RICHFIELD PUBLIC SCHOOLS

Acceptable Use Policy Summary

This document summarizes the expectations for students using Richfield Public School District's technology and digital networks. This is a summary of and not a full replacement for Board Policy 107 (Electronic Use and Communications) and Administrative Guidelines 107.1 (Electronic Use and Communications) and 107.2 (Social Media). The complete policy and administrative guidelines can be found on the District website.

General Purpose

Digital resources are provided for students to conduct research, complete assignments and communicate with others. Students are responsible for good behavior when using the District's digital resources just as they are in a classroom or a school hallway. Access is a privilege, not a right, and entails responsibility. As such, general school rules for behavior and communications apply and users must comply with District standards. District staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files created and/or stored on District digital resources will be private.

Internet and Email Access

Access to internet and email will enable students to use thousands of libraries, databases and other web resources. Richfield Public Schools utilizes a variety of tools to protect students from harmful content including filtering software. While our staff is dedicated to keeping students safe, no tool is capable of 100% protection. Students and staff are expected to report any inappropriate content immediately so technology staff can address the issue. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Parent/Guardian Expectations

Outside of school, parents/guardians bear responsibility for the same guidance of digital resource use as they exercise with electronic resources such as television, telephones, radio, movies and other digital media. Parents/guardians are responsible for monitoring their child's use of the District resources and of the internet if their child is using them from home or a remote location.

Policy Violation

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the District's digital resources may result in one or more of the following consequences: suspension or cancellation of use or access privileges, payments for damages and repairs, discipline under other applicable school district policies including suspension, expulsion, or exclusion, or civil or criminal liability under other applicable laws.

Unacceptable Use of Digital Resource

Unacceptable use of the District's digital resources include, but is not limited to, the list outlined below.
- Sending, storing or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent/guardian
- Cyberbullying, hate mail, harassing, insulting or attacking others, discriminatory jokes and remarks

- Damaging or modifying computers, computer systems or computer networks
- Downloading, installing and using games, audio files, video files or other applications including shareware or freeware without teacher permission
- Violating copyright laws
- Sharing or using other people's log-in information, passwords or other confidential information
- Trespassing in other people's folders, work or files
- Posting information, sent or stored, online that could endanger others
- Using Richfield Public School digital resources for non-academic, personal, commercial, political purposes, financial gain or fraud

Expectations for the Use of Digital Resources

Richfield Public Schools has outlined the expectations below guiding the practice with the District's digital resources.
- Users are expected to keep passwords private and secure. Passwords may be required to change on a regular basis.
- Students no longer enrolled in Richfield Public Schools will have limited account access upon leaving the District, and their accounts permanently removed 30 days after being unenrolled or on June 30 of the school year they are last enrolled, whichever occurs first.
- Students should be aware that files and communications created or stored with District digital resources are not private and may be monitored by authorized staff.

Acceptable Use Consent Form

Richfield Public Schools requires that each student has a signed form demonstrating understanding of the Acceptable Use Policy. This policy may be viewed at www.richfieldschools.org or obtained by contacting your child's school office. Parents/guardians must sign and return this form prior to a student's use of District technology resources. Failure to sign and submit this form does not prevent the student from receiving disciplinary consequences when using the District's technology resources. A parent/guardian of students who are under 18 years of age must sign this form.

Student portion of the form: By writing my name below I agree to follow the District's Acceptable Use Policy. I understand that my use of network resources, District-issued devices, email and software application accounts is a privilege. I further understand that failure to follow the Acceptable Use Policy may result in disciplinary action.

Parent portion of the form: By signing this I acknowledge that I have been made aware of the Acceptable Use Policy and grant my child permission to have access to the internet, approved web-based digital resources, and digital technology resources. I also understand that some material accessible through the internet might be inappropriate for school-aged children. I agree to defend, indemnify and hold harmless the District from any and all claims arising out of or related to the usage of the District's technology resources, including access to the internet. I further understand that I have the right to withdraw my approval at any time.

Print Student Name: _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____