



Student Technology Acceptable Use Agreement 2021-2022

The Acceptable Use Agreement (Agreement) is entered into pursuant to the terms of Board Policy 363.2. This Agreement defines the responsibilities of Green Lake School District (GLSD) employees and students (collectively "users") using network and Internet resources provided by public funds. This Agreement applies to District-owned computers and other devices as well as parent/student-owned computers and devices. All requirements set forth under Board Policy 363.2 apply to this Agreement.

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 projects.
- Keep my usernames 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.

I will not:

- Use school 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 school 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 Wi-Fi accounts, personal cellular data plans, 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. This includes such things as e-mail address, full name, home or school address, phone number, parent's or guardian's names, and school name.

I understand:

- Use of school 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, such as Google Classroom, Meet, Zoom, etc, 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.
- 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 handbooks, 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 Handbook.

Parent/Guardian Notice and Permission

Chromebooks:

The District will provide students in grades 7-12 with a school issued Chromebook (or loaner device if in the event that the student's device is sent in for repairs). The same device is issued to the student each year until graduation or rotational replacement. Students using District devices are required to purchase an insurance plan and approved case from the District. It is the student's responsibility to take good care of the device, which includes keeping it clean and in the case, to ensure it lasts for the full term of its mechanical life. If in the event of an accident and the device is damaged, the student will be required to fill out an insurance claim and other necessary forms so that it may be repaired. If it is deemed that the damage is not accidental, or the device becomes inoperable due to student mistreatment, the student will be responsible for replacing the device with a district approved model and will be issued a refurbished district model for future use. This includes cosmetic damages such as but not limited to intentional scratching, adhesion of stickers, and intentional removal of key caps.

Filtering and Monitoring during school hours:

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 through GoGuardian, in compliance with the Children's Internet Protection Act ("CIPA") and the United States Children's Online Privacy Protection Act ("COPPA") on all school computers with Internet access, to protect against unacceptable web content and protect student privacy. However, because no web filtering technology is 100% safe, the District makes every effort to monitor online activity.

Home Access and Monitoring:

Outside of school, parents/guardians bear responsibility for providing guidance on Internet use, just as

Student Handbooks and GLSD Technology Handbook can be found online:

www.glsd.k12.wi.us



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.

Cell Phones

Green Lake School District has specific rules pertaining to the usage of personal communication devices (PCDs) on school grounds during school hours. Please see School Rules Regarding Cell Phones, School Board Policy- Personal Communication Devices (5136) for detailed information.

Parent/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, 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 Information Technology 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.



Please sign and return to the Library Media Specialist. Students will not have access to District technology, including school Wifi, until form has been returned.

Student:

By signing below, I agree to follow Green Lake School District's Acceptable Use Agreement. I understand my use of District technology resources is a privilege and requires proper online behavior.

Student Name (please print)

Grade

Signature

Date

Parent/Guardian:

By signing below, I acknowledge that I have reviewed the Acceptable Use guidelines. I give permission for my child to use District technology and resources.

Parent/Guardian Name (please print)

Signature

Date

Office Use Only

- Technology Insurance and fees paid
- Technology Insurance and fees waived (Approved by _____)