

Lyon County School District



Adult Technology Acceptable Use Agreement



Every student...

Every classroom...

Every day...

For the use of Computers, Mobile Devices, Internet
Access, Google Apps for Education G Suite,
and Internet

Specified in Board Policy EDB

LCSD Believes:

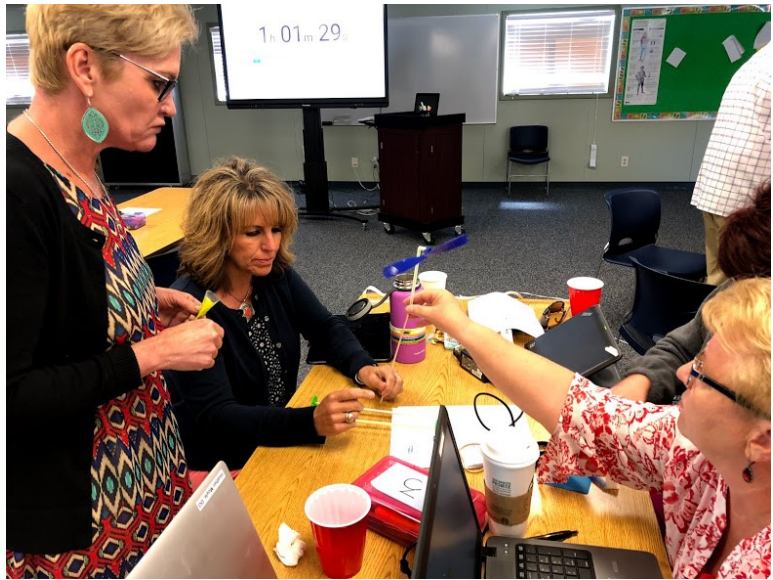
1. All means all!
2. Collaboration is essential for increasing student achievement.
3. All students deserve a highly effective teacher.
4. High expectations, with support, lead to academic excellence.
5. Caring and trusting relationships among students and adults are vital to encouraging and promoting meaningful learning.
6. All students and staff deserve a positive, safe and respectful learning environment.
7. Transparency leads to trust with all stakeholders.
8. Family and community engagement is vital to achieve maximum educational growth for students.
9. Honoring diversity strengthens our educational community.

- 1. Google G Suite**
- 2. Screensavers/Background Photos**
- 3. Sound, Music, Games, or Programs**
- 4. Photos/Video Taken with Device**
- 5. Video Messaging**
- 6. Saving Documents**
- 7. District Network/Email Account**
- 8. Network Connectivity**
- 9. Originally Installed Platforms**
- 10. Additional Apps And Content**
- 11. Procedure To Request A New Platform**
- 12. Procedure For Re-Loading Platforms**
- 13. Software Updates**
- 14. Acceptable Use Of District Devices**
- 15. District/School Responsibilities**
- 16. Responsible Digital Citizenship**
- 17. Intellectual Property**
- 18. Activities Strictly Prohibited**

Signature Pages

1. Google G Suite

— Google Apps for Education



Lyon County School District (LCSD) is offering Users an educational suite of applications for use to enhance teaching and learning. Google Apps is a concept known as “cloud computing” where services and storage are provided over the Internet. LCSD is providing Users Google Message Security. This service provides System Administrators the capability to limit messages based on where they are from, where they are going, or the content they contain. LCSD will use this technology protection measure to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network.

In order for Users to gain access to email and his/her Educational Google Applications account on the Internet, LCSD must obtain parental permission for a minor under the age of 18 years. Students/Staff 18 years and older are also required to acknowledge and accept LCSD’s terms and conditions prior to obtaining access to technology within our schools. Under both circumstances, this may be accomplished by completing an “Acceptable Use Policy” (AUP) form.



Future Focused Classrooms; World Ready Students



Digital Tools

- Accessing a world of resources
- Engaging in a global community
- Collaborating to contribute

2. SCREENSAVERS/BACKGROUND PHOTOS

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

3. SOUND, MUSIC, GAMES, OR PROGRAMS

Sound must be kept at acceptable levels, muted or headphones used at all times for instructional purposes.

Game play is not allowed during school hours unless specifically connected to classroom curriculum, content and activities.

Apps and digital content to support classroom learning will be provided by the Lyon County School District.

Students will not be allowed to add their own apps to these devices. Educational activities and storage use will take priority over personal use.

The district reserves the right to clear the device of all personal sound, music, games or programs as needed for educational activities and storage.

4. PHOTOS/VIDEO TAKEN WITH DEVICE

Students may not take photos or video of other students, staff, or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is subject to district policy. In addition, photos and video taken with the device may not be used to slander, bully or denigrate any student, staff member, or anyone on or off the campus at any time. Photos and video taken with the device are for educational purposes only and should be directly related to classroom assignments, projects, and areas of study.

5. VIDEO MESSAGING

Any inappropriate use of video messaging services will result in disciplinary actions.

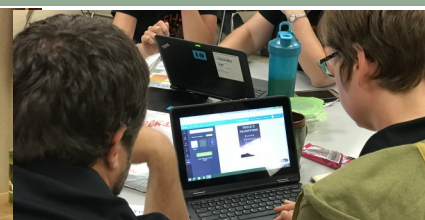
Email

Privacy:

The e-mail system is not to be considered private. Any messages sent or received through the system are available for viewing should they be requested or if there is deemed to be the need to view them due to an investigation by administration. Teachers/Staff should not have any expectation of privacy concerning their use of the device, including but not limited to website, apps/applications/platforms, or email content or browser history. Should a parent/guardian need to access their student's email account, they can request access through the Lyon County School District Human Re-

Usage:

Use of the e-mail system for harassment, bullying or any other inappropriate use is not allowed and will result in potential disciplinary actions.



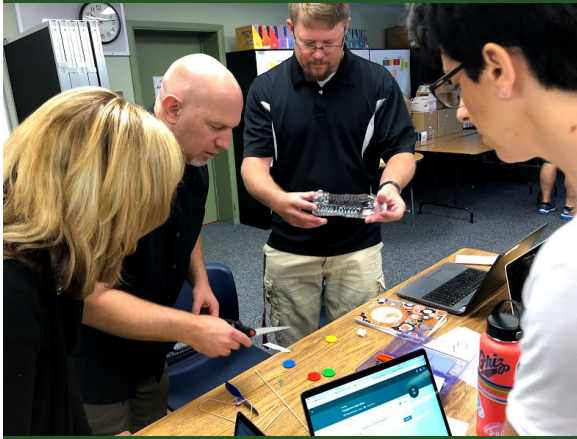
6. SAVING DOCUMENTS

Employees may save work on the devices using their Google G Suite accounts. Storage space will be available on the devices—BUT it will NOT be backed up in case of re-imaging. The district provides cloud storage through Google G Suite accounts and the district G-Drive. It is the employee's responsibility to ensure work is not lost due to mechanical failure or accidental deletion. Instructions on saving documents to Google G Suite or the G-Drive will be provided through Professional Development and upon request.

7. EMAIL

Employees are assigned a district-provided e-mail account. This account may restrict email communication and will be determined by the Lyon County School District. No other e-mail account should be used for school-related activities. Employee email accounts, and their content, are property of the district and are subject to search at any time.





8. NETWORK CONNECTIVITY

Lyon County School District makes no guarantee their network will be up and running 100% of the time. In the rare case the network is down, the District will not be responsible for lost or missing data.

9. ORIGINALLY INSTALLED RESOURCES

The apps and other resources originally installed by the Lyon County School District must remain on the device in usable condition and be easily accessible at all times. From time to time the school/district may add apps for use. Regular and periodic checks of devices may be made to ensure that employees have not removed required apps and content.

10. ADDITIONAL APPS AND CONTENT

Users are not allowed to load extra apps and content on their devices. Any additional apps or content found on the device that violates any part of the LCSD Acceptable Use Agreement will result in potential disciplinary actions up to and including loss of privileges and suspension or termination. The Lyon County School District will make sure that devices contain the necessary tools to complete school work. Recommendations for any platforms for consideration will go through district established procedures.

11. PROCEDURE TO REQUEST A NEW PLATFORM

If a new platform is needed in order to complete assignments and or projects that are required/necessary for approved district curriculum, employees must complete an LCSD Platform Access Request Form and obtain site admin. Approval. Then submit a Ticket with the form attached, requesting the platform to be opened. LCSD will process the requests in the order submitted and will have a minimum of 4 weeks to process the request. Use the following link to see a list of approved platforms that have been vetted for district use:

<https://forum.lyoncsd.org>

12. PROCEDURE FOR RE-LOADING PLATFORMS

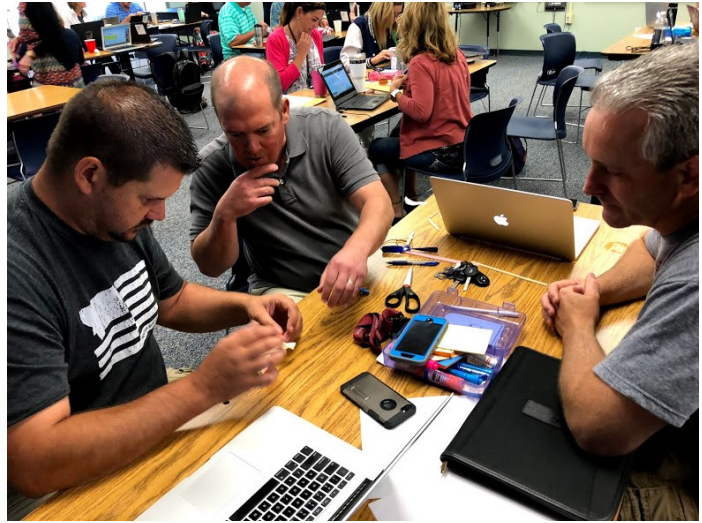
If technical difficulties occur the devices will be restored from backup. Lyon County School District does not accept responsibility for the loss of apps or documents, educational or personal, deleted due to a re-format and/or re-image.

13. SOFTWARE UPDATES

Upgrade versions of the operating system and apps are available from time to time and will be deployed by the Lyon County School District as needed.

15. DISTRICT/SCHOOL RESPONSIBILITIES

- Provide Internet at school.
- Provide Internet filtering of inappropriate materials.
- Provide network data storage area through Google G Suite. Similar to a school locker or other district-owned resource, the Lyon County School District reserves the right to review, monitor, and restrict information stored on or transmitted via Lyon County School District owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid in doing research/projects and help ensure compliance of the acceptable use policy.



14. ACCEPTABLE USE OF DISTRICT DEVICES

Use of the Lyon County School District technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Lyon County School District is not transferable or extendible by you to people or groups outside the District and terminates when you are no longer employed by the Lyon County School District. This guide is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/termination. When applicable, law enforcement agencies may be involved.



16. RESPONSIBLE DIGITAL CITIZENSHIP

- Use devices in a responsible and ethical manner.
- Obey general rules/policies concerning behavior and communication that apply to device/computer use.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the employee’s own negligence, errors or omissions.
- Evaluate all content for accuracy and quality obtained using their device.
- Help the Lyon County School District protect our computer system/ devices by contacting admin staff about any security problems they may encounter.
- Monitor all activity on their account(s).
- If an email or other communication is received containing inappropriate or abusive language or if the subject matter is questionable, report it to admin staff immediately.

Digital Citizenship, please visit:

<https://www.common SenseMedia.org/educators/digital-citizenship>

Any employee found to have violated this regulation may be subject to disciplinary actions as provided for in LCSD policies, agreements, regulations, rules, procedures, and negotiated agreements. The employee may also be held financially liable for any cost incurred to District computer hardware or software. Unlawful activity may result in criminal prosecution. Employees having knowledge of any unauthorized email activities should report it to their supervisor.

Responsible

Digital Citizenship Continued

Being a digital citizen at LCSD, we use information and technology in safe, legal and responsible ways. It is important that we educate ourselves on what this means before we start using technology. The conversation must continue throughout our work. We embrace the following conditions or facets of being a digital citizen.

- Respect yourself. I will select online names that are appropriate. I will consider the information and images that I post online.
- Protect yourself. I will not publish my personal details, contact details or a schedule of my activities.
- Respect others. I will not use technologies to bully or tease other people.
- Protect others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- Respect intellectual property. I will suitably cite any and all use of websites, books, media, etc.
- Protect intellectual property. I will request to use the software and media that others produce.



- Do not share any personally identifiable information over email or the internet, or through the use of apps. The U.S. General Services Administration defines Personally identifiable information (PII) as “information which can be used to distinguish or trace an individual’s identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc.”
- Return the device and accessories to the designated collection point for your site at the end of employment/termination with LCSD. Staff who transfer to another school shall take your LCSD issued Laptop to your next assignment.
- Device(s) shall not be left unattended while logged onto the district network.



LCSD Agreed Upon Effective Instructional Practices:

Student and staff relationships, classroom management, support, and appropriate instructional materials are the foundation to allowing effective instructional practices to occur.

- Students must receive explicit, direct instruction on grade level standards that includes demonstration, explanations with examples and guided practice.
- Students must have extended periods of authentic, relevant, independent practice with differentiated and instructionally matched materials.
- Students must receive individualized instruction in both strategic, targeted small groups and one-on-one conferences.
- Students must set goals, reflect on their learning and receive feedback on these goals (metacognition).
- Students must have an opportunity to engage in collaborative conversations with diverse partners about skills.
- Students must receive instruction based on formative assessment. Common formative assessments are used so teachers and schools can design future instruction.

17. INTELLECTUAL PROPERTY

As each User should have an expectation that others will not abuse his or her intellectual property rights, every User must also respect the intellectual property rights of others including those of other Users, all members of the Lyon County School District, and all third parties.

Potential violation of intellectual property laws and rights is not merely limited to unauthorized downloading of copyrighted movies, television shows, music, and software through file-sharing software. Rather, the concept of intellectual property broadly covers all copyrighted works, trademarks, patents, and other proprietary and confidential information.

The Lyon County School District requires every User to adhere to a strict policy of respecting intellectual property rights. Infringing and illegal uses may involve:

- Unauthorized copying or sharing of written works, such as textbooks and course materials;
- Unauthorized copying, sharing, and use of digital videos or images, digital music as well as logos and other marks;
- Unauthorized copying, sharing, or installation of software, including commercially licensed software as well as “shareware”; and
- Unauthorized copying, sharing, or use of copyrighted, or otherwise proprietary, data or collections of data.

It is the responsibility of every User to avoid infringing any intellectual property right, and to report the infringement of another User if and when it is discovered. Failure to respect such rights, or report infringements, is a violation of this policy and subject to the sanctions set forth.

18. ACTIVITIES STRICTLY PROHIBITED

- Using devices for non-educational purposes during class times
- Illegal installation or transmission of copyrighted materials
- Any action violating existing Board policy, administrative rule, or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of personal messaging services for non-educational purposes
- Use of outside data disks or USB devices without knowing their contents or origin
- Changing device settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming/sending mass or inappropriate emails
- Gaining access to others accounts, files, and/or data
- Use of the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Giving out others' personal information, for any reason, over the Internet.

This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, email, etc.

- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass/demean others
- Bypassing Lyon County School District web filter or other security measures through a web proxy or other methods
- Taking photos or video of other students, staff or anyone without their permission
- The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden.



SIGNATURE PAGES

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT ACKNOWLEDGEMENT

I have read and will abide by the Acceptable Use Agreement of Lyon County School District.

I further understand that should I commit any violation my access privileges may be revoked and school disciplinary action and/or appropriate legal actions may be taken.

I understand that access to district technology equipment and its entire system of electronic communication is designed for educational purposes.

I also recognize some materials on the internet may be controversial and objectionable and that, while every attempt will be made to block inappropriate sites, it is impossible for the Lyon County School District to restrict access to all controversial and objectionable materials. I will not hold the Lyon School District responsible for the accuracy or quality of any materials acquired or viewed on its system. I understand that improper or inappropriate use of technology equipment and the district system may result in revocation of my technology privileges and the imposition of district discipline and appropriate legal actions. I accept all financial and legal liabilities that may result from my use of the Lyon County School District equipment and technology system. I release the Lyon County School District, its officers, employees, agents, representatives, and all organizations and individuals related to the Lyon County School District's technology system from any and all liability or damages that may result from my use of the district's equipment and electronic communication system. I specifically agree to indemnify and hold the Lyon County School District, its officers, employees, agents, and representatives harmless for any actions, claims, costs, damages, or losses, including, but not limited to, attorney's fees incurred by the Lyon County School District relating to or arising out of my use of such equipment and system.

Device Use:

I have access to a device in support of my duties in the Lyon County School District. The device and its content remain the property of the Lyon County School District. The district's Acceptable Use Agreement fully applies to the use of this equipment both on and off school premises.

Device settings have been adjusted for appropriate school use. These settings must not be altered, deleted or circumvented in any way.

The district has provided digital content and resources for my use that must remain installed on the device and be easily accessible at all times. I agree to be responsible for the maintenance and care of the device and to return it when requested in the same condition in which it was received, except for normal and reasonable wear and tear. Devices may be inspected periodically to check for appropriate use.

NAME

SIGNATURE

DATE

SUPERVISOR'S/PRINCIPAL'S (WITNESS) NAME

SUPERVISOR'S/PRINCIPAL'S (WITNESS) SIGNATURE

DATE

LYON COUNTY SCHOOL DISTRICT PLEDGE FOR DEVICE USE

1. I will take good care of Lyon County School District devices that I use.
2. I will keep food and beverages away from my device since they may cause damage to the device.
3. I will not disassemble any part of my device or attempt any repairs.
4. I will use Lyon County School District devices in ways that are appropriate, meeting Lyon County School District expectations, and are educational.
5. I will not place decorations (such as stickers, markers, etc.) on the device itself. I will not deface the serial number or school district label on any device.
6. I will follow the policies outlined in the Acceptable Use Agreement.
7. I will immediately notify building administrators in cases of damage, theft and vandalism.
8. I will be responsible for all damage or loss caused by neglect or abuse.

I agree to the stipulations set forth in the above documents including the LCSD Acceptable Use Agreement; the Teacher / Staff / Adult Guest Acknowledgment Form for Device Use.

NAME

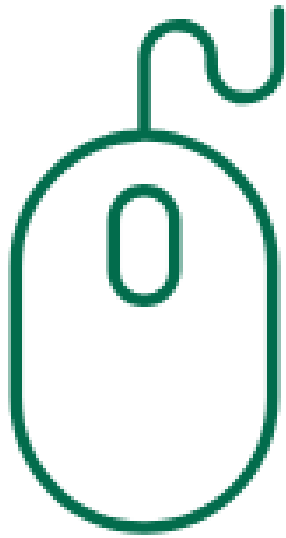
SIGNATURE

DATE

SUPERVISOR'S/PRINCIPAL'S (WITNESS) NAME

SUPERVISOR'S/PRINCIPAL'S (WITNESS) SIGNATURE

DATE



LYONLINE

LEARNING ACADEMY

Every student...

Every classroom...

Every day...



Lyon County School District

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Yerington, NV 89447

775.463.6800 ph

775.463.6808 fax

www.lyoncsd.org