

A. OVERVIEW OF ACCEPTABLE USE

The District's technology resources, including the District's technology-related equipment, software, networks, network connections, and Internet access, are open to limited and regulated use by students as a privilege. Each student who uses the District's technology resources is required to follow the District's established expectations for acceptable use.

In general, "acceptable use" means that a student is required to use technology resources in a manner that:

1. has a legitimate educational or other school-authorized purpose;
2. is legal;
3. is ethical (including, for example, avoiding plagiarism);
4. avoids harm to any person (including, for example, making threats, harassing or bullying someone, violating someone's privacy, accessing another person's accounts, records or files, etc.);
5. avoids harm to property (including, for example, damaging hardware, software, equipment, another person's work or electronic files, etc.);
6. avoids accessing or transmitting harmful or inappropriate material;
7. is respectful of others; and
8. is consistent with all applicable school notices, rules, and regulations, as well as any additional directives or instruction that may be provided by District staff.

Students should approach their use of technology resources with the understanding that all of the school rules and expectations that apply to in-person interactions and to the student's general conduct while at school or while under the supervision of a school authority also apply to their use of District technology, their online conduct, and their electronic communications. This document and various other District policies, rules and regulations include additional requirements and expectations that are directly related to the use of technology resources and electronic devices.

Policies, rules, and regulations cannot directly address every situation that a student may encounter. Therefore, an additional aspect of "acceptable use" is that the District expects each student who uses District technology resources to take an appropriate degree of personal responsibility for exercising sound judgment in his/her use of technology and in his/her technology-related activities and communications.

If a student has a question concerning any policy, notice, rule, regulation or directive that relates to technology resources, or if a student encounters a situation in which they are uncertain about any expectation for acceptable use or about how to proceed, the student should contact a teacher or an administrator to obtain appropriate guidance.

B. NOTICES AND WARNINGS TO STUDENTS WHO USE SCHOOL DISTRICT TECHNOLOGY RESOURCES

1. The District owns, controls, and oversees all of the schools' technology resources, including the District's technology-related equipment, software, applications, networks, network connections, and Internet access.
2. Unless otherwise prohibited by law, at all times and without further notice:

- a. Each user of District technology resources is subject to direct and regular District oversight of, and District access to, any and all data, files, communications, or other material that the user creates, stores, sends, deletes, receives or displays on or over the District's Internet connection, network resources, file servers, computers or other equipment.
 - b. All aspects of any individual's use of the District's technology-related equipment and resources, including any online activities that make use of District-provided Internet access, are subject to monitoring and tracking by District officials.
3. Except as to any privacy rights that independently exist under state or federal law, no person who accesses and uses the District's electronic networks and other technology-related equipment and resources does so with an expectation that any privacy right exists that would prevent District officials from (a) monitoring the person's activities; or (b) accessing any user's equipment, data, communications, and other materials.
 4. Any person who uses the District's technology resources does so solely at their own risk regarding possible damage to or any other potential loss of data, content, software, or equipment. This includes loss of data for any reason whatsoever, including the District's own negligence, errors, or omissions. The District offers no warranties or remedies to users regarding any damage, deletion, or other loss of user property/data. Further, except as to any mandatory duties imposed by law, the District makes no promises or warranties of any kind, whether expressed or implied, for the technology-related services it provides. The District is also not responsible for the accuracy or quality of non-District content obtained through the District's technology resources.
 5. If a student uses District technology resources in a manner that violates the District's expectations for acceptable use, or any other established policy, regulation, rule, or directive, the student is subject to possible discipline. Examples of possible consequences for improper use of technology include the following:
 - a. Suspension, restriction, or revocation of the privilege of use of District technology resources;
 - b. The imposition of academic consequences for academic-related violations;
 - c. Suspension and/or expulsion from school; and/or
 - d. Referral to law enforcement.

C. ADDITIONAL RULES, REGULATIONS, AND EXPECTATIONS FOR STUDENT USERS

1. **THE STUDENT MUST BE AN AUTHORIZED USER.** No student shall use District technology resources unless he/she is currently an authorized user, as determined by the District.
 - a. **Grades K-2.** Students are authorized to use particular equipment by staff at the building level. Students in grades K-2 will generally use technology resources in structured educational settings, and with a greater degree of monitoring and supervision than is expected for older students. A student's parent or guardian must sign a "*Internet Safety and Acceptable Use*" form.
 - b. **Grades 3-8.** The primary step in becoming an authorized user for any student in grade 3 or above is that the student and the student's parent or guardian must first sign a "*Internet Safety and Acceptable Use*" form. Access to specific networks, domains, applications, etc. may be further restricted pending a determination of need and/or pending successful completion of District-specified training/instruction.

- c. The District reserves the right to deny, revoke, suspend or limit specific user accounts and/or the user's access privileges.
 - d. If a student who is not an authorized user nonetheless proceeds to use District technology resources in violation of District policies and rules, all other District rules and expectations regarding acceptable use still apply to the student and may become independent grounds for discipline.
2. UNAUTHORIZED ACCESS AND OTHER PROHIBITED ACTIVITIES. Students are prohibited from engaging in (or attempting to engage in) the following conduct at all times:
- a. Installing any software programs or applications without District permission.
 - b. Knowingly exposing the District's technology resources to possible viruses, malware, spyware, or any other similarly harmful material.
 - c. Accessing any network, drive, file, application, database, or system that the District has not authorized for the student's use/access, including all forms of computer or computer system hacking.
 - d. Modifying the security settings (including any settings or filters that limit access to particular content) on any system, network, application, portal, web site, or device.
 - e. Using another person's login or password information, or allowing another person to use the student's own login or password information.
 - f. Physically connecting any personally-owned technology equipment to a District network (including computers, laptops, tablets, smart phones, printers, etc.) except for (1) authorized connections to the wireless network the District provides expressly for students and guests, if any; and (2) temporarily connecting data drives/devices to District equipment for the purpose of transferring data or files for an educational or other authorized purpose.
 - g. Modifying without permission any District records, any District-controlled web pages or web-based accounts, or any of the District's Internet-based resources.
 - h. Removing any District equipment from school grounds or from its District-designated location within a building.
 - i. Using District technology resources for any private commercial activities (for example, solicitations or advertisements) or for any activities that involve political advocacy connected to any election.
3. RULES AND EXPECTATIONS RELATED TO COPYRIGHT LAW, LICENSING AGREEMENTS, AND RELATED ISSUES.
- a. While using the District's technology resources, students are individually responsible for following applicable laws, regulations, and agreements that relate to the use of any other person's or entity's products, services, or content.
 - b. Students may not use any electronic content, application, software, or technology service (1) that has not been properly purchased or licensed; or (2) in any manner that violates a license, user agreement, or the terms of use established by the owner/manufacturer/vendor of the product, service, or content.
 - c. Students may not use District technology resources in connection with any unlawful or any non-school related file-sharing activities, including the improper copying, storing, downloading, uploading, or transferring of copyrighted works such as music, images, video, or movies.
 - d. Students are expected to verify their authority (by obtaining permission when necessary) to copy, use, incorporate, or adapt any work that is subject to copyright, trademark, or other similar legal protection. This expectation applies regardless of the format of the work in question. Students are cautioned that the fact that an image, video, recording, article, file,

program, book, or other work that is subject to copyright or trademark protection is available through the Internet does not mean that it is in the public domain (i.e., able to be freely used), or that it can be further used, copied, or adapted without first obtaining appropriate permission from the person or entity who holds the applicable rights.

- e. Property created by a student that is submitted as an assignment or for an assessment, or for a grade, may be retained by the District as a student record and displayed for school purposes subject to laws and any District policy or procedures that govern such records. The District may further extend its right to retain, reproduce, distribute or otherwise use student-created intellectual property by obtaining specific permission from the student and the parent or guardian of a minor student.
- f. To the extent consistent with applicable law, the District retains the exclusive right to determine, at its discretion, the content that is permitted to be displayed or otherwise made available to the school community and/or to the general public through the District's technology resources.

4. RULES AND EXPECTATIONS RELATED TO ACADEMIC INTEGRITY.

- a. District and individual teacher expectations regarding honesty and fairness in academic contexts apply fully to activities that involve the use of technology.
- b. Students may not use or access the District's technology resources in a manner that would give them an unfair academic advantage over other students.
- c. Due to the scope and nature of electronic resources, the District has a heightened expectation for students who are using technology resources and/or engaging in electronic research to take special care to avoid plagiarism, which includes copying, close paraphrasing, or representing as one's own the writing, ideas, or other work of another person without appropriate attribution.

5. ELECTRONIC COMMUNICATION BY STUDENTS.

- a. There are various forms of electronic communication that students may be able to access and use through the District's technology resources. Examples include course management applications that permit student submissions, email, social media platforms, chat functionality, message boards, applications that function like text messaging, etc.
- b. Students using District technology resources to engage in any form of electronic communication are expected to follow the District's rules and expectation for "acceptable use" as defined in this document, and, as far as the content and purpose of their electronic communications, students are expected to adhere to the school rules and expectations that apply to in-person interactions.
- c. The following are specific examples of conduct that is prohibited in connection with a student's use of District technology resources for electronic communications:
 - Electronic communications must not contain defamatory, discriminatory, threatening, offensive, racist, deceptive, sexually-explicit, or obscene content.
 - Electronic communications must not be used to bully, harass, degrade, or intimidate another person.
 - Electronic communications must not be used to facilitate any unlawful activity or any violation of school rules.
 - Students shall not engage in electronic communications with persons who are not affiliated with the District unless the communication is for a legitimate educational or

other authorized purpose and the student is reasonably sure of the identity of the person or entity with whom they are communicating.

- Students shall not attempt to access or send electronic communications using another person's account or user ID. Similarly, students shall not impersonate another person using electronic communications.
- Students shall not create, transmit, or forward messages, Internet-links, images, files, or attachments that do not have a legitimate educational purpose (for example: spam, jokes, etc.) and/or that may be harmful (for example: executable files, viruses, requests for personal or confidential information, material from an unknown source, etc.).
- Electronic communication received from another person should not be forwarded or shared gratuitously when the original sender has clearly indicated their intent that the message should not be forwarded or shared. This limitation is not intended to prevent a student from addressing a safety concern or reporting a violation of school rules by contacting a responsible adult.

d. Examples of acceptable electronic communications involving the use of District technology resources include:

- Communicating with a teacher regarding schedules, assignments, curriculum content, class projects, and class activities.
- Communicating with other students to facilitate collaboration, planning, and research for school-related projects and activities.
- When authorized by a teacher, communicating with third parties outside of the District as a means of collaborative learning, academic research, or other school-related purpose.
- Giving careful and respectful consideration to the possible consequences for others before sending, transmitting, or forwarding any electronic communications.

6. STUDENT EMAIL ACCOUNTS.

- a. To promote effective communications, students in grades K-8 will be provided District email accounts. District-provided student email accounts remain under the ownership and control of the District and student use of his/her account is a privilege.
- b. Student email accounts that have been issued by the District are to be used for school-related, educational purposes only. Students are not permitted to use their school-issued email account to send or receive personal messages. If a student receives a personal email, he/she should notify the sender that such messages are not permitted.
- c. A student email account provided by the District is not confidential or private, and a student's email may be read by District employees or authorized agents of the District. Students who use a District provided email account should view the messages that they send in the same manner that they view (1) verbal exchanges that occur in a classroom; and (2) assignments that are presented to a teacher. The content of emails can lead to disciplinary and other consequences.

7. REPORTING STUDENT/PARENT CONCERNS, MISUSE, OR OTHER POSSIBLE VIOLATIONS OF ACCEPTABLE USE.

- a. Any time a student feels unsafe, victimized, or in any way uncertain about a situation involving the use of District technology resources by any person, the student (or his/her parent or guardian) should immediately contact a teacher or an administrator.

- b. Students are required to report and provide to a teacher or administrator any electronic communication that they receive while using a District-provided email account, or using any District-provided electronic software, program, application or platform if any of the following apply:
- The communication is from an unknown source and either contains inappropriate content, asks the student to respond, or requests the student to reveal personal information;
 - The content of the communication is defamatory, discriminatory, threatening, offensive, racist, deceptive, sexually explicit, or obscene;
 - The communication represents an attempt to bully, harass, or intimidate another person; or
 - The content of the communication represents an attempt to facilitate or encourage any violation of the law or school rules.
- c. A student may report to any teacher or to the building principal or any other administrator any concerns about possible violations of the policies, rules, regulations and directives that govern the acceptable, safe, and responsible use of the District's technology-related resources.
- d. If a student has a concern that any District technology equipment, network, or system may have a security vulnerability, or that any breach of security may have occurred, the student shall report the issue to a teacher or to the building principal or any other administrator. The student should not demonstrate the potential security problem to anyone other than to the person to whom they report the concern.
- e. If a student or parent or guardian has a concern that any content that is available through the Internet is (1) appropriate material that is currently being blocked or filtered, or (2) harmful or inappropriate material that is not being blocked or filtered, the individual may report that concern to the student's building principal. The District will review the issue and report back to the person making the report.

**Richmond School District Policy Statement
Internet Safety and Acceptable Use**

**Policy #: 363.2
Student Form**

Acceptable Use Policy Agreement - Students

I have read and hereby agree to comply with the Internet Safety and Acceptable Use Agreement.

Consequences for Policy Violations:

Violations of these rules may result in disciplinary action including the loss of a student's privilege to use the District's information technology resources, reimbursement of damage, suspension, and/or expulsion. Criminal actions will be referred to the appropriate law enforcement agency.

During the time my student attends the Richmond School District, I give permission that items listed below may be published on the Richmond School Website or teacher class pages. **Please indicate by circling Yes or No. Any additional comments or requests written on this form will be considered a "No" response.**

YES or NO Student's name, picture and/or curriculum related work

Family Last Name: _____
(Please Print)

Parent/Guardian Signature: _____

Signature of Student: _____