



**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.

# K-12 Mobile Device Checkout Acknowledgment

## User Fees

1. Academy District 20 Schools may collect up to \$50/year non-refundable user fee for school-provided take-home devices. During unforeseen circumstances, the fee may be waived by school administration.
2. Some schools may allow students to store a school-issued device at school, but the device user fee will still apply.
3. Damage or loss due to student negligence is subject to full cost of replacement/repair by the student.

## Academy District 20 students and families must understand that:

1. Hereafter, the terms “equipment” and “technology” refer to the digital device and accessories (such as keyboard, chargers, headphones, cases, etc.). Each piece of equipment is issued as an educational resource. The guidelines surrounding this equipment can be equated to those of a textbook or a school issued calculator.
2. All users of the Academy District 20 network and equipment must comply at all times with the ACADEMY DISTRICT 20 Appropriate Use of Technology Policy, [IJND E1](#)
3. Digital resources, equipment, and network access are for academic use.
4. Digital Devices are on loan to students and remain the property of Academy District 20.
5. Digital Device use and checkout is a privilege.
6. Students and families must follow all guidelines set forth in this document and by Academy District 20 staff.
7. All rules and guidelines are in effect before, during, and after school hours, for all Academy District 20 digital devices whether on or off the school campus.
8. All files stored on Academy District 20 equipment or the Academy District 20 network are subject to review and monitoring.
9. Students are expected to keep the digital devices and accessories in good condition. Failure to do so may result in charges to the parent and/or student for repair or replacement.
10. Students are expected to report any damage to or functionality problems with their digital device or accessories as soon as possible. This means no later than the next school day.
11. Students may not loan digital device or accessories to other students for any reason. Students who do so are responsible for any loss of or damage to the device or accessories.
12. When a student leaves this school, or at the end of each school year, they must return the digital device and power cord/charger in good working order as determined by the school staff.
13. Academy District 20 reserves the right to recall the equipment at any time.

## Accept Liability

The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is:

- not returned
- intentionally damaged
- damaged due to negligence
- lost
- stolen but not reported to school and/or police in a timely manner

## 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
- Altering or defacing Academy District 20-issued equipment in any way. This includes but is not limited to marking, painting, drawing, affixing stickers, or marring any surface of the digital device, protective case, or other case
- Removing the school-issued device's protective case or district identifiers and asset tags. If the student believes the case needs to be cleaned or removed for any reason, bring it to the building's tech staff

## Internet Filtering of District-Owned Devices at Home

ASD20 maintains an on-site internet filtering software package. This program automatically filters internet content on all district-owned devices for K-8 students, whether at school, at home, or in any location where internet access is available. District-owned devices for 9-12 students are filtered only when connected to the district 20 network.

While digital devices provided to K-8 students by Academy School District 20 are filtered remotely, 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 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.

## Damage to School-owned Devices

### User Fee

Students may be assessed a non-refundable device user fee up to \$50 each year. This provides protection against *initial accidental damage* or loss and offsets the cost of repair. (*See Accidental Damage vs. Negligence below*)

### Troubleshoot of internal problems

Occasionally, unexpected problems do occur with the digital devices or accessories that are not the fault of the user (digital device crashes, software errors, etc.). In the event of such problems; contact technology personnel at school as soon as possible.

### **Loaner Digital Devices**

In some cases, temporary replacements, or “loaner” devices, may be available so that learning is not disrupted by the repair process. Students are responsible for the care of the loaner that is issued to them. The same rules and regulations apply to loaners that apply to the regularly assigned device.

### **Accidental Damage vs. Negligence**

Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration, if the digital device is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement in addition to the user fee.

## **Lost and Stolen Equipment**

### **Reporting Process**

If any equipment is lost or stolen, the student or parent must report it to the school immediately. Students should inform a school official as soon as possible. If equipment is stolen from a family’s home, automobile, or other location other than school, a police report must be filed, and a copy of the report must be provided to the school by the parent/guardian within ten business days.

### **Financial Responsibility**

The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed the replacement or repair cost for damaged or lost equipment if loss is determined to be the fault of the student or if loss or theft is not reported in accordance with the Reporting Process.

## **Payment Timeline**

All payable amounts are due at the time of device issue unless prior arrangements have been made with the school.



Student Last Name (please print)

First Name

Student #

# Academy District 20 Device CHECK OUT FORM

## List of Equipment (check all that apply)

Description of Asset	Laptop / Tablet	iPad	Wi-fi Hotspot	Other
<b>Model/Series</b>	<input type="checkbox"/> 31xx <input type="checkbox"/> 54xx <input type="checkbox"/> 33xx <input type="checkbox"/> 55xx <input type="checkbox"/> 34xx <input type="checkbox"/> Other _____	<input type="checkbox"/> Regular Size <input type="checkbox"/> Mini	<input type="checkbox"/> Kajeet	
<b>Serial Number</b>				
<b>Accessories</b>	<input type="checkbox"/> Power Cable <input type="checkbox"/> Case* <input type="checkbox"/> Mouse <input type="checkbox"/> Stylus	<input type="checkbox"/> Power Cable <input type="checkbox"/> Case* <input type="checkbox"/> Keyboard <input type="checkbox"/> Stylus	<input type="checkbox"/> Power Cable <input type="checkbox"/> Wi-Fi Cable(s) <input type="checkbox"/> Case*	
<b>Condition at Checkout</b>	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair	<u>Notes Specific Flaws if applicable:</u>		
<b>Value of asset &amp; accessories</b>	Replacement or Repairs not to exceed \$400**			
<b>Access to Device</b>	<input type="checkbox"/> Device to remain in school (unless transitioning to eLearning) <input type="checkbox"/> Device will be taken home for student use			
<b>Date checked out</b>	____ / ____ / ____ <input type="checkbox"/> Scanned in Destiny by _____ (initials)			
<b>Date DUE</b>	<input type="checkbox"/> End of 2020/21 SY or upon student withdrawal from Academy District 20 <input type="checkbox"/> Specified Date ____ / ____ / ____			

\*Device and/or case must be returned clean and free of stickers / decals / marks.

### \*\*Replacement or Repairs to District Device/Accessories

If the digital device and/or accessories are deemed to be damaged or lost while in the student’s possession, the parent may be subject to the cost of repairs or replacement not to exceed the amount indicated in the “Value of asset & accessories”.

## Agreement

I understand the device/accessories are property of Academy District 20. I agree to the terms of the K-12 Mobile Device Checkout form located in the parent portal. I will review the Technical and Responsible use guidelines with my child.

Parent or Legal Guardian Name (Printed) \_\_\_\_\_

Parent or Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_