WPSD Student Use of Technology Agreement

I. OVERVIEW

Woodland Park School District (WPSD) makes a variety of communications and information technologies available to students through the District technology system. These technologies, when properly used, promote educational excellence in the District. Staff use appropriate technology to facilitate learning, manage their grades, and communicate both internally and externally. Students are granted technology privileges to be used as a tool of research, collaboration, creation, presentation, management, composition, and communication. The use of technology at WPSD **is a privilege, not a right**, and inappropriate use may result in a cancellation of those privileges. This Responsible Use Agreement is intended to minimize the likelihood of misuse by educating District students and setting standards which will serve to protect the District and its students.

PARENT/GUARDIAN REVIEW

To educate students on proper computer/network/Internet use and conduct, students review these guidelines each school year. Additionally, the parent or legal guardian of a student user is required to acknowledge receipt and understanding of the *WPSD Student Responsible Use of Technology Agreement* as part of the annual registration process, which includes signing and submitting the *Enrollment Verification Form* at the beginning of each school year.

DEFINITION OF THE DISTRICT TECHNOLOGY SYSTEM
Network

The District network provides wired and wireless access to internal resources such as printers, files, and information systems, as well as Internet content (blogs, websites, mail, groups, wikis, etc.). By connecting any device to this network, students agree to follow accepted practices outlined in the WPSD *Student Responsible Use Policy*. This policy applies regardless of who owns the device (District or personal). Students may connect personal devices to the WPSD wireless network only; wired connections are for District devices only.

Hardware

WPSD provides access to different technologies geared towards enhancing student learning. Broadly, these tools are used to enable students to create, deliver and share digital content with peers and teachers. Examples of these technologies include, but are not limited to, personal computers (desktops, laptops, netbooks, and other), handheld devices (ipads, ipods, response systems), document cameras, digital projectors, interactive whiteboards, printers, scanners, digital cameras, and response systems. Many of these devices are connected to WPSD's network either through a wired or wireless connection.

Content Access

While using District technology, students will have access to content from a variety of sources including, but not limited to content created by teachers and other students, applications and content purchased by the District and individual schools, and content located on the Internet. In addition, students may create and share their own content in classes.

The District has multiple tools in place to help protect students from harmful content online. However, we believe that educating students about proper technology use is more effective than relying on content blocking technology as the primary tool.

WPSD works hard to balance open access to support education, and uses filtering software to block known inappropriate websites in accordance with the Children's Internet Protection Act (CIPA). The District also blocks select sites that are deemed to have no educational value and may be harmful to students. Parents should remember that, while best efforts to filter are made, no filtering system is 100% effective. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.

The District will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the user's own negligence, inappropriate use of the District's computer network, or any other errors or omissions. The District will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the District's computer network or the Internet. Students may be held responsible for any costs incurred by the District due to inappropriate use and the District reserves the right to contact law enforcement when deemed appropriate to do so.

II. STUDENT GUIDELINES

Responsible Use
Woodland Park School District expects that students will use District provided technology for purposes consistent with the curriculum. WPSD technology resources should be used primarily for class assignments and other learning activities. Only school related files should be stored in student accounts. It is expected that students will use the District's technology resources efficiently, especially when other students are waiting to use them. Students are expected to take good care of District technology resources, leaving equipment and work areas in good condition.

WPSD educates students on the appropriate use of technology at school, including topics such as proper research, citation methods, good communication practices (email and social networking) and internet behavior standards. Students are expected to adopt these academic practices, just as they would in any other subject area.

Educational Practices: Safety & Privacy
Woodland Park School District is committed to helping students develop safe online habits. We will provide educational opportunities and resources for each student in the safe use of technology. Students will learn about maintaining their online reputation and ensuring their personal safety by keeping their personal information private. Students are expected to follow safe practices when using the WPSD network and technology.

School Site Policies & Practices
These policies apply to all schools and students within WPSD. Individual schools and teachers may develop local policies and procedures, which may be more restrictive than District policies. Not all schools or teachers will use all types of software or hardware described in this document.

Consequences of Violations
Students who misuse WPSD's technology resources will be subject to discipline which may include:
- Loss of technology privileges and access to the WPSD networks;
- School disciplinary action, including suspension or expulsion;
- Legal prosecution if in violation of applicable local, state, or federal laws.

If a student is accused of any violation, s/he has all of the rights and privileges that exist with other kinds of school infractions.

Additionally, WPSD reserves the right to seek financial restitution for any loss caused through students' carelessness or negligence.

III. RESPONSIBLE USE POLICY FOR STUDENTS
Please read and discuss the provisions of these Terms and Conditions with your child.

TERMS AND CONDITIONS
WPSD technology resources and tools are provided to support curriculum, courses and assignments and should be used primarily to support them. If you have any doubt about whether a contemplated activity is acceptable, consult your teacher, library media specialist, counselor, or administrator to help decide if a use is appropriate. To ensure that technology is used appropriately, students must abide by the following terms and conditions:

Respect and protect your own and the privacy of others by:
1. Using only accounts assigned to you.
2. Only viewing or using passwords, data, drives, or networks to which you are authorized.
3. Never distributing private information about yourself to others.

Respect and protect the integrity, availability, and security of all electronic resources by:
1. Observing all District Internet filters and posted network security practices.
2. Immediately reporting security risks, computer or network malfunctions, or proper use violations to a teacher or administrator.
3. Not destroying or damaging data, equipment, networks, or other resources.
4. Sharing technology resources with other users.

Respect and protect the intellectual property of others by:
1. Following copyright laws (not making illegal copies of music, pictures, images, videos, games, software, apps, files or movies).
2. Citing sources when using others' work (not plagiarizing).

Respect your community by:
1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomforting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying or creating material that violates the school's code of conduct (such as messages/content that are pornographic, obscene, threatening, discriminatory, harassing, intimidating or bullying).
4. Participating positively in all digital learning environments and refraining from behaviors that negatively impact your peers or staff members.

Inappropriate Use:

District technology resources are shared amongst all students and staff at WPSD. Use of these resources is a privilege and WPSD expects students to use them responsibly. Shared resources and tools are provided primarily for educational purposes. While incidental personal use is acceptable, students must restrict these to activities that won't negatively impact bandwidth or computer availability for others. Some examples of unacceptable technology or network use by students include but are not limited to:

A. Playing games or online gaming, unless approved by your teacher;
B. Installing software on District equipment without permission of your teacher;
C. Downloading, or use of, non-approved files, including games, multimedia, applications, operating systems or any other content in violation of District policies or copyright laws;
D. Viewing, downloading or sharing obscene, pornographic or other offensive or copyrighted material;
E. Engaging in hacking on the network or intentionally introducing malicious code into the District network;
F. Attempts (successful or not) to gain unauthorized access to District resources;
G. Attaching unauthorized and/or unapproved electronic devices to District resources;
H. Using tools designed to bypass or disable District safeguards and monitoring services, such as content filters and security tools;
I. Using tools to hide a student's identity or IP address;
J. Recording or broadcasting students or staff without their permission;
K. Harmful activities towards other students, including cyberbullying, online impersonation, etc;
L. Deliberately causing network congestion;
M. Personal gain, commercial solicitation or compensation of any kind;
N. Any activity that is in violation of WPSD student code of conduct, school policy, or any local, state or federal law;
O. Sharing their own or other student's personal information, such as address or phone number, in any electronic medium;
P. Establishing wireless access points, wireless routers, or open networks on personal devices.

Consequences of Inappropriate Use:

Students who misuse WPSD's technology resources will be subject to discipline which may include:
● Loss of technology privileges and access to the WPSD networks;
● School disciplinary action, including suspension or expulsion;
● Legal prosecution if in violation of applicable local, state, or federal laws.

If a student is accused of any violation, s/he has all of the rights and privileges that exist with other kinds of school infractions.

Additionally, WPSD reserves the right to seek financial restitution for any loss caused through students' carelessness or negligence.

Digital Learning Environments
Students may participate in online environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and online meeting sessions. The use of these tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-provided digital tools. Parents wishing to deny access to these curricular resources must do so in writing to the site principal indicating their child should be denied access to these tools. For detailed information regarding tools utilized within a building, please contact the building administrator.

Use of Personal Electronic Devices
Schools currently address the appropriate use of personal electronics in student handbooks. Laptops, tablets or other computing devices, may be used in classrooms when authorized by the teacher. Use of any cameras, including those in electronic or computing devices, to photograph people without their written permission is prohibited. The District is in no way responsible for any kind of loss, damage or technical support of personal devices.

Please note that students using electronic devices that connect to non-District networks are still subject to the Responsible Use Policy.

Supervision and Monitoring
The use of District owned information technology resources is not private. Authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with District policies. Administrators reserve the right to examine, use, and disclose any data found on the school's network in order to further the health, safety, discipline, or security of any students or other person, or to protect property. In other words, students must understand that computer files and electronic communications are not private and may be accessed by the District for the purpose of ensuring proper use. Administrators may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The District reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The District also reserves the right to limit the time of access and priorities among competing acceptable uses.

Disclaimer of Liability
The District makes no guarantees about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. The District denies any responsibility for material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor) or for any hostile or injurious actions of third parties encountered through a computer network. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of the District, its affiliates or employees. Due to the nature of electronic communications and changes in the law, it is also impossible for the District to guarantee confidentiality of email sent or received over any computer network.

By signing the *Parent Acknowledgement Form* upon initial student registration and the *Enrollment Verification Form* each subsequent year at registration, parents/guardians acknowledge receipt and understanding of the *Student Responsible Use of Technology Agreement*.