

# FERNDALE SCHOOL DISTRICT NO. 502 ADMINISTRATIVE PROCEDURES TECHNOLOGY RESOURCES USE AGREEMENT

## No. 2314 P-1 Attachment 1

<b>Student Name:</b> (Student Full Name)	<b>Grade:</b> (Student's Grade)	<b>Student #:</b> (Skyward Other ID)
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### **Parent or Guardian:**

The students in Ferndale School District (FSD) have direct access to the Internet and the FSD network. With this privilege comes responsibility. All students must be informed of the rules regarding Internet and network use and agree to abide by these rules. The District utilizes software and content filtering to prevent students from accessing inappropriate online materials when they are connected to the district's network. When students take advantage of the opportunity to take their school issued devices home with them, parents/guardians are responsible for monitoring network access at home, and at other locations outside of school. At the request of a parent/guardian, the District will install a 24/7 filter on a student's device. To request such a filter, please contact the school office.

Users of the district's technology devices and network are required to sign a "Technology Resources Use Agreement". Please read and discuss this information with your student and sign electronically or on a paper copy. Parents and students will be required to complete the "Technology Resources Use Agreement" upon first technology usage (usually at elementary school level), at the beginning of each of the middle and high schools (grades six and nine), or when there is a change in the Technology Resources Use Agreement policy. Beginning in the 2021-2022 school year, students will use and keep the same device throughout their middle and high school.

### **Student Expectations:**

The use of the district's devices and network is a privilege and inappropriate use may result in a cancellation of those privileges. Security on any computer system is a high priority, especially when the system involves many users. If the user identifies a security problem on the system, the user must notify staff and must not demonstrate the problem to other users. **Students are responsible for good behavior on school computers at all times, both in and out of school.**

Students shall return their device to school when he/she leaves the Ferndale School District. Every student is financially responsible for any damage to the device that may have occurred throughout the school year that had not been previously reported. Each family has the option to purchase technology device insurance at the beginning of a school year at \$25 per year (for a student who qualifies for reduced lunch, the cost is \$10 per year). The insurance will cover device damages and any repair costs.

The following information was extracted/adapted from the "Ferndale School District Board Procedure #2314 P-1 Technology Resources." Copies of the complete Board Policy No 2314 and accompanying Procedures are available on the FSD Website.

### **Personal Internet Safety:**

1. **Do Not** reveal personal contact information about yourself (address, phone number, etc.) while online.
2. **Do Not** agree to meet people that you have been in contact with over the Internet without parent permission.
3. **Do Not** give out private or confidential information about yourself or others.
4. **Tell** your teacher or other school employee about any message you receive that is inappropriate or makes you uncomfortable.

### **Acceptable Use:**

The primary use of the student account and equipment should be in support of education and educational research.

### **Unacceptable Use:**

Examples of activities which are **NOT PERMITTED** include (but are not limited to):

1. Displaying sexually explicit, pornographic, obscene, lewd or other inappropriate messages or pictures.
2. Using obscene language or material.
3. Participating in offensive and/or threatening attacks via "Cyber Bullying" against individuals or groups.
4. Damaging computers, computer system or computer networks.
5. Violating copyright laws.
6. Using other users' passwords.
7. Trespassing on other users' work: systems, folders, work or files.
8. Excessive use of limited resources (beyond time authorized by administrators).
9. Engaging in personal email or free "web surfing" during school hours.
10. Employing the network for commercial, personal or political purposes.
11. Modifying software on district equipment or installing personal technology.
12. Accessing any computer not explicitly authorized for use.

**Student Email:**

Ferndale School District has created email accounts for all students, which includes email access if needed. FSD is providing this service because it is obligated, through e- rate and federal regulations; "To ensure that all students use computers, networks and communications (including e-mail) in schools for school related purposes in an appropriate manner." The mastery of effective and proper email communications is expected of FSD students and is embedded in the Washington State K-12 Essential Academic Learning Requirements and Grade Level Expectations in Educational Technology such as EALR2: Digital Citizenship, Component 2.3, which states that students should be able to "communicate with peers and teachers using email." Consequently, FSD students will be expected to utilize their FSD email account for district and school communication.

This account will be assigned to students as they enter the district and will be available for school/educational usage throughout their career in Ferndale School District. However, this account will only become "active" for student use beginning at 6th grade (earlier in the case of specific teacher request to be used in his/her classroom). In addition to email, this account will provide access to collaboration tools (word processor, calendar, spreadsheets), as well as other educational related tools.

Students should be cautious of emails received from unknown senders. With Email Phishing and Spyware on the rise, students should exercise caution on opening any attachment and/or links if you do not trust or know the sender. Don't reply to emails that ask for personal or financial information. Report any suspicious email to Tech Help Desk.

**Student Signature (required)**

I understand and will abide by the Technology Resources Use Agreement Policy and agree to use the network responsibly. I further understand that any violation of the regulations contained therein may result in disciplinary action and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action or appropriate legal action may be taken.

Student Full Name (please print) \_\_\_\_\_

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

Date \_\_\_\_\_

**Parent or Guardian Permission** (If student is under the age of 18, a parent or guardian must also read and sign this agreement)

As a parent or guardian of Student's Name, I have read the Technology Resources Use Agreement Policy. I understand that this access is designed primarily for educational purposes. I recognize that it is impossible for Ferndale School District to completely restrict access to offensive, inappropriate or other controversial information and materials available through Internet or other sources from the network, and I will not hold the school district responsible for information and materials obtained by this student from the network. I understand this agreement will be kept on file at the school.

I also understand that from time to time the teacher or school may wish to publish examples of student projects, unidentified photographs of student weather identified or unidentified may be posted on an Internet accessible server via staff, school or district website.

**Please circle your responses**

I have read and reviewed the Student/Parent Technology Handbook with my child and understand my responsibilities with respect to technology use in the Ferndale Schools.

(This document can be reviewed online at the FSD Website and each student will be reviewing this at the start of each school year)

Yes                      No

My child may use the Internet and email (with teacher supervision) at school according to the rules outlined.

Yes                      No

My child's photo may be published on the Internet for classroom/school purposes. Yes

No

My child's work may be published on the Internet for classroom/school purposes.

Yes                      No

Parent/Guardian Name (Please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*For additional information, please contact your student's principal or FSD Technology Department\*\*  
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