

LCUSD Student Internet and Technology Use Agreement

For Grades 7-12 - Updated July 9, 2018

The La Cañada Unified School District has a strong commitment to providing a quality education for its students, including access to and experience with current technology and Internet resources. The district has taken several steps to protect students from accessing inappropriate materials on the Internet: First, the district maintains and updates its technology use policies (Board Policy/Administrative Regulations 6163.4) Secondly, the district instructs students in the proper use of Internet resources before they are allowed online and monitors student use of the network. Thirdly, the district employs an Internet content filter. It is possible, however, for the Internet content filter to be inaccurate, or for students to succeed when trying to circumvent its security measures, so the district cannot guarantee that students will not be exposed to inappropriate material at all times. It therefore remains essential for students to accept responsibility for the proper use of the technological resources available at their school.

Students will need to sign into the network with a district-provided username and password to conduct research and complete coursework; all student activity can be monitored for safety and compliance to federal rules and guidelines such as the Children's Internet Protection Act (CIPA).

Wireless Networks

All Chromebooks, district owned and student owned, will remain on the LCUSD Wifi network during school hours. On other personal devices such as phones, students have the ability to connect to the Student Wireless Network. Classroom use of personal devices will remain at the discretion of each individual teacher.

Students will be expected to follow the attached, updated acceptable use agreement for the district's computer network and the Internet. **Please read this updated Technology and Internet Acceptable Use Agreement carefully.**

La Canada USD Technology and Internet Acceptable Use Agreement Gr. 7-12 (update July 9, 2018)

I. Personal Responsibility and Safety. I know that school computers, Chromebooks, iPads, and Internet communication tools must be used responsibly and with respect and care.

- A. I will take care of the computer and all technology equipment as if it belonged to me.
- B. I understand that all the rules described in my school's discipline policy and this Technology Use Agreement apply when I am using technology at school and whenever I'm using the school district's Google Apps for Education account, even from home or other non-school locations.
- C. I will immediately stop and tell the teacher if anything happens on the computer or the Internet that does not seem right or makes me feel uncomfortable. If I am bullied online, I will print out a copy of the offensive material and give it to a teacher or a school administrator.
- D. I will log out of or lock any device I use before walking away from it to keep my account and work safe. Moreover, I understand I have a responsibility to protect my peers and thus will log out any person who may have forgotten to do so before I use the same device.
- E. I understand that certain people could try to use the Internet to harm me, so I will be careful to keep my personal information private whenever I am on the Internet.

II. Inappropriate Uses. I understand that school technology should be used for learning, not for playing games or harassing others. The following activities are prohibited:

- A. I will not use school technology for playing games or socializing during instructional time.
- B. I will not damage the technology nor upload any viruses, spyware, or other malware onto the device or network. I understand this would be considered a form of vandalism.
- C. I will not alter the way the computer desktop or iPad home screen looks or how it works (control panels, network settings).
- D. I will not attempt to bypass security measures on the technology or the district network.
- E. I will not install any software on the school computer or plug any personal equipment into the district network.
- F. I will not use school technology and network to conduct a personal business (selling or advertising things).
- G. I will not share my passwords with others nor log into the computer or network with someone else's username and password.
- H. I will not wipe another student's device so that it must be re-enrolled. I will advise others to go to the Help Lab or contact the tech department if a chromebook needs attention instead of attempting to fix it myself.
- I. I will not seek out nor share pornography or other inappropriate material.
- J. I will not use online forums or technology resources to cheat on tests or assignments.

III. Digital Citizenship. I will treat people with dignity and respect when using technology and accessing the Internet.

- A. I will only post information that I can verify is true, and I will not threaten, insult, gossip, tease, or treat others with cruelty while I am online or using technology.
- B. I will respect other students' digital work. I will not copy, change, or remove another student's work from any device, the school network, the Internet or Google Apps for Education, nor will I impersonate others or try to trick people into thinking what I wrote was done by someone else.
- C. I will not copy information and use it as if it were my own ideas without giving credit to the information's author and source. I know that failure to properly cite my sources of information is called plagiarism and is a form of cheating.
- D. I will use Google Apps for Education as outlined by my teacher and understand that the school can monitor all activity with my account.
- E. I will only post pictures and images that are respectful and school appropriate, including my own profile picture.

- F. I understand that work I engage in with Google Apps for Education may be seen by everyone at school and at home, and that things posted on the Internet can be seen by everyone in the world, cannot be completely erased, and can be tracked back to the computer or person that posted it even if the person never uses their own name or leaves personal information.
- G. I will make sure my comments and discussion responses are related to the purpose of the original post and directed toward the author. I will not use classroom online discussions or blogs for personal or social conversations unrelated to the assignment.
- H. I will use proper spelling and grammar in the appropriate “Academic Voice” when posting or commenting online. I will not use “chat” or “text” lingo, including heavy capitalization and punctuation.

I understand that improper and/or inappropriate use of school technology, the Internet, and Google Apps for Education are considered violations of the acceptable use and discipline policies. Consequences for inappropriate use are based on individual teachers' policies, as outlined in each teacher's syllabus. Further or more severe violations could break the law and/or school rules resulting in referral to the Assistant Principal and consequences will be based on the LCHS Discipline Policy, which could include suspension from school and prosecution if I do not follow the guidelines listed above. I understand that site or district administration hold the final say in the interpretation of all policies.

IV. Service Expectations. I understand that the district does not guarantee that all students will have access to computers, the Internet, or files stored on its servers 100% of the time. I will always be prepared for the possibility that computers or access to the network may not function on any given day, and that files on the district's servers may become corrupted or lost. I will be responsible for backing up my own files on my own media, as the district does **not** store backups of the student files on its servers. I also understand that all files and communications within the district network, including Google Apps for Education, may be monitored by the district administrators with no expectation of privacy.

V. Limitation of Liability. La Canada Unified School District shall not be responsible for any damages suffered by the student including those arising from service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communication technologies is at the student's own risk. Furthermore, the district assumes no liability for personal technology, including computers, smartphones, tablets, network access devices, or other electronic signaling devices, if such devices are damaged, lost, or stolen. The student and his/her parent/guardian shall indemnify and hold La Canada Unified School District harmless from any losses sustained as the result of use or misuse of the district's technology resources by the student, and/or the loss or damage of personal technology.

VI. Privileges. I understand that using the computer network is a privilege I must earn and maintain by my responsible use. If I don't use the computers or iPads properly or treat others respectfully online, I will lose that privilege, face disciplinary actions, and my parents will be notified.

VII. Mobile Devices. I understand that my school site has a specific policy on the use of mobile devices and must adhere to said policy. Mobile devices are defined as laptops, tablets, e-readers, cell phones, music players, and portable gaming devices. This policy will be reviewed at the beginning of the school year including disciplinary actions for misuse. In regards to recording lectures or class notes, according to California Education Code 51512, use of a recording or listening device without the prior consent of teacher and principal is prohibited. .

VIII. Student Wireless Network (LCHS).

- A. For 7-8 students: Mobile device use shall be prohibited during the instructional day, with the exception of the approved Chromebook program, unless permitted and directly supervised by a teacher in the classroom for instructional purposes only, as outlined in the LCHS 7/8 Electronic Devices Policy.
- B. Students who are not doing academic work or are creating a disruption will be asked to put the device away.
- C. Students must ask permission of each individual teacher to use a mobile computing device during a class.
- D. Access may be revoked at any time. Students should not count on always having the wireless network, so please plan accordingly.
- E. Student owned devices should never be connected to the school's wired network nor any wireless networks other than the LCUSD Students network.
- F. District staff are prohibited from configuring non-district owned equipment, so students must provide their own technology support for their own equipment.

STUDENT-USER: I understand that before I am allowed to use school technology or the Internet I must agree to follow the rules and guidelines described in all nine sections of the La Canada Unified School District Technology and Internet Acceptable Use Agreement. These include using the Internet appropriately, respecting other students' work, taking care of the computer hardware and software, and reporting anything that may go wrong on the computer or classroom device to a teacher or administrator. I will ask a teacher or school administrator for clarification whenever I am in doubt about any of the above rules or guidelines.

PARENT/GUARDIAN:

I hereby agree to comply with the La Canada Unified School District Student Internet and Technology Responsible Use Agreement, as described above. As parent or guardian, I hereby consent to my child's/ward's use of technology resources. I also agree to hold LCUSD harmless for any damages suffered by my child/ward, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people arising from or connected to the use of LCUSD technology resources.