



**2020-2021**

**Student-Parent/Guardian**

# **Technology Guidelines and Responsible Use Agreement**

**For Grades K-12**

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# Technology and Responsible Use

## Overview

Academy District 20 provides opportunities to access technology including digital devices (desktop and laptop computers, tablets, and cell phone) for its students. We seek to maintain an environment that promotes ethical and responsible conduct using digital resources.

When signing the Technology and Responsible Use Agreement in the Extended Parent Portal, you are acknowledging that you understand and accept the information in this document.

## Parent/Guardian Responsibilities

Academy District 20 makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of digital devices. Parents/Guardians assume several responsibilities. These are outlined below.

## Digitally Acknowledge the Technology and Responsible Use Agreement

For a student to access the internet or use a digital device, the student and their parent/guardian must acknowledge the Technology and Responsible Use Agreement, located in Infinite Campus in the Extended Parent Portal.

## Digital Device Rules and Guidelines

Policies [IJND](#) and [IJND E1](#) articulate the rules and regulations so that students and parents/guardians are aware of the responsibilities students accept when they use a personal or Academy District 20-owned digital device.

For all of the topics listed below, please reference policies [IJND](#) and [IJND E1](#)

- Security reminders
- Appropriate content
- Activities requiring teacher permission
- Digital storage

## Digital Device Use and Care

- Digital devices are for educational purposes
- Only use your assigned device
- Do not pile things on top of the digital device
- Secure your device when not in use, such as during lunch, gym, or after-school activities
- Do not put the laptop in a place that it could easily fall off a desk, table, or other object
- Charge your personal or school-issued digital device fully each night, and bring your charger to school if necessary
- Only use the charger intended for your device
- Always Keep the device in its protective case
- Protect the digital device from extreme heat or cold, food and drinks, small children and pets
- Hold your device with both hands

## District Accounts for Students

All Academy District 20 students have access to three accounts for educational purposes.

1. Infinite Campus and D20 Network Access (student#)
2. Microsoft (student#@msa.asd20.org)
3. Google (student#@student.asd20.org)

Students in grades 6-12 have an email associated with Microsoft (student#@msa.asd20.org) and Google (student#@student.asd20.org) accounts. This allows students to safely and effectively communicate and collaborate with staff and classmates.

### Guidelines and Reminders

- Email should be used for educational purposes
- Parents may check student email at any time
- Students are encouraged to share their password with their parents
- Parents can change the student password at any time
- Academy D20 reserves the right to monitor student email accounts
- Email should be used by the authorized owner of the account
- Students are expected to protect their passwords and should change it if it has been compromised

## Digital Cameras

- Many digital devices are equipped with an integrated digital camera. This equipment offers students an extraordinary opportunity to experience a 21<sup>st</sup> Century tool and to develop 21<sup>st</sup> Century communication skills
- Cameras are to be used for educational purposes only, under the direction of a teacher
- All videos and photos can only be taken, shared, distributed or posted with the permission of the person being filmed
- Device use is prohibited in private areas, such as locker rooms and restrooms

## Digital Images

Any images displayed or stored using district resources (including but not limited to desktop or lock-screen images, avatars, and profile pictures) must comply with the Appropriate Use of Technology Policy ([IJND E1](#)).

## Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

## Behaviors and Discipline Related to Student Digital Device Use

- See Administrative Policies [IJND](#) and [IJND E1](#)
- The discipline policies at each school apply to the use of all digital devices

## Examples of Unacceptable Use - See [IJND E1](#)

### Prohibited uses include but are not limited to:

- Publishing, accessing, downloading, storing, reviewing and/or distributing any content (text, graphic, photo, audio) that contains material which is defamatory, abusive, obscene, profane, threatening, or sexually explicit
- Using district technology in any fashion that violates school code of conduct, district policy, state law, or federal law (e.g. copyright violations)
- Using or attempting to use an Internet proxy server (anonymizer), proxy software or a proxy browser

- Performing tests on the district network to identify security faults or vulnerabilities
- Configuring any device as an ad-hoc wireless access point while it is connected to the district network or in any district facility
- Configuring any device to provide unfiltered Internet access for yourself or other user(s), i.e. using a cell phone's data plan to access the internet or to provide access for other devices as a mobile "hotspot"
- Possessing or using software without appropriate registration and payment of fees to the software owner
- Using encryption to cloak network traffic, data files, or email communications within the district network
- Possessing or using malicious software, hacking software, proxy software, or devices used for these purposes on district property, including but not limited to: capturing software or devices, network discovery and monitoring software or devices, password recovery software and devices, and software specifically designed to remove the evidence of user activity from a computer
- Storing personal music, videos, or other copyrighted material on any district device
- Attempting to bypass the internet filter in any way

## Digital Device Security

Two primary forms of security exist: digital device security and Internet filtering. Academy District 20 strives to strike a balance between usability of the equipment and appropriate security to prevent the devices from being damaged or used to cause damage to the network. All files stored on Academy District 20 equipment or the Academy District 20 network are subject to review and monitoring.

Security settings are in place on district-owned digital devices to prevent certain activities. These may include downloading or installing apps, removing software, changing system settings, etc. These permissions may vary.

## Internet Filtering at School

Academy District 20 maintains an on-site Internet filtering software package. This program automatically filters all student access to the internet via the District network, whether using a school-owned or personally-owned device. Cell phone data is not filtered by Academy District 20, so all phones should be connected to the district wireless network when used on campus.

While Internet filtering is provided on-campus by Academy School District 20 no filter provides an absolute guarantee that students will not inadvertently or purposefully access inappropriate content. While Academy School District 20 makes every attempt to protect students from inappropriate material and risks to their safety, *no technology measure is 100% effective, and no technology measure is a substitute for open communication and involved parents/guardians.* All students are expected to utilize only the district network while on school grounds. All Internet traffic on the Academy District 20 network is tracked and recorded. If your child encounters inappropriate content, he or she should communicate with his or her teacher immediately.

## Damaged Equipment

### Responsibility

Students are responsible for caring for personal or school-issued devices and equipment they use. Damaged personally-owned devices will not be replaced or repaired by Academy District 20. Situations requiring disciplinary intervention will be processed by the administration at the school level.