

# NICASIO SCHOOL DISTRICT

## Administrative Regulations

Series 6000: Instruction

Form 6003A

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### Student Use of Technology Agreement for Grades 3-8

Nicasio School believes in the educational value of using technology and the Internet, including the use of electronic mail (email). As such, students in grades 3-8 will be provided with:

1. an assigned Chromebook,
2. Internet access, and
3. a secure email account

The purpose of providing students with access to a personal laptop, the Internet and an email account is to extend and enrich their learning experience. Student use of technology will be supervised by school staff. However, Nicasio School cannot guarantee that students will not gain access to inappropriate material. The school encourages parents/guardians to have a discussion with their children about appropriate and safe use of technology. The use of the school's computers, networks, email services and Internet access is subject to Board Policy 6003.

#### Terms and Conditions

1. **Acceptable Use** – The use of the school technology must be for teacher-directed educational purposes and only when authorized by the teacher. Students must be supervised by a school employee when using school technology.
2. **Unacceptable Use** – Students shall not gain, or attempt to gain, unauthorized access to other computers, Internet sites, or user accounts other than their own. Students are prohibited from engaging in any illegal activities such as using sexual language; accessing pornographic material; using harassing, bullying, threatening, or defamatory communications; offering for sale, purchase or use of any prohibited or illegal substances (tobacco, drugs, alcohol); infringing on copyright or trademark laws; etc.
3. **Network Etiquette** – Students are expected to follow the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a. Be polite, courteous, and respectful in all communications.
  - b. Use appropriate language at all times.
  - c. Do not give out any personal information (home address, telephone number, social security number, etc.) about yourself or other students to anyone who is not a school employee or your parent.
  - d. Report inappropriate use by others to a school teacher, staff member, or the principal.
  - e. Do not use the network in any way that disrupts other users.
  - f. Respect the privacy of others.

4. **Privileges** - The use of the school technology is a privilege, not a right. Any unacceptable use will result in the loss of this privilege.
5. **Security** – Students are never permitted to access or use another person’s Internet address or email account. School employees may review computer use to ensure that students are acting responsibly. Students should never give out their login and password information to someone who is not a school employee or their parent.
6. **Vandalism** – Vandalism is any attempt to harm or destroy the data of another user, information that is connected the school network system, or technology equipment.
7. **Responsibility** – Students are responsible for using their Chromebooks, the Internet, and email accounts properly and for reporting any misuse. Students responsible for vandalism or negligent behavior that results in the damage of technology equipment are expected to reimburse the school for any costs associated with related repairs and/or replacement of that equipment.
8. **Personal Devices** – Students are encouraged to leave personal devices (laptop, tablet, phone, etc.) at home. Students are not permitted to use any personal devices on campus during regular school hours. In limited cases, a student may receive permission from his/her teacher to use a specific personal device within the classroom for a class activity. Students using unauthorized devices on campus will have their devices confiscated by a school employee until the end of the school day. Repeated offenses will result in further disciplinary action.
9. **Consequences of Misuse** – Any student violating the terms and conditions of this Agreement is subject to losing the privilege of using school-provided technology. Violations may also result in further disciplinary and/or legal action.
10. **Expectation of Privacy** – Students have no expectation of privacy in files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from, or used on the school’s computer system and equipment.

I have read and understood the terms and conditions of this Agreement and hereby agree to abide by and comply with all of the said terms and conditions.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

As the parent/legal guardian of this student, I have read and understood the terms and conditions set forth in this Agreement and hereby grant my permission for this student to use the school’s computers, networks, email services, and Internet access.

\_\_\_\_\_  
Parent’s/Guardian’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s/Guardian’s Name (please print)