

## **USD 434 Santa Fe Trail Technology/Internet Acceptable Use Policy**

Santa Fe Trail USD 434 is committed to providing meaningful learning activities for all students. We view the use of electronic devices as central to the delivery of our educational programs and an essential part of our students' learning experiences. To that end, students in Kindergarten will be assigned an iPad and grades 1-12 will be assigned a Chromebook for the school year. Students will be required to review the Acceptable Use Policy for all district technology, and they and their parent/guardian must sign the Acceptable Use Policy form prior to receiving their device. All devices will be returned in satisfactory condition at the end of each school year for maintenance and summer storage.

The district has strict policies regarding Internet and Email usage, Cyberbullying, the Network, and Security. This information is contained below and can be found on the district website. In the student handbook of each building, information regarding the care and maintenance, building expectations, policy on damage, repair, missing or stolen devices, and the usage fee will be published. Again, the signature page of this document must be completed and on file with the office before students will receive their device.

### **Internet and Email Rules**

Students shall have no expectation of privacy when using district e-mail or computer systems. Students are responsible for appropriate online behavior just as they are responsible for appropriate behavior in the classroom and hallways. Communications online are often public in nature. General school rules for behavior and communications apply.

The following is NOT permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving out personal information, such as name, address or phone number.
- Agree to meet with someone they have met online without parental approval.
- Harassing, bullying, insulting or attacking others
- Vandalism or sabotage of computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files

### **Network**

The purpose of the Santa Fe Trail computer network is to promote the exchange of information to further education and research and is consistent with the mission of USD 434.

- The network is not for private or for commercial business use, political or religious purposes.
- Any use of the network for illegal activity is prohibited.
- Use of the network to access obscene, pornographic or dangerous material is prohibited.
- Students will immediately inform his/her teacher or the network supervisor if he/she mistakenly accesses inappropriate information.
- Students shall not use school resources to engage in "hacking" or attempts to otherwise compromise system security.
- Using programs that harass other network users or infiltrate a computing system and/or damage the software is prohibited.
- Users will make the most efficient use of network resources to minimize interference with others.

**Cyberbullying** is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices to harass or stalk others. The District's computers, computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purposes of cyberbullying. All forms of cyberbullying are unacceptable and viewed as a violation of the Acceptable Use Policy. Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyberbullying includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. Violations may result in the loss of access as well as other disciplinary or legal action.

### **Security**

- Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
- Users may not share their account with anyone or leave the account open or unattended.
- Users will keep all accounts and passwords confidential and not accessible to others.

### **Repair Fees / Replacement Cost**

- Santa Fe Trail students will be charged a \$40 fee for:
  - minor damages to device requiring replacement parts / repair
  - damage or loss of charger
  - damage or loss of case
- Students will be charged the full replacement cost for:
  - intentional damage to the device
  - loss of the device

**Electronic Device/Acceptable Use/Student and Parent Agreement Form  
(To be signed, dated and returned to the building office)**

When signing the Student and Parent Agreement Form, you are acknowledging and accepting responsibility as stated:

- I understand that the student and parent/guardian are financially responsible for up to full replacement cost of the device if it is not returned, damaged beyond repair, lost or stolen.  
*Repairable damages to electronic device, damage or loss of charger or case is a fee of \$40.*
- Do not buy replacement accessories or parts.
- I will not place stickers, paint, emboss, or etch on district issued equipment.
- I will take care of the device and keep it clean.
- I will keep the device in protective cover or case issued by the district.
- I have read and will follow the general maintenance and care of the electronic device policy and will report any problems with it to a member of the technology support staff or administration.
- I will not leave my electronic device unattended unless it is locked in a secure place.
- Parent/Guardian will supervise child’s use of devices and Internet while at home.
- I will return the district device when required and upon child’s withdrawal from USD 434.
- I will comply with the Acceptable Use Policy, Santa Fe Trail USD 434 policies, as well as state and federal laws.
- I understand that the electronic device is property of Santa Fe Trail USD 434; as such, the school has the right to determine appropriate use, and to search the device at any time.
- All repairs and replacement must be performed through the district technology department.

Student Name	Student Signature	Date
Parent/Guardian Name	Parent/Guardian Signature	Date

**FOR USD 434 STUDENTS AND PARENTS**

	I <u>AM</u> in agreement with allowing <u>home access</u> of an electronic device for my child.
	I am <u>NOT</u> in agreement with allowing <u>home access</u> of an electronic device for my child. Instead, my child will be allowed access to a device at school. I understand this does <u>NOT</u> exempt my child from District Acceptable Use and Internet Policies.
Date	Student Signature
Date	Parent/Guardian Signature