Acceptable Use of Technology Agreement for Students

Students in Saint Paul Public Schools must develop the research, information fluency, and technology skills that will allow them to be successful in this digital world, as well as the skills necessary to live safely and ethically. Computer access and access to the Internet, digital communication and collaboration tools, and online learning spaces are critical to teaching these skills. The guidelines in this document are based on the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), SPPS Board of Education *Policy 520 Technology Usage and Safety*, and the *Guidelines for Acceptable Use of Technology by Students* to promote safe, legal, and ethical use of technology in the District.

Failure to adhere to district policies, procedures, and guidelines for the use of district technology resources may result in revocation or restriction of access privileges and / or disciplinary action as defined in the *Student Behavior Handbook*, *Policy 520 Technology Usage and Safety*, and *Guidelines for Acceptable Use of Technology by Students*. In addition to the district's standard consequences for misbehavior, any network misuse or illegal activities may result in contact with the student's parent/guardian, or if a violation of law has occurred, contact with law enforcement authorities.

I will:

- Follow all district and classroom policies, procedures and guidelines when using technology. · Use all district technology resources to create files and projects for school related work, research, and college and career planning.
- Keep my user names and passwords private.
- Treat others with respect and use appropriate language in all of my electronic interactions with others. · Immediately tell a teacher or other adult staff member if I receive an electronic comment or communication that makes me feel uncomfortable, or if I accidentally access inappropriate materials, pictures, video, or websites. · Respect the work and intellectual property rights of others, and I will not intentionally copy, damage, or delete another user's work. I will properly cite my sources when I use someone's information, pictures, media, or other work in my own projects and assignments.
- Respect the privacy of others. I will limit all in-school photography, video and audio recording to educational use. I understand that this applies to both district technology resources and my personal electronic devices.

Student Initials: _____ Parent/Guardian Initials: _____

I will not:

- Use district technology resources to find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
- Use technology to gain unauthorized or inappropriate access to district technology resources.
- Use, retrieve, store, or send improper language, pictures, or other digital content.
- Use district technology resources or my personal electronic device to cheat. I will not get or give answers to tests; search for and / or copy answers or information on the Internet or other electronic resources contained on or in any technology resource or device; copy and submit someone else's information or assignment as my own; or conduct other similar forms of electronic cheating.
- Access inappropriate or blocked resources using personal accounts, anonymous proxy sites, or by any other manner while on district property during school hours.
- Share or post any personally identifiable information about others or myself that could help someone locate or contact others or me without the express guidance or instruction of a teacher or staff member. . This includes e-mail address, full name, home or school address, phone number, parent's or guardian's names, and school name.

Student Initials: _____ Parent/Guardian Initials: _____

I understand:

- Use of district technology resources, including networks, computers or mobile devices, and the Internet is a privilege, which may be denied, revoked, or restricted at any time for misuse or abusive conduct. · The District reserves all rights to control its technology resources and may monitor or restrict a user's technology resources. The District may search any computer, mobile device, or electronic storage device that is assigned to a user or used on any district computer or network; and retrieve, alter, and delete any data created, received, or maintained by any user using district technology resources.
- Use of the district technology resources is at my own risk; the system is provided on an "as is, as available" basis; and the District is not responsible for any loss, damage, or unavailability of data stored on the system regardless of the cause.
- Online learning spaces and communication and collaboration tools should be treated as a classroom space, and language and behavior that is not appropriate in the physical classroom is not appropriate in online spaces, no matter what time of day those spaces are accessed.

FORM 520.00.1F2 Acceptable Use of Technology Agreement for Students can be found online at:
https://www.spps.org/about/board-of-education/board-policies-procedures

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- Assignments in online learning spaces are just like any other assignment in school, and students are expected to follow all policies and procedures in the *Student Behavior Handbook*, including all policies related to cheating, plagiarism, and acceptable use of technology.
- Personal electronic devices are at an increased risk of being stolen, misplaced, or damaged, and the District is not responsible for any damage or theft of personal property.
- Use of personal electronic devices during the school day should be limited to legitimate educational purposes. · I may be subject to disciplinary action for using technology in violation of district policies, procedures, guidelines, or the *Student Behavior Handbook*.

Student Initials: _____ Parent/Guardian Initials: _____

By signing below, I agree to follow Saint Paul Public Schools Policy 520.00 *Technology Usage and Safety* and the *Guidelines for Acceptable Use of Technology by Students.* I understand my use of district technology resources is a privilege and requires proper online behavior.

Student Name (Please Print): _____Student ID#: _____

Student Signature: _____ Date: _____

Parent/Guardian Notice and Permission

Applications and Web-based Services

Saint Paul Public Schools (SPPS) uses applications (apps) and web-based services operated by third parties to provide students with access to online communication and collaboration and other instructional tools and materials. The District contracts with specific companies for software that helps manage student information. This information is owned by SPPS and stored/managed within a contracted third party server. All applications and web-based services accessing student data are reviewed for content quality and security guidelines. A list of District approved apps and websites and their data privacy policies is available online at www.spps.org/ts.

Filter

The District provides students with access to various technology resources, including a wide range of educational resources through the Internet. The District uses content filtering technology in compliance with the Children's Internet Protection Act (CIPA) on all school computers and mobile devices with Internet access to protect against unacceptable web content. The content filter is regularly reviewed and updated by Technology Services staff to keep students safe.

Home Access and Monitoring

Outside of school, parents/guardians bear responsibility for providing guidance on Internet use, just as they do with other information sources such as television, radio, movies, and other possibly offensive media. Parents/guardians are responsible for monitoring their child's use of the Internet and access to district technology resources, including online learning spaces, collaboration tools, and educational resources.

Parent and Guardian Rights

Parents/guardians have the right at any time to review the contents of their child's electronic and e-mail files. In the event that a parent/guardian has a serious concern regarding their child's safety and wishes to review their child's electronic files, they must submit their request in writing to the school principal. The request must include the student's name, identification number, school name, a list of files or accounts, and the reason for requesting a copy of their child's files. The building principal will work with the Technology Services Department to obtain copies of the files.

Parents/guardians also have the right to request termination of their child's computer and account access. Parents/guardians should be aware that their decision to limit or eliminate access to technology resources will significantly affect their child's ability to work collaboratively on projects and assignments, and will hamper the development of skills necessary to live and work in this increasingly digital world.

Parents/guardians who wish to terminate their child's access to district technology resources must complete the *K-12 Technology Opt-Out Form*, and submit the form to the main office of their child's school. The Opt-Out will remain in effect for one school year. A separate form must be completed for each child and must be submitted each school year. To get a copy of the K-12 Technology *Opt-Out Form*, contact the school or find it on-line at https://www.spps.org/about/board-of-education/board-policies-procedures. If parent/guardian does not submit the *K-12 Technology Opt-Out Form*, the District will assume that permission has been granted for the student to access the Internet, electronic resources, and online learning spaces.

By signing below, I acknowledge that I have reviewed the acceptable use guidelines, and I give permission for my child to use district technology resources and access the Internet.

Parent / Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date:

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