitment to the responsible, safe, ethical, and legal use of technology provided by the Molalla River School District.

**Student Agreement for an Electronic Communications System Account and  
Responsible Use and Digital Citizenship Agreement**

**Student Section**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_  
School \_\_\_\_\_

I have received notice of, read and agree to abide by the provisions adopted and included in the district's Electronic Communications System policy and administrative regulation. I understand that violation of these provisions may result in discipline, up to and including expulsion from school, and/or suspension or revocation of system access and related privileges, and/or referral to law enforcement officials.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Parent**

I have received notice of and read the district's Electronic Communications System policy and Responsible Use and Digital Citizenship Agreement. I give my permission to the district to issue an account for my student and certify that the information contained in this form is correct. I will monitor my student's use of the system and the access to the Internet and will accept responsibility for supervision in that regard if and when my student's use is not in a school setting. In consideration for the privilege of using the district's electronic communications system and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my student's use, or inability to use, the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Email Address \_\_\_\_\_