

PELHAM SCHOOL DISTRICT PROCEDURE JICL-R – TECHNOLOGY RESPONSIBLE USE AGREEMENT STUDENTS

Technology in the Pelham School District is provided for school-related purposes that support the mission, vision, core beliefs, and goals of the District. The use of technology is a part of each student's work in the Pelham School District. It must be respected and used wisely. The use of technology includes:

- Using district technology and personal technology for school purposes,
- Using a device to access a school network, to access the Internet through the school network, or to access district systems.

The Pelham School District's Technology Responsible Use Agreement for Students applies to all students' use of District and personal technology used at school or for school-related purposes. The rules listed below provide general guidance concerning the use of technology and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Some activities are expressly prohibited by law; other activities are inappropriate as defined by the administration of the District.

Students are required to use technology in accordance with general expectations for appropriate student behavior. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using District-owned technology that is connected to the District's Internet/network and on their own personal technology while at school.

Violation of any of these procedures will result in appropriate disciplinary action that may include a warning, loss of privileges, detention, suspension and/or expulsion. Additionally, violations will be referred to the police if appropriate. A signed Technology Responsible Use Agreement form is required in order to use any District technology, or to access the District's network or Internet services on personal technology.

In general, successful operation of the District's technology requires that all users conduct themselves in a responsible, decent, ethical, and polite manner. The user is ultimately responsible for his/her actions when using District technology.

Safety, Security and Privacy

- All accounts must be used solely by the designated user.
- All accounts must be used for school-based purposes and must be used in accordance with District Policy. (JICL)
- Students must keep their login and passwords personal and private.
- Students are not allowed to reveal his/her full name, address, telephone number, social security number, photograph or other personal information on the Internet while using a school computer without prior permission from a teacher.
- Students should never agree to meet people they have contacted through the Internet without parental permission.
- Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

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- Students must always logout of all devices before walking away so that their files, password, and network access is protected.
- Students must not record video or audio, and/or take photos of staff or other students without their consent or knowledge.
- Students must not attempt to alter data, the configuration of District technology, or the files of another user, without the consent of the other user (if applicable), building administrator, and the technology administrator.
- Students must not engage in any malicious use, disruption or harm to district technology, network or the Internet. Students must not use or possess software that can be used for hacking, eavesdropping, network administration/monitoring, virus creation or propagation or network security circumvention.
- Students must report any misuse or abuse of the District's computer network or Intranet/Internet services to an appropriate staff member who will ensure the information is shared with the principal and the District's technology administrator.
- Data stored on any District owned device, network and in the District's learning management system account is not private. Pelham School District personnel have the right to review all data, email, logs or files that exist on the network or individual systems without prior consent of the user. This does not supersede parental privacy rights defined in District Policy (JRA) and the Federal Education Records Privacy Act. (FERPA)

Online Behavior

- Students should use their school sponsored Google Apps account for all correspondence with students and teachers.
- Students' use of email, texting, chat, instant messaging, and/or social media must be only for appropriate, and responsible communication.
- Students must be aware that personal postings on the Internet may be shared without the owner's knowledge, and could become viewable by unintended audiences such as parents, employers and colleges. Therefore, students should portray a respectable image through their postings at all times.

Copyright & Plagiarism

- Students must follow all the same rules for copyright and plagiarism with technology as with all other academic work.
- Students must comply with trademark and copyright laws (and fair use guidelines) and all license agreements.
- Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the Technology Administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The District assumes no responsibility for copyright or licensing violations by students.

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Cyberbullying and Inappropriate Materials

- Students must not use any device to bully others. These violations will be handled in accordance with the Pelham School District Pupil Safety and Violence Prevention policy. (JICK)
- Students must not create, access, download, edit, view, post, store, distribute or print materials or messages that are illegal, harassing, intimidating, discriminatory, defamatory, sexually explicit, obscene, violent, or pornographic.
- Students must not attempt to defeat or bypass the District Internet filters that are in place to block inappropriate content or to conceal inappropriate activity.
- Students must notify school administrators if they become aware of illegal or inappropriate behavior.

Other

- Students are expected to take appropriate care of district technology devices when using and transporting them.
- The student and his/her parents are responsible for compensating the school unit for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while the student is using school unit computers, including the cost of investigating such violations. The District assumes no responsibility for any unauthorized charges or costs incurred by a student while using school unit computers.
- Students must only print materials directly related to teaching and learning.
- Students may only print one copy of a document unless given permission by their teacher.
- Students using specialized technology that needs to be backed up are responsible for backing up their data. The District is not responsible for any data loss. Students are encouraged to upload their data files to their Google drive.
- The District is not responsible for supporting home network and Internet connectivity.

Children’s Internet Protection Act

The Pelham School District is in compliance with the Children’s Internet Protection Act (CIPA). The District takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the Internet. The Pelham School District reserves the right to block content that negatively impacts the academic performance of students. The Pelham School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Pelham School District will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. The Pelham School District is not responsible for the accuracy or quality of information obtained through the network or on the Internet. The school will not be responsible for financial obligations arising from unauthorized use of the network.

Discipline Consequences

Responsible and appropriate behavior is expected of all users. Violation of any guidelines will result in appropriate disciplinary action that may include a warning, loss of privileges,

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detention, suspension and/or expulsion. The school administration has the right to assign the consequence based on the severity of the violation. Behaviors that will result in a consequence include (but not limited to):

- Use of another person’s login, or password to access the network, Internet or user files.
- Use of the Internet to access visual depictions that are obscene, violent or pornographic or are of a harmful nature to minors.
- Use of the Internet for non school-related purposes
- Use of inappropriate screensavers, backgrounds or inappropriate pictures on your device.
- Inappropriate use of email, texting, chat and/or social media.
- Damage or abuse of another person’s Chromebook or other electronic device.
- Leaving a device unattended or not secured in a locked or designated area.
- Violation of copyright laws and/or plagiarism.
- Recording video or audio and/or taking photos of other people without their consent or knowledge.
- Hacking (intentional misuse or abuse of computer facilities)
- Disruption of school computer systems and/or network, including bypassing or changing restrictions or settings.
- Overriding the District’s Internet filter, use or accessing proxies.
- Destruction of District owned technology devices.
- Engaging in any activities that are in violation of the District’s Bullying/Cyberbullying Policies

District Policy History:

Adopted: New Policy April 2010

Revised: May 19, 2021

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School District Rights

The District reserves the right to:

1. Monitor all activity. Notwithstanding FERPA and other related laws, students have no expectation of privacy regarding their use on the school district computer network.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log and monitor network.
4. Determine what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

It is the responsibility of the user to familiarize him/herself with and abide by the rules of this Technology Responsible Use Agreement for Students. I hereby certify that I have read the Internet Access for Students Policy (JICL) and the Technology Responsible Use Agreement for Students; that I fully understand their terms and conditions; and that I will abide by the terms and conditions set forth in this document.

Name of Student User: _____

Home Room Teacher/Advisor: _____

School of Attendance: _____

Signature of Student: _____

Date: _____

Name of Parent/Guardian: _____

Parent Signature: _____

Date: _____