

## **Technology Acceptable Use Policy Deer Creek-Mackinaw CUSD 701**

From this point forward **technology** refers to and/or includes current and future personally-owned or district-owned devices (which may include, but is not limited to mp3 players, cell phones, tablets), laptops, desktops, internet use, applications, school e-mail, and social media.

Deer Creek-Mackinaw CUSD 701 supports the use of technology as a means to learn and thrive in the 21<sup>st</sup> century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. Deer Creek-Mackinaw CUSD 701 supports technology for the purpose of enhancing and supporting learning. The district recognizes the value that technology can provide students in preparing for college and career readiness.

Deer Creek-Mackinaw CUSD 701 supports the use of technology to contribute positively to the learning environment both at school and in the community. However, negative use of technology inside or outside of our schools that degrades or defames other Users, or members of our community is unacceptable. CUSD 701 also recognizes that Users have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in this Technology Acceptable Use Policy.

Access to Deer Creek-Mackinaw CUSD 701's network—both wired and wireless—is a privilege, not a right. The use of technology whether owned by CUSD 701 or User-owned entails personal responsibility. All Users will comply with CUSD 701 Technology Acceptable Use Policy (AUP) guidelines. In addition, district-wide rules, as well as individual school/student handbook rules apply. Users will act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, the school, other persons of authority, and CUSD 701. Failure to comply with such terms and conditions may result in temporary or permanent loss of Technology access as well as other disciplinary or legal action as necessary. Students will be held accountable in and out of school when using technology related to Deer Creek-Mackinaw CUSD 701.

### **Definitions**

- *User* includes anyone, including employees, students, and guests, using Deer-Creek Mackinaw CUSD 701 technology, including, but not limited to, computers, networks, Internet, email, chat rooms and other forms of technology services and products.
- *Network* is wired and wireless technology networks including school and district networks, cellular networks, commercial, community or home-based wireless networks accessible to Users.
- *Equipment* may include cellular and smart phones, Personal Digital Assistants (PDAs), MP3 players, iPod type devices, and portable computers such as laptops, iPads, desktops, tablets and netbooks, as well as other portable storage devices.

## **Access and Support**

1. When using technology, Users will have access to the filtered internet that is consistent with district-owned devices. The user will have access as determined by the guidelines and person of authority. Technology access is for educational purposes only unless permission is granted otherwise by a person in authority (i.e. during "free time", recess, before or after school). Use of Technology personal mobile learning devices is prohibited in locker rooms, dressing rooms, bathrooms, or other private locations.
2. Personal mobile learning devices will have access to CUSD 701's wireless network. Bypassing or attempting to bypass this network through proxies, cellular network cards, tethering, or other means is not allowed. Those devices with a data plan through their cellular provider will need to turn off this mobile network when on school premises.
3. Technical support will not be provided for personal devices. The User/family must take full responsibility for setting up and maintaining the personal device. The User/family is responsible for ensuring a mobile learning device has virus protection and is free of any viruses if necessary.
4. CUSD 701 staff may search a User's personal device if school rules have been violated or if there is suspicion that rules have been violated. This may include, but are not limited to, audio and video recording, photographs that violate the privacy of others, or other issues regarding bullying related to the CUSD 701 Users.
5. Users may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, laptop, tablet, etc.) to record media or take photos unless part of a class project authorized by the office and the party/parties whom they are recording at school or during school or district-sponsored activities.

## **Expectations**

Possession or use of a mobile learning device may not, in any way:

1. Disrupt the educational process of the school district. Persons of authority including teachers and staff have authority over use of personal devices.
2. Endanger the health or safety of the User or anyone else.
3. Invade the rights and privacy of others at school or related to CUSD 701.
4. Involve illegal or prohibited conduct of any kind.

Any violation of the expectations may result in disciplinary action and/or possibly legal action based on severity of violation.

## Responsibilities

Core Statement: As a student, I am responsible for the choices I make when I use personally-owned or district-provided technology. I will use all electronic devices responsibly. When my choices hurt the ability of others to be successful, hurt others or cause me to be put in harm's way, I have broken this agreement and there may be consequences to the choices I have made. I understand that using technology effectively is a skill that is essential to my success as a student.

Deer Creek-Mackinaw CUSD 701 has the following responsibility expectations for all Users and in the case of a minor, the parent/guardian:

1. **I am responsible for keeping individually-owned and district-owned personal computing devices secure on Deer Creek-Mackinaw School District 701 property.**
  - a. I will not hold Deer Creek-Mackinaw CUSD 701 responsible for the safety, security, loss, or damage of personal mobile device.
  - b. Deer Creek-Mackinaw CUSD 701 does not provide personal property insurance for any personally owned wireless communication devices. Such insurance can be obtained by an independent carrier at the expense of the User and/or the family.
  - c. I may be held responsible if I am neglectful while in possession of a district-owned device. (e.g. leaving the device unattended, damaging a device)
  
2. **I am responsible for my activity when using technology on Deer Creek-Mackinaw School District 701 property.**
  - a. I will keep all digital accounts secure. I agree to keep usernames, passwords, and online accounts secure and private.
  - b. I agree to follow all expectations and rules set forth in the Technology Acceptable Use Policy whether I am using my own or district-provided devices and whether I am using the district network or a mobile/cellular network.
  - c. I agree to use technology in ways that do not disrupt others.
  - d. I understand that loss of access to a personal mobile learning device individually owned or school-district own can occur if the district becomes concerned about its appropriate use. Examples of concerns may include but are not limited to: safety, potential for disruption to educational processes, and security issues related to connecting a personal device to the district network.
  - e. I understand that when electronic devices are used on CUSD 701 property, the district may examine the personal electronic devices or district-owned devices and search its contents if there is reason to believe that school policies, rules or regulations have been violated. The building administration may involve law enforcement if the device is used for an illegal purpose. I understand that I must provide passwords to the devices, network, email account, and/or social media account in question by the building administration.
  
3. **I will have permission to use technology after the Technology Acceptable Use Policy is signed by me and a parent/guardian.**
  
4. **I will only use my school e-mail account and address for school purposes.**
  
5. **I understand that my parent(s)/guardian(s) and I should be aware that the CUSD 701 does not have control of the information on the Internet, but takes all measures possible to protect our children through Internet filtering**

**and education of ethical and appropriate use as required by law.** Some sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive. I must take responsibility for my Internet use and make every effort to avoid inappropriate sites and content. I will report security or network problems to a person of authority (i.e. teacher) or district technologist.

6. **I may be held accountable for information posted on sites if the information detrimentally affects the welfare of individual Users or the governance, climate, or effectiveness of the Deer Creek-Mackinaw CUSD 701.**
7. **I understand staff may recommend and use public interactive sites that, to the best of knowledge are legitimate and safe.** As web sites are often "public," the staff and CUSD 701 are not in control of it. All Users must use discretion when accessing information, storing, and displaying work on public sites. All terms and conditions provisions in the Technology Acceptable Use Policy also apply.
8. **I understand that if technology changes ownership (e.g. a device is given permanently to another person), it is my responsibility to notify the district.**
9. **I understand violations of these expectations and responsibilities may result in disciplinary action, including the loss of my privileges to use the school's technology resources.** Further discipline may be imposed in accordance with the individual school's Student Handbook and/or the Technology Acceptable Use Policy ranging from loss of technology privileges up to and including suspension or expulsion depending on the degree and severity of the violation.

The Technology Acceptable Use Policy is in effect while the User is on school premises or participating in school-sponsored activities. School premises include, but are not limited to, any place which is owned, rented, or under the control of the Deer Creek-Mackinaw CUSD 701. In addition, this policy will be in effect regarding use of, or content that is related to, or content which impacts Deer Creek-Mackinaw CUSD 701 or its Users. Possession or use of technology is a privilege, which may be forfeited by anyone who fails to abide by the terms of this policy.

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By signing this agreement, User and parent(s)/guardian(s) agree to abide by the guidelines outlined in the policy. The User and his/her parent(s)/guardian(s) of minors are responsible for understanding, communicating, and implementing the standards that the User should follow. In addition, the Technology Acceptable Use Policy (AUP) and the district/school rules and handbooks are also in effect as stated in the guidelines.

Failure to sign the Technology Acceptable Use Policy by both the user and parent/guardian will result in denial of use of technology within the Deer Creek-Mackinaw CUSD 701 network.

I have read and understand the terms of the Deer Creek-Mackinaw CUSD 701 Technology Acceptable Use Policy and agree to the terms by signing below. I hereby give my permission to my child to use technology within the Deer Creek-Mackinaw CUSD 701 network. I verify that the information contained on this form is accurate.

Date \_\_\_\_\_

Student (User) Name (please print)

Parent/Guardian Name (please print)

\_\_\_\_\_  
Student (User) Signature

\_\_\_\_\_  
Parent/Guardian Signature

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**TO BE COMPLETED BY CUSD 701 STAFF:**

Device 1: \_\_\_\_\_

\_\_\_\_\_

Device 2: \_\_\_\_\_

\_\_\_\_\_

Device 3: \_\_\_\_\_

\_\_\_\_\_

Device 4: \_\_\_\_\_

\_\_\_\_\_