

Manzanita Elementary School's Acceptable Use Agreement

Student Use of Technology

Manzanita Elementary School (MES) intends that technological resources provided by MES be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. Students are authorized to use MES equipment to access the Internet or other online services in accordance with MESD Board Policy, the user obligations, and responsibilities specified below, and MESD's Acceptable Use Agreement.

Manzanita Elementary School District Policy

- a. Manzanita Elementary School uses an Internet utility system, which blocks or filters Internet access to some web sites in compliance with the Federal Children's Internet Protection Act. The technology protection measure that blocks or filters Internet access may be modified by a Manzanita Elementary School staff member for bona fide research purposes.
- b. Manzanita Elementary School staff will monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.
- c. Student conduct as it pertains to technology use is covered in Board Policy and Administrative Regulations 6178.

Responsible Use and Digital Citizenship

- **Respect Yourself:** I will select user names that are appropriate and will use appropriate language/content online.
- **Protect Yourself:** I will not publish personal details, contact details, or a schedule of activities for myself or anyone else. I am responsible for activities initiated by and/or performed under my accounts. I understand it is my responsibility to appropriately secure my account login and password. I understand it is my responsibility to maintain and backup my own data. If I am uncertain whether a specific activity is permitted or appropriate, I will ask a teacher/administrator before engaging in that activity.
- **Respect Others:** I will not use technologies to bully or tease others. I will not make audio or video recordings of students/employees without their prior permission. I understand that posing as someone else is illegal, and I will not pose as a user other than myself when online. I will be careful and aware when printing to avoid wasting resources.
- **Protect Others:** I will help maintain a safe computing environment by notifying appropriate school officials of inappropriate behavior, vulnerabilities, risks, and breaches involving school/district technology.
- **Respect Intellectual Property:** I will appropriately cite any and all use of websites, books, audio (including music), photos, videos, etc. I will respect all copyrights.
- **Protect Intellectual Property:** I will not reuse, remix, or otherwise edit materials, resources, or other content that others produce without express permission.

I Know

- The technology equipment, programs, tools, and systems managed by or used at MESD may be monitored by designated staff to ensure appropriate use for educational or administrative purposes (including the materials I create, view, copy, or transmit on the system) at any time without notifying me.
- All MESD equipment and accounts are for schoolwork only and not for personal use.
- Copyrighted software or data may not be placed on any system connected to the District's system(s) without permission from the holder of the copyright. Only the owner(s) or individuals the owner(s) specifically authorized may upload copyrighted material to the system(s).
- Social media venues are very public. What I contribute leaves a digital footprint forever, even after it is deleted. I won't post anything I wouldn't want friends, enemies, parents,

teachers, or a future employer to see. I will ensure what I post promotes a positive image to the world.

- Posting or sharing personal information about myself or others on websites, discussion boards, or in email is inappropriate and unsafe. I know that saying unkind and untrue things about others may be considered bullying and is prohibited.

I Will

- Treat all technology devices carefully and report any issues immediately.
- Work only on the programs and websites my teacher tells me to use.
- Keep my login and password information confidential and only share it with my parents/guardians, and teacher.
- Tell an adult if I read or see something on the screen that is not appropriate for school
- Keep myself, family, and friends safe by not publishing identifiable information about myself or others (e.g. last names, phone numbers, pictures, addresses, schedules, events, etc.) on district provided equipment or accounts.
- Use the Chromebook and integrated webcam for academic purposes and homework. Recordings or images of any student or adult may not be taken without permission.
- Stay on task and on-topic on my Chromebook (playing games, chatting, emailing or surfing the web during a lesson or project *is* not appropriate).
- Keep sound muted during class unless permission is obtained from the teacher
- Always carry my Chromebook in a protective case when I am transporting it. A carrying case has been provided to students.
- Follow all district and school rules, regulations and policies, including Acceptable Use Agreement for Technology regulations for the use of technology found within this Chromebook agreement.

I Will NOT

- Use technology to hurt, scare, or bully others.
- Change, tamper with, or attempt to circumvent any of the school equipment, systems, and security/content filtering measures and management systems. This includes, but is not limited to settings, software, downloads, hardware, removing restrictions or "jail-breaking" the device. etc. All profiles must remain installed, with nothing added.
- Access or try to access another person's files, folders, accounts, or work in general.
- Re-use or re-distribute content created by others without their permission or violate copyright laws.
- Access, post, or distribute offensive material including but not limited to obscene or explicit pictures, offensive comments or jokes, and harmful content that would violate district policies.
- Pretend to be someone else, spread lies, or harass others online including attempting to communicate with others who have asked me not to.
- Use the integrated camera or microphone to record, post or transmit images of any student or adult without their permission.
- Leave the Chromebook unattended or in an unsecured location.
- Exchange or transport another student's Chromebook.
- Download any application or extension that has not been approved by MESD.
- Plagiarize, copy, reproduce, or transmit materials without the permission of the author or right holder. It is the student's responsibility to respect and adhere to all copyright, trademark and other intellectual rights laws.
- Create, access or distribute content that is not aligned with the MESD mission and philosophy; this includes, but is not limited to: offensive, profane, bullying/threatening, pornographic, obscene, rumors/gossip, or sexually explicit.
- Use social networking, chat rooms, or messaging services not authorized by the teacher for academic use. I will not spam or send mass or inappropriate emails.
- Use the school's internet/email accounts for financial or commercial gain or for any illegal activity.

- Bypass the MESD web filters.
- Remove or alter labels on the Chromebook.
- Share passwords, addresses, or other personal information on the Internet without the authorization of a parent or school representative.
- Use the Chromebook for any action that violates school rules or public law.

Chromebook Distribution and Care:

- Chromebooks and Google Apps for Education (GAFE) accounts issued to students are the property of MESD and are loaned as tools for learning.
- Chromebooks are configured and managed by MESD; they must remain under the student's MESD provided account profile. The student may not add a personal Google profile to the device.
- No student may be issued a Chromebook or GAFE account without a signed and returned Acceptable Use Agreement.
- Chromebooks, brand specific power cable, and protective case are to be returned prior to the end of each school year. The returned Chromebook, brand specific power cable, and case are to be undamaged and in good working order. Students will use the same Chromebook for their entire time at Manzanita Elementary. The Chromebook, power cable, and case must be returned immediately when a student exits MESD.
- Students are responsible for knowing how to properly operate and protect the Chromebook. This includes not leaving the Chromebook in a location where it can be damaged by cold, heat, or moisture.
- Student/parents are solely responsible for the care and security of the Chromebook. Chromebook must never be left outside of a classroom, in an unlocked locker, or any unsupervised area.
- If the Chromebook is damaged or malfunctions, students must report the incident immediately by completing a Student Tech Ticket, which can be obtained from the office. After completing the Student Tech Ticket, students will turn in their ticket to the office. If a student damages the Chromebook (outside of reasonable wear and tear), the student/parents are responsible for the expense of repairing or replacing the device. Optional insurance for damage is available for purchase from the District.
- If the Chromebook is lost or stolen, the student must report the incident to the office as soon as possible. As with all school property, students/parents are responsible for replacing the lost or stolen Chromebook at their own cost.
- Intentional Damage: Students and parents are responsible for the full payment of intentional damage to any Chromebook.. This also includes intentional damage to another student's Chromebook.
- Students/parents are not permitted to repair, alter, modify, or replace the issued Chromebook without the expressed authorization from MESD.
- Aside from the stickers placed on the Chromebooks by MESD, the Chromebooks must remain free of any writing or decorations.

Google Apps for Education Expectations:

The Chromebook requires a Google account to be used. The Manzanita Elementary School District manages and owns all MESD student and staff Google Apps for Education (GAFE) accounts. The education version of Google Apps provides a self-contained environment for students and staff to collaborate and share information and to publish some resources publicly. Google Apps for Education is a web service and may be used from any computer with Internet access.

Through the use of the GAFE tools, students will be able to collaboratively create, edit, and share files for school related projects. The following tools are available to each student and hosted by Google as part of Manzanita Elementary School District's GAFE domain:

Mail: an individual email account for student use managed by MESD.

Calendar: an individual calendar providing the ability to organize personal events

and shared teacher calendars.

Drive: word processing, spreadsheet, drawing, and presentation tool set.

Sites: an individual and collaborative website creation tool.

Other tools, apps, and extensions will be accessible for student learning possibilities.

Technology use in the Manzanita Elementary School District is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA):

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Manzanita Elementary School District's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

COPPA- <http://www.ftc.gov/privacy/copnafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's - enrollment forms.

IFERPA- <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Parent and Student Signatures

By signing this contract, I certify that I have learned the responsibilities of safe and appropriate use of electronic communications systems in MESD. I know and understand what I should and should not do, and agree to the terms and conditions of this agreement. I understand that these terms apply to any use of the district's equipment and software whether on campus or off, and include the use of personal devices on MESD's property and/or network.

Equipment Description	<ul style="list-style-type: none">● Assigned ACER Chromebook Replacement Cost \$250● Google Chromebook Case (Only grades 6-8); Replacement Cost: \$25
Please note any defects in equipment upon checkout	
Date equipment to be returned	

STUDENTS - (If there are more than 4 children, please complete an additional form)

Name: _____
Signature: _____ Grade: _____

Name: _____
Signature: _____ Grade: _____

Name: _____
Signature: _____ Grade: _____

Name: _____
Signature: _____ Grade: _____

PARENT/GUARDIAN UNDERSTANDING OF POLICY AND TECHNOLOGY USE PERMISSIONS

As a parent or guardian of a student enrolled in a Manzanita Elementary School, I have read the Student Use of Technology and understand this agreement will be kept on file at the school/program site. (Questions should be directed to the principal for clarification.)

By signing this agreement, I understand that as a parent/guardian, I may be held responsible for any costs, liabilities or damages caused by my student's inappropriate actions and I agree to not hold Manzanita Elementary School or any staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. I also agree to indemnify and hold harmless Manzanita Elementary School and personnel for any damages or costs incurred.

By signing this document, I give my consent for my student to utilize all technology tools in accordance with the rules outlined in Manzanita Elementary School Acceptable Use Agreement.

Father's Signature: _____ Date: _____
Mother's Signature: _____ Date: _____

NOTES:

To OPT OUT of the following, please contact the school site, in writing, before September 15:

- MESD providing Internet access for my student while at school.
- MESD creating and managing third-party accounts for my student. By opting out, I understand he/she will not be able to participate, electronically, in certain projects, which require these accounts.
- MESD providing an email account for my child (used in accordance with rules outlined in the Use Agreement)
- My child's name/picture to be published in publicly distributed media.
- My child's ability to use the Internet while on campus.