

Instruction

STUDENT USE OF TECHNOLOGY

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this Administrative Regulation and the accompanying Board policy describing expectations for appropriate use of technological resources, and shall also be provided with information about the role of staff in supervising student use. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or library media specialists shall prescreen technological resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and the age of the students.

With the use of technology and Internet access comes the responsibility to respect and protect the rights of others. Users of District technological resources are expected to act in a safe, responsible, ethical, legal manner, and in accordance with the **Menlo Park City School District Technology Acceptable Use Agreement**. Violation of the Technology Acceptable Use Agreement may result in the loss of access and privileges, suspension, or other disciplinary or legal action deemed necessary and appropriate.

Technology Acceptable Use Agreement

Students are authorized to use the District's technological resources in accordance with Board policy and the user obligations and responsibilities specified below:

1. District technological resources shall be used safely, responsibly, and primarily for purposes related to education. Commercial, political and/or use of the District's technological resources for personal gain are strictly prohibited. The District reserves the right to monitor all technology use, and to remove any user files for system security and maintenance. Users should be advised that files, communications and web browsing within the District are not private, and may be accessed by the District without notice or consent to ensure proper use.
2. Users are responsible for the proper use of their District accounts at all times. For safety and security, users shall keep private their personal information such as account numbers and passwords and shall use District technological resources only with the account to which they have been assigned.
3. Unless otherwise instructed by school personnel, users shall not disclose, use, post, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of electronic publishing and communication. Personal identification information includes home addresses, telephone numbers, age or birth date, and other personal account information. Users should also be cautioned not to disclose such information by other means to individuals contacted through the Internet without permission of their parents/guardians.
4. Users shall not access, post, submit, publish, display or transmit harmful or inappropriate material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
5. Users shall not use District technological resources to threaten, intimidate, harass or ridicule others. Appropriate language should be used for all communications.

6. Users shall not use any District technological resources to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy or administrative regulations.
7. Use of District technological resources must adhere to current applicable copyright law and fair use guidelines. The copyright holder's permission must be sought when necessary. Any materials used for research projects should be given proper credit as with any other printed source of information.
8. Vandalism will result, at a minimum, in the loss of all user privileges. Vandalism includes, but is not limited to, transmitting or creating computer viruses, any attempt to alter, harm or destroy District technological resources or to disrupt network traffic, or any attempt to gain unauthorized access to files, resources, accounts, or information, or to manipulate the data of any other user, including "hacking."
9. Users shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, access, delete, copy, or modify other users' email or files without permission. Users shall also not disguise their identity, impersonate another user, or appropriate another user's account or identity.
10. Users may not install, download, or transfer programs, graphics, or other files on to school devices, nor may they attach non-District peripherals without prior permission.
11. Users are expected to conserve District technological resources, including disk space and network bandwidth.
12. Users may not make unauthorized use of the District's name, school names, or other District or school logos or symbols in a manner that creates the false impression that such use is sanctioned by the District.
13. Users shall report any security problem or misuse of District technological resources to a teacher, principal or other appropriate District representative.

Whenever a student is found to have violated Board policy, administrative regulation or the District's Acceptable Use Agreement, the Technology Director, Principal or designee may cancel or limit the student's user privileges and/or increase supervision of the student's use of the District's technological resources, as appropriate. Inappropriate use may also result in disciplinary action and/or legal action in accordance with the law and Board policy.

Adopted: June 26, 2003

Revised: June 4, 2012

Menlo Park City School District

Technology Acceptable Use Agreement

Student Name: _____ Teacher: _____ Grade: _____

I have read and discussed with my child **the Menlo Park City School District Board Policy and Technology Acceptable Use Agreement**. I understand that District technological resources are meant to be used for educational purposes only and I understand the consequences of misuse of technology and Internet access.

As the parent/guardian of the student named above, I agree to allow him/her access to technology and the Internet services of the Menlo Park City School District. Further, I agree to release and hold harmless the Menlo Park City School District and its officers, Board members, employees and agents from and against any and all liability, loss, expense, or claim for injury or damages students may have arising from the use of the District's technological resources.

I understand that this is a multi-year agreement that will remain in effect throughout my child's attendance in the Menlo Park City School District. The agreement will need to be re-signed at the beginning of grades 3 and 6.

Parent/Guardian Signature

Parent/Guardian Name (Print)

Date

I have read, understand, and agree to abide with **the Menlo Park City School District Board Policy and Technology Acceptable Use Agreement**.

Student Signature

Date