

## ***Superior Central School District***

# **Student Technology Usage Agreement**

Superior Central School District is dedicated to becoming a technologically advanced school district so that the students we teach can leave here feeling prepared and up-to-date in the technology field. As we see technology rapidly changing, we also see the misuse and problems that can occur if not properly addressed prior to use. With the threat of computer viruses hindering our ability to use technology to its fullest extent, student e-mail use is unacceptable and Internet use will be highly monitored and restricted.<sup>1</sup>

The following guidelines have been set by the Superior Central Technology Team in accordance with the administration to ensure that the students of Superior Central receive only the best during their K through 12 education<sup>2</sup>. These guidelines address Intranet and Internet policies, other electronic devices, and student accountability. The Technology Team, along with district and school administration, reserves the right to update and revise these policies as technology changes.

Please read the guidelines and sign the agreement on the last page of this document indicating that you will follow the policies in this agreement.

### **INTRANET / INTERNET**

Internet access is available to students, staff, and authorized outside users of the Superior Central School system through the Marquette-Alger RESA. The use of Internet is a privilege, not a right, and inappropriate use of the Internet will result in disciplinary action.

With access to networks and people all over the world comes the availability of material that may not be considered suitable in the context of a school setting. Filtering will be provided for all Internet-enabled computers used by students, staff, and authorized outside users. Filtering will be disabled only for legitimate research or other lawful purposes. The Superior Central School District cannot prevent the possibility that users may discover controversial information while searching the Internet. The Superior Central School District also believes that the value of the information and interaction available on the Internet outweighs the possibility of inappropriate use.

### **Acceptable Use**

The use of your account **must** be related to education and research in accordance with the educational objectives of Superior Central School, and will be monitored by school staff.

### **Unacceptable Use**

- Using e-mail outside of approved classroom activities or curriculum
- Using chat rooms or instant messaging (IM) outside of approved classroom activities or curriculum
- Hacking and other unlawful activities (such as circumventing school firewall protocols)

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<sup>1</sup> Those students enrolled in online courses will be considered under a separate policy.

<sup>2</sup> Usage Guidelines prepared in compliance with Board Policy 7540.03 Technology Usage Guidelines (May 8, 2002) Page 2

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- Using another's Internet/Intranet account and/or password (students are responsible for any action that occurs under their account)
- Using school access outside of approved classroom activities or curriculum for commercial purposes
- Attempting to harm or destroy data of another user or the Internet, including the uploading or creation of computer viruses
- Transmitting material in violation of any U.S. or state regulation, including but not limited to: personal identification information; copyrighted material; threatening, racist, sexist, pornographic, and obscene material; or information protected by trade secret
- Using abusive or otherwise objectionable language
- Other actions as deemed unacceptable by the school district

### Netiquette

Users are expected to abide by the generally acceptable rules of network etiquette.

### ELECTRONIC DEVICES

As the push on technology increases each day, students find themselves becoming a part of the change by using and buying pagers, cell phones, portable CD players, digital cameras, laptops, and other electronic devices. Superior Central School wants to be a part of this change and encourage students to become familiar with the latest technology. However, some guidelines and restrictions must be set in order to protect students from material that is not considered suitable in the context of a school setting. The following lists provide those electronic devices that are or are not allowed in school.

#### Acceptable Electronic Devices

These are electronic devices that **are allowed** in school, providing the proper usage guidelines are followed and the teacher's approval is received.

- Digital Cameras
- Laptops
- PDAs
- USB-connected devices (such as flash drives) – requires prior approval of the technical coordinator and the supervising teacher

Student personal laptops are not to be attached to the Superior Central School District network nor can they access the Internet via a modem (dialup, DSL, or cable) connection within the school. This activity is not considered suitable because it allows for inappropriate and harmful materials to be distributed throughout the school.

Digital cameras (including cell phone cameras or other devices designed to capture pictures) can only be used for pictures for the yearbook, specific class projects, or school activities. Prior approval is required before using the camera on school property.

**In addition, Superior Central School District is not responsible for lost, stolen, or broken items.**

## **Unacceptable Electronic Devices**

These are electronic devices that are prohibited in school:

- Cell phones – special considerations will be made on a case by case basis for emergency reasons
- iPods
- Pagers – special considerations will be made on a case by case basis for emergency reasons
- Portable Compact Disc (CD) players
- Devices deemed unacceptable by administration

All electronic devices may not be used during school hours and must remain in school lockers, unless the devices are part of an approved classroom activity, school activity, or curriculum.

The following terms and conditions and accountability apply for personal equipment.

- First offense – item is taken from student until the end of the school day
- Second offense – item is taken from the student until the end of the school year

Any violation is subject to administrative review to determine the level and severity of the penalty.

## **ACCOUNTABILITY**

The following terms and conditions and accountability apply for school equipment.

### **Grades K-3**

The elementary guidelines are based on scheduled computer days and include the use of Accelerated Reader or any software on the library, lab, and classroom computers. For example, if a student violates the policy on Monday during lab time and the class is not scheduled to use the lab again until Friday, that student is prohibited from participating on Friday in the lab, library and/or classroom. The following offense levels apply:

- First offense – denial of usage for one (1) scheduled computer day
- Second offense – denial of usage for five (5) scheduled computer days
- Third offense – denial of usage for ten (10) scheduled computer days
- Fourth offense – denial of usage for one (1) calendar year

Any violation is subject to administrative review to determine the level and severity of the penalty.

### **Grades 4-12**

This policy applies to student Internet/Intranet users and personal electronic devices. Abuse or misuse will result in the following disciplinary action:

- First offense – denial of usage for thirty (30) school days
- Second offense –denial of usage for ninety (90) school days
- Third offense –denial of access for one (1) school year

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Students who abuse the Internet will be able to use designated computers that are not network capable for classroom assignments only.

Any violation is subject to administrative review to determine the level and severity of the penalty.

### **All Students**

The administration, faculty and staff of Superior Central School District may request the technology coordinator to deny, revoke or suspend a specific user account if flagrant misuse is suspected.

Hardware abuse or destruction is unacceptable and will be dealt with using the school disciplinary code as a guideline. All items addressed in the disciplinary code, such as replacement costs, are to be followed when dealing with physical abuse and destruction of Superior Central School District's computer or electronic equipment.

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**STUDENT**

I understand and will abide by the above stated *Student Technology Usage Agreement*. I further understand that if I commit any violation of the regulations above, my access privileges may be revoked and school disciplinary and appropriate legal action may be taken. I understand I am responsible for the replacement cost of damaged or destroyed equipment that result from my misuse, abuse, or negligence. I understand that I must renew this agreement annually.

**Student printed full name** \_\_\_\_\_

**Student signature** \_\_\_\_\_

**Student grade** \_\_\_\_\_ **Date** \_\_\_\_\_

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**PARENT / GUARDIAN**

As the parent or guardian of this account user (student), I have read and agree to the *Student Technology Usage Agreement*. I understand this access is designed for educational purposes. I recognize that it is impossible for Superior Central Schools to restrict access to all controversial materials and I will not hold them responsible for material acquired on the Superior Central Schools network. I understand that I am responsible for the replacement costs (including legal costs, if necessary) for equipment damaged or destroyed through negligence by this account user (student). I understand that I must renew this agreement annually.

**Parent / guardian printed name** \_\_\_\_\_

**Parent / guardian signature** \_\_\_\_\_

**Date** \_\_\_\_\_

***Access to school technology will not be granted until this page is returned to the Superior Central office with all information completed.***

***Office Use Only***

***Date access granted:*** \_\_\_\_\_ ***User Id*** \_\_\_\_\_