TECHNOLOGY RESOURCES ACCEPTABLE USE AGREEMENT
Elementary Student

FOR THE PARENT OR LEGAL GUARDIAN

Introduction

Technology resources are available to *qualifying* students in the Davis School District (DSD). District-wide ~~Technology~~ technology resources include, but are not limited to, hardware, software, data, electronic textbooks and materials, communication devices, printers, servers, filtered Internet access, and local and wide area networks. This Agreement contains *rules and guidelines* for the acceptable use of technology resources. All activities conducted using DSD technology resources are governed by this Agreement and include, but are not limited to email, Internet, blogging, podcasts, interactive websites such as social networking and Web 2.0 sites, video conferencing, etc.

Purpose

DSD provides technology resources for student use: 1) to *promote educational excellence* by facilitating resource sharing, innovation, and communication; and 2) to *prepare for success* in life and work by providing students with knowledge and skills regarding the safe and appropriate use of technology resources.

Privilege

The use of technology resources is a privilege, not a right. Students are responsible to comply with their school's policy governing electronic devices and this Agreement when utilizing privately-owned electronic devices at school and at school-sponsored activities. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The principal, teacher/supervisor or systems administrator may limit, suspend or revoke access to technology resources at anytime, which may result in missed assignments, inability to participate in required assessments, and possible academic grade consequences.

Filtering and Monitoring

As required by the Children's Internet Protection Act (CIPA), *content filtering and monitoring* technology is used to restrict access to unacceptable materials on all Internet access provided by DSD. However, no web filtering technology is 100% safe. Students who intentionally access, publish, or attempt to access or publish inappropriate or illegal material or Internet sites, will be subject to discipline; which may include the possibility of suspension or expulsion.

DSD has the right to monitor, inspect, copy, review and store any and all usage of DSD technology resources including transmitted and received information at any time and without prior notice.

The use of technology resources is an integral part of today's learning environment. To qualify for use of DSD technology resources, students must abide by the rules of acceptable use. Please work with us in helping your elementary school age child understand and abide by these simple but important rules of appropriate use.

FOR THE STUDENT

Davis School District provides computers, the Internet, and other technology resources for educational use. As a student, I must *act appropriately online* and follow these rules:

1. I will only use technology resources with the *teacher's permission* and for the purpose the teacher requests.

2. I will respect *copyright laws* and will make sure to show where I found information and will not copy it without permission.

3. I will be *polite and show respect* and never *cyber-bully* others. I will never post or send messages or pictures that hurt, threaten, or embarrass other people and if someone cyber-bullies me or sends me inappropriate pictures or messages, I will tell my parents or teacher right away.

4. I will *stay safe* on the Internet. When I am on social networking sites, in chat rooms, or on other sites that ask for information about me, I will not share personal information about myself or others like: home address, phone numbers, passwords, personal photos, or Social Security numbers. If anyone on the Internet tries to meet with me, I will refuse, and tell my parents or teachers immediately.

5. I will *tell my teacher immediately* if I or someone else accidentally opens an inappropriate web site or page; or if I see someone breaking any of the rules about using technology resources.

6. I will respect the technology resources and *take good care* of the equipment I use.

7. I will *only use my own passwords* that have been given to me by the teacher.

8. I will not put any disks or portable drives into the computer unless they are *approved by the teacher*.

9. I will *not buy or sell anything* using the school's computers or technology resources.

TECHNOLOGY RESOURCES ACCEPTABLE USE AGREEMENT
Secondary Student

Introduction

Technology resources are available to *qualifying* students in the Davis School District (DSD). District-owned Ttechnology resources include, but are not limited to, hardware, software, data, electronic textbooks and materials, communication devices, printers, servers, filtered Internet access, and local and wide area networks. This Agreement contains *rules and guidelines* for the acceptable use of technology resources. All activities conducted using DSD technology resources are governed by this Agreement and include, but are not limited to email, Internet, blogging, podcasts, interactive websites such as social networking and Web 2.0 sites, chat rooms, video conferencing, etc.

Purpose

DSD provides technology resources for student use: 1) to *promote educational excellence* by facilitating resource sharing, innovation, and communication; and 2) to *prepare for success* in life and work by providing students with knowledge and skills regarding the safe and appropriate use of technology resources.

Privilege

The use of technology resources is a privilege, not a right. Students are responsible to comply with their school's policy governing electronic devices and this Agreement when utilizing privately-owned electronic devices at school and at school-sponsored activities. Inappropriate use of these resources, or privately-owned electronic devices, may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The principal, teacher/supervisor or systems administrator may limit, suspend, or revoke access to technology resources at any time.

Filtering and Monitoring

As required by the Children's Internet Protection Act (CIPA), *content filtering and monitoring* technology is used to restrict access to unacceptable materials on all Internet access provided by DSD. However, no web filtering technology is 100% safe. Students who intentionally access, publish, or attempt to access or publish inappropriate or illegal material or Internet sites, will be subject to discipline; which may include the possibility of suspension or expulsion.

DSD has the right to monitor, inspect, copy, review and store any and all usage of DSD technology resources including transmitted and received information at any time and without prior notice.

Plagiarism/Copyright/Licensing

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media from the Internet such as graphics, movies, music, and text. Plagiarism of

Internet resources will be treated in the same manner as any other incidences of plagiarism. In addition, students must follow copyright laws regarding software, authorship, and copying information.

Code of Conduct

When using DSD technology resources, *students must follow the same rules, regulations, and policies* that apply within the school. ***If the language, actions, or images would not be appropriate in the classroom, they are not appropriate using DSD technology resources.*** These rules include, but are not limited to:

Be polite and respectful. Never send, or encourage others to send abusive messages.

Use appropriate language and graphics. Don't access, transmit, copy, or create material or messages that are threatening, rude, discriminatory, or meant to harass or cyber-bully. Swearing, vulgarities, suggestive, obscene, belligerent, or abusive language of any kind is not acceptable.

Use resources for appropriate educational purposes. Illegal or inappropriate activities, or transmission or intentional receipt of any inappropriate material in violation of law or DSD policy is prohibited.

> *"Inappropriate material"* includes, but is not limited to: design or detailed information pertaining to explosive devices, criminal activities or terrorist acts; pornography or indecent material; gambling; illegal solicitation; stolen materials; information used to cheat on school assignments or tests; commercial activities including product advertisement; political lobbying, including lobbying for student body office; online games (unless approved by supervising teacher as educational activity); illegal copies of copyrighted work; spam, chain letters, or other mass unsolicited mailings.

Security

Use only assigned accounts. Do not use another individual's account or log onto the system as the systems administrator. *Protect passwords.* Never view, use, or copy other's passwords or share your passwords with others. If you suspect someone has discovered your password, change it immediately and notify your teacher or administrator. *No "hacking" or vandalism.* Don't access, modify, delete, destroy, or damage data, networks, or other resources or property that does not belong to you without clear permission of the owner. This also includes, but is not limited to; abusive overloading of data on the server, use of the network in any way that would disrupt network use by others; or the uploading, downloading or creation of computer viruses.

Privacy and Safety

Don't distribute or post private information about yourself or others. This includes home address, personal phone numbers, last name of yourself or any other student, passwords, credit card numbers, student id, or social security number, etc.

When publishing on the Internet/Intranet using DSD technology resources, students must work under the guidance of a sponsoring teacher and follow the Davis School District – Internet/Intranet Publishing Guidelines.

Report Violations

Students must report all security concerns, inappropriate activities, or misuse of DSD technology resources immediately to the principal, teacher/supervisor, or systems administrator. This includes the receipt of messages relating to or in support of illegal activities or that may be threating or upsetting.

TECHNOLOGY RESOURCES ACCEPTABLE USE AGREEMENT
Employee

Introduction

Technology resources are available to employees in the Davis School District (DSD). District-owned ~~T~~technology resources include, but are not limited to, hardware, software, data, electronic textbooks and materials, electronic devices, printers, servers, filtered Internet access, and local and wide area networks. This Agreement contains *rules and guidelines* for the acceptable use of technology resources. All activities conducted using DSD technology resources are governed by this Agreement and include, but are not limited to email, voice mail, Internet, network files or accounts available to employees of DSD.

Purpose

DSD provides technology resources for employee use to *promote efficiency and excellence* in the workplace by facilitating resource sharing, innovation, communication, cooperation, and collaboration.

Privilege

The use of technology resources is a privilege, not a right. Employees are responsible to comply with this Agreement when utilizing privately-owned electronic devices at school and at school-sponsored activities. Inappropriate use of these resources, or privately-owned electronic devices, may result in disciplinary action (including the possibility of termination) and/or referral to legal authorities. The site administrators/supervisor or systems administrator may limit, suspend, or revoke access to technology resources.

Filtering and Monitoring

As required by the Children's Internet Protection Act (CIPA), *content filtering and monitoring* technology is used to restrict access to unacceptable materials on all Internet access provided by DSD. However, no web filtering technology is 100% safe. Employees who intentionally access, publish, or attempt to access or publish inappropriate or illegal material or Internet sites with electronic devices, both DSD owned and privately-owned, while on public school premises and, DSD own devices wherever devices are used, will be subject to discipline; which may include the possibility of termination.

DSD has the right to monitor, inspect, copy, review and store any and all usage of DSD technology resources including transmitted and received information at any time and without prior notice.

Under Utah law all DSD owned devices shall have internet filtering software installed. DSD is authorized to require, and employees shall, make devices available for verification and maintenance of filtering software. Any attempt to disable or bypass filtering software is a violation of this Agreement and may subject the employee to discipline; which may include the possibility of termination.

Plagiarism/Copyright/Licensing

Plagiarism is the act of using someone else's words or ideas as your own. Employees are required to give

proper credit to all Internet sources used in work products, whether quoted or summarized. This includes all forms of media from the Internet such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism. In addition, students must follow copyright laws regarding software, authorship, and copying information.

Code of Conduct

When using DSD technology resources, *employees have the responsibility* to assure all shared information meets the standards set forth in DSD rules, regulations, and policies. These rules include, but are not limited to:

Be polite and respectful. Never send, or encourage others to send abusive messages.

Use appropriate language and graphics. Don't access, transmit, copy, or create material or messages that are threatening, rude, discriminatory, or meant to harass or cyber-bully. Swearing, vulgarities, suggestive, obscene, belligerent, or abusive language of any kind is not acceptable.

Use resources for appropriate educational, business, and research purposes. Illegal or inappropriate activities, or transmission or intentional receipt of any inappropriate material in violation of law or DSD policy is prohibited.

> *"Inappropriate material"* includes, but is not limited to: design or detailed information pertaining to explosive devices, criminal activities or terrorist acts; harassment; pornography or indecent material; gambling; illegal solicitation; stolen materials; political lobbying; commercial activities including product advertisement; political lobbying; illegal copies of copyrighted work; spam, chain letters, or other mass unsolicited mailings.

Security

Use only assigned accounts. Assigned accounts must be used in support of education, business, and research and/or within the education, professional or personal employment goals, roles, responsibilities and objectives of DSD. Do not use another individual's account or log onto the system as the systems administrator. *Protect passwords.* Never view, use, or copy other's passwords or share your passwords with others. *No "hacking" or vandalism.* Don't access, modify, delete, destroy, or damage data, networks, or other resources or property that does not belong to you without clear permission of the owner. This also includes, but is not limited to: abusive overloading of data on the server, use of the network in any way that would disrupt network use by others; or the uploading, downloading or creation of computer viruses.

Privacy and Safety

Don't distribute or post private information about yourself or others. This includes home address, personal phone numbers, passwords, credit card numbers, student id, or social security number, etc.

When publishing on the Internet/Intranet using DSD technology resources, employees must abide by the approved Davis School District – Internet/Intranet Publishing Guidelines.

Report Violations

Employees must report all security concerns, inappropriate activities, or misuse of DSD technology resources immediately to the principal, supervisor, or systems administrator. This includes the receipt of messages relating to or in support of illegal activities or that may be threatening or upsetting.

Agreement and Responsibility

EMPLOYEE:

I have read this Acceptable Use Agreement and agree to comply with the conditions of acceptable use and to report any misuse of DSD technology resources to the appropriate administrator. I understand any violations of the above provisions may result in the loss of use of DSD technology resources and may result in further disciplinary action, including but not limited to, termination, and/or referral to legal authorities.

Employee Name (please print): _____

Employee Signature: _____ Date: _____