

LUCERNE ELEMENTARY SCHOOL

ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY

The Lucerne Elementary School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

The District will be connected to the Internet through the Lake County Office of Education. This connection will provide access to local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy. In return for this access, every Digital Library user has the responsibility to respect and protect the rights of every other user in our community and on the Internet. Students are expected to act in a responsible, ethical and legal manner, in accordance with the District Internet Code of Conduct, the missions and purposes of the other networks they use on the internet, and the laws of the state and the United States.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

Definitions

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

District Internet Code of Conduct

The Internet Code of Conduct applies to all users of the District network. It reads: I will strive to act in all situations with honesty, integrity and respect the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be of service to others and the community.

Student Obligations and Responsibilities

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)
6. Install unauthorized software
7. "Hack" into the system to manipulate data of the district or other users
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice
9. Using the network for financial or commercial gain
10. Wastefully using finite resources

Content Guidelines: Students will be allowed to produce materials for electronic publication on the Internet with teacher and parent/guardian permission. Teachers will monitor these materials to ensure compliance with content standards. The content of student materials is constrained by the following restrictions:

1. No personal information about a student will be allowed. This includes home telephone numbers and addresses, as well as information regarding the specific location of any student at any given time.
2. All student work must be signed with the student's full name.
3. Individuals in pictures, movies, or sound recordings may be identified only by initials (e.g. JQP for John Q. Public) Absolutely no first or last names may appear in reference to individuals in any image, movie or sound recording.
4. No text, image, movie or sound that contains pornography, profanity, obscenity or language that offends or tends to degrade others will be allowed.
5. Netiquette – Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
 - a. Be polite. Do not get abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - c. Do not reveal personal addresses, phone numbers or passwords of students, teachers, administrators and yourself.
 - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Illegal activities are strictly forbidden.
 - e. Do not use the network in such a way that you would disrupt the use of the network by others
 - f. All communications and information accessible via the network should be assumed to be private property (i.e., copyrighted)
 - g. Hate mail, harassment, intimidation, threats, discriminatory remarks, antisocial behavior or ridiculing other students or staff are prohibited on the network. Therefore, messages should not contain profanity, obscene comments, sexually explicit material, expressions of bigotry or hate.
 - h. Student subscription to Listserve are not allowed.
 - i. From time to time, District systems administrators will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Privacy

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

Consequences for Violation

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Lucerne Elementary School District Consent & Waiver Form: By signing the District Acceptable Use Agreement, the student user and his parents/guardians agree to abide by the restrictions outlined in this agreement policy. The student and his/her parent/guardian should discuss these rights and responsibilities. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not use the Internet as provided by the District.

The specific conditions and services being offered may change from time to time. The District makes no warranties with respect to Internet service or content. Further the student and his/her parents/guardians should be aware that the District does not control the information on the Internet, nor can it provide barriers to users accessing the full range of information available. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people.

The District believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access.

The following must be completed and on file at the school for student access to the Internet.

ACCEPTABLE USE AGREEMENT

Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Name: _____ Grade: _____ Signature: _____ Date: _____
(print name)

Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

Name: _____ Date: _____ Signature: _____
(print name)

Teacher Approval: _____ Date: _____