



K-5 Responsible Use and Device Agreement

This agreement must be completed and returned before your student can access a district-issued device.

Student Name: _____

Grade Level: _____

Parent Initials	Student Initials	Please review and discuss the guidelines below, as many may be applied at home as well.
		Cooperation • I will share technology tools and digital spaces appropriately with classmates. • I will listen to others' ideas when working together on a device or online project. • I will ask for help kindly when I need it and offer help to others when I can.
		Assertiveness • I will speak up if I see something online that makes me uncomfortable or is unsafe. • I will ask an adult if I am unsure whether something is okay to click or share. • I will use my own work and ideas and give credit when I use someone else's.
		Responsibility • I will use school devices and programs for learning and school activities only. • I will follow teacher directions about when and how to use devices. • I will keep my passwords and personal information private. • I will leave websites, games, and videos that are not approved for school. • I will take care of my school issued devices and report any problems right away.
		Empathy • I will treat others with kindness and respect in all digital spaces. • I will use kind words in emails, messages, and online comments. • I will think about how my words and actions online might make someone feel.
		Self-Control • I will stay on task and use digital tools for their intended purpose. • I will manage my time online responsibly and follow time limits. • I will pause and think before posting, sending, or sharing anything online. • I will tell an adult if I feel frustrated or upset while using technology.

The use of school devices and the Internet is a privilege. If a student misuses a device or the Internet, he/she/they may have privileges taken away.

District Owned Devices:

Chromebooks or iPads are district owned devices and the contents on the device can be viewed at any time. The student should have NO expectation of privacy of materials found on a district owned device.

Internet Connectivity:

While at school, students will access the Internet through the Geneva CSD network, which follows the required Children's Internet Protection Act (CIPA) regulations. When the device is out of school, it will access any available WiFi and follow the internet controls associated with that network. We recommend that you talk to your student about the standards they should follow on the Internet. We also recommend that an adult monitor students' use of the internet.

Supervision and Monitoring:

School personnel monitor the use of devices and the Internet to ensure student safety. We reserve the right to examine, use, and disclose any data found on the District's information network or device in order to further the health, safety, discipline, or security of any student or other person, or to protect property.

Data Privacy:

Geneva City School District makes every effort to select technology products that protect the confidentiality of students' personally identifiable information and avoid third-party promotional marketing material. Questions about specific privacy policies can be sent to Stephen Kruger at skruger@genevacsd.org.

The *Parents' Bill of Rights* is posted on the Geneva CSD website's Data Security & Privacy Page (<https://www.genevacsd.org/district-family-resources/data-security-privacy>).

The following Board of Education policies are in effect for student technology use:

- Policy # 8271, Internet Safety and Content Filtering
- Policy #7315, Student Acceptable Use Policy (AUP)
- Internet-Enabled Device (IED) Policy

I have reviewed this information and these guidelines with my student. I give consent for _____(student's first and last name) to use district technology, district provided accounts, and access the Internet.

Parent/Guardian Signature: _____ Date: _____