



Tahoma Electronic Resources Student User Agreement

(Tahoma Acceptable Use Policy – AUP)

Acceptable Use Guidelines for Electronic Devices and Information Systems: E-Mail, Networks, and the Internet

Philosophy of Use

The Tahoma School District believes computers and other electronic resources are important tools to support student learning in the 21st century and enhance the administration and operation of schools. Tahoma School District offers students access to district computers, communications systems, the Internet, and an array of technology resources to promote educational excellence. Learning about and being held accountable for the responsible use of electronic and digital tools is an important part of preparing students to be successful in today's knowledge society. Each student is responsible for his/her use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

All electronic devices must be used in a manner consistent with the mission of the Tahoma School District and in compliance with Electronic Information System (Networks) Policy and Procedure 2022. Students will not be assigned an account and password to access the district's computers or network without a signed electronic resources user agreement.

Right to Limit Use

The district reserves the right to limit use of electronic devices, especially when these devices are used to harass others, disrupt the learning environment, cheat, or provide unauthorized access to the district network. Students are expected to abide by school and classroom rules regarding appropriate times for use of personal as well as district-provided electronic devices. Inappropriate use may result in personal electronic device being confiscated and returned to parents. Failure to turn over the requested device will result in disciplinary action. The Tahoma School District reserves the right to inspect the content on personal electronic devices used at school or school events if school personnel determine there may be cause to suspect that such devices are not being used in accordance with district rules. Failure to turn over the requested device will result in disciplinary action.

Hacking

Student use of school district computer equipment and network is limited to the educational purposes specifically authorized by the student's teacher. Improper uses include, but are not limited to, gaining illegal access to school district records, files, computer programs, student records, and other information maintained by the school district; and using, altering, or damaging computers or computer data maintained by third parties, including members of other computer networks accessible through the school district's network.

Students shall not damage district or outside computing systems or networks or interfere with another's ability to use a computing system or network by releasing viruses, worms, e-mail bombs, or any other programs that slow, stop, or damage applications, computing systems, or networks. System components including hardware or software shall not be destroyed, modified or abused in any way.

Network

All use of the system must be in support of education and research and consistent with the mission of the district. The district reserves the right to prioritize the use and access to the system, and does not intend to create a First Amendment forum for free-expression purposes.

Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee. The system constitutes public facilities and may not be used to support or oppose political candidates, initiatives, or ballot measures, or for unauthorized lobbying activities.

System Accounts, Passwords and ID's

System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account. Users should change passwords regularly and avoid easily guessed passwords.

Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system. Communications may not be encrypted so as to avoid security review.

Protection of Identifying Information

When sending electronic messages on the district network or to users outside the network, students shall not include information that identifies themselves or other students (unless they have permission from their teacher, other district personnel, or a parent/guardian). Identifying information includes, but is not limited to, last names, addresses, telephone numbers, family information, or any other personal information that could be used inappropriately. Students shall identify themselves by first names only.

Students shall never make appointments to meet people in person that they have contacted on the system without district and parent permission. Students shall notify a teacher, other district personnel, and a parent/guardian whenever they come across information or messages that are dangerous, illegal, inappropriate or make them feel uncomfortable.

No student pictures, names, art work, writing, audio files, or video files may be published on the class, school, district or student's Web site unless a signed Electronic Resources User Agreement is on file with the district. In publishing any work to the Internet only first names will be posted, and in the event there are duplicate first names in the class, the first initial of the child's last name will be included. Exceptions will be made for the on-line student newspaper at Tahoma Senior High School and for official school district news releases or Web postings. FERPA rules will apply in those cases.

Student Privacy

Parents are advised to review FERPA guidelines regarding student and family privacy. The school district has the privilege to make "directory information" available to the public. The FERPA guidelines are available on the Tahoma Web site, the school wall calendar, and at any of the schools or district central office. If you wish to withhold release of directory information please contact your child's school to obtain a FERPA exclusion form.

Student privacy should be respected during all school events. Photos, video or other recordings should not be displayed or posted in public unless appropriate permission is obtained from school officials and/or parents. (Board Policy 4235: "Participation (in public performances) shall not result in exploitation of or liability to the student, school or district.")

Personal Devices

Personal computers, PDAs, mp3 players or similar devices, cell phones, digital cameras, and hand-held computing devices owned by the student may be used on school premises in accordance with rules and procedures established by the building administration and classroom teachers. Personal computing devices may NOT be connected to the district wired network.

The school reserves the right to limit use of electronic devices (personal or district-issued), especially when these devices are used to harass others, disrupt the learning environment, cheat, or provide unauthorized access to the district network. The Tahoma School District reserves the right to inspect the content on personal electronic devices used at school or school events if school personnel determine there may be cause to suspect that such devices are not being used in accordance with district rules.

Personal electronic devices have educational and monetary value. Students who use these devices are prohibited from trading or selling these devices to other students on campus. Personal electronic devices are the sole responsibility of the student owner. The school or district assumes no responsibility for these personal devices if they are lost, loaned, or stolen and cannot guarantee time or resources will be spent trying to locate stolen or lost items. Disciplinary action for violations involving personal electronic technology shall be consistent with standard district and school policies and procedures. Violation of these guidelines can result in revoking a student's privileges to use portable electronic devices at school, suspension of access to Tahoma School District electronic equipment, school disciplinary action and/or other appropriate legal or criminal action, including restitution, if appropriate.

By using their personal equipment to access the district network, students acknowledge that district staff are not responsible for fixing or correcting any problems that arise on non-district-owned computing devices. The district is not obligated to provide replacement devices or loan equipment if a student's personal devices do not work.

Students who use personal electronic devices to connect to the district wireless network must comply with all district policies and regulations and state and federal laws. Students may not engage in any activities prohibited in this electronic resources user agreement.

The Tahoma School District makes no warranties of any kind, either expressly or implied, that the functions or services of the wireless network system provided by or through the school district will be error-free or without defect or in operating condition.

The Tahoma School District accepts no financial responsibility for personal devices.

Care and Use Agreement

Students who are issued district-owned electronic devices shall abide by the care and use agreement signed at the time the device was issued. All users are responsible for costs to repair or replace electronic devices if damage or loss is due to negligence, intentional misconduct or failure to follow district/school guidelines regarding handling and care of the device.

In instances where electronic devices are checked out to a student for an extended period of time (1:1 programs) there will be an insurance deductible charged in cases of theft or accidental damage which requires the device to be sent out of the district for repair. If theft/damage occurs as a result of negligence or intentional misconduct the student/parent may be responsible for the replacement or repair of the electronic device. The deductible may be increased in cases of repeat incidents. Lost or damaged accessories (power adapter, cables, etc.) less than \$100 are not a warranty or insurance claim and must be paid by the student/parent. When possible, an Internet tracing program will be installed and activated allowing tracing and recovery in cases of theft. The student/parent will bear the yearly cost for the Internet tracing program and there would be no insurance deductible for theft.

Teacher Supervision

During school hours, Internet access by students will be monitored by district staff, and students access will be limited as follows:

- K-3:** Limited use for specific projects under direct staff supervision.
- 4-5:** Use will be more frequent and project-focused, but will be teacher directed and supervised.
- 6-7:** Use will be both exploratory and project-focused. Students will be monitored under most circumstances. There may be some independent access outside of regular classrooms in common areas (e. g., lunchroom through the wireless system).
- 8-12:** Students will have independent use. Access will be monitored to the degree possible in a junior high and high school setting. There may be independent access outside of regular classrooms in common areas (e.g., study areas, media centers through guest access to the wireless system).

Copyright Infringement and Plagiarism

The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited. This includes, but is not limited to, accessing and copying information and material from file sharing sites, music and video files. All users shall comply with current copyright and intellectual property laws. Users will not infringe upon copyrighted or trademarked materials or plagiarize materials that they see displayed, translated, or performed on the Internet or in email.

Users must not post anonymous messages and/or falsify one's identity to others while using the system or any Internet resources.

Students shall not:

- 1) Copy and forward
- 2) Copy and download; or
- 3) Copy and upload to the district network, Internet server, or any class Web 2.0 tool copyrighted material without the approval of the computer system operator, or a school staff member.

These guidelines should be followed with anything created, published or posted by someone else. Examples include an e-mail message, a game, a story, an encyclopedia entry, or software. Students shall use proper methods to cite all sources on reports and documentation, including any text, images and graphics downloaded from the Internet.

Student work published to the Web will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to the student's parent/guardian.

District Access to Student Files and E-mail

Students should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files that they send or receive on the school computer network, store in student directories, or publish to a class site or workspace.

The district may elect to assign student email accounts and server accounts for storage and management of classroom work. These accounts are for educational purposes only and will be subject to filtering and/or random monitoring. Student use of email, chat rooms, other forms of electronic communications and other information services must be pre-approved by a supervising teacher.

User files and communications on the system are not private or confidential. The district reserves the right to monitor, access, use and disclose email or other information for any reason.

Class Web Sites and Web 2.0 Tools

All class and school Web pages (including, but not limited to, blogs, podcasts, and wikis) must contain original educational or curriculum related materials, and/or original student work. Staff members and students are responsible for all materials and content on their Web pages. Any source outside the classroom or school must be cited. Staff and students are responsible for the content they author to a blog, wiki or other collaborative work resource.

Students are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Students using any school site or Web 2.0 tool associated with classwork are expected to treat these virtual spaces as classroom spaces. Speech and topics that are inappropriate for class are not appropriate for school related virtual spaces. Students are expected to conduct themselves in a manner reflective of a representative of the Tahoma School District. This includes:

- All posts should be education-oriented and related to content and curriculum being studied in your classes.
- Do not use Instant Messaging or conversational language. Be thoughtful about posting and post with clarity.
- Check post for spelling errors, grammatical errors, sentence structure, and choice of words.
- When writing opinions on a topic, please ensure posts are not offensive to any individual or group.
- Posts must consist of original ideas or factual information. Do not post about things that are not true—no urban legends or rumors.
- When appropriate, create hyperlinks that would help readers better understand a post.
- Do not plagiarize.
- Stay on topic.

Filtering Software

In compliance with the Children's Internet Protection Act (CIPA), the district has installed filtering and/or blocking software to restrict access to Internet sites containing material harmful to minors, such as sexually explicit or other inappropriate materials. The software works by scanning for objectionable words or concepts as determined by the school district. However, no software is foolproof. A user who incidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. Students shall not tamper with, or attempt to bypass, the filtering service.

Students shall not use the school district's network system to access, store, or distribute material that is obscene, pornographic, sexually explicit, sexually suggestive, harmful, or otherwise inappropriate.

Unauthorized Computer or Network Use

The district has the right to determine whether specific uses of the system are consistent with these guidelines. The district may revoke access to the system and take other appropriate corrective legal action for any activity in violation of these guidelines. Such actions may include discipline up to and including termination for employees, and up to and including expulsion for students. The district also reserves the right to report any activity in violation of the law to the appropriate law enforcement authorities.

Right to Terminate Access

Tahoma School District may terminate a user's network access and this agreement at any time without warning.

Prohibited Activities

Students are expected to act in a considerate and responsible manner. All district rules and expectations for student conduct are expected to be followed while in any school environment, whether real or virtual.

Prohibited activities include, but are not limited to, the following:

- Sending, displaying, or printing offensive messages, materials, photos, or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Discriminating or defaming others
- Sending threatening, inflammatory, or violent communications
- Offering for sale, purchase, or use of any prohibited or illegal substances
- Damaging computers, computer systems, computer networks, or wireless systems
- Downloading games, MP3, or music-based files for other than school related purposes
- Playing Internet-based games or activities or participating in text-based or audio-based chats not expressly allowed by school staff for school related purposes
- Violating copyright laws
- Using another's password
- Using another student ID as the student's own
- Using a teacher ID as the student's own
- Theft identity of another individual's login/ID or password
- Trespassing in another user's folders, work, or files
- Using technology, computers, scanners, or other peripherals to produce counterfeit reproductions
- Buying or selling on E-bay or similar auction sites
- Displaying and/or printing instructions for making weapons or conducting illegal activities
- Intentionally wasting resources
- Employing the network for commercial purposes, including, but not limited to, posting advertisements to a news group, using e-mail to solicit sales, or using Web sites to advertise or sell a service
- Damaging, destroying, or deleting software or the work of another individual or group
- Any other activity inconsistent with the stated intent of this electronic user agreement

Storage Limits

Students are expected to be good stewards of our network resource. All student work in the P:\All folder of the public drive will be deleted off of the network at the end of each school year. Data storage limits are in place for students on the public drive and in students' "My Documents" folders. Students' My Documents folders will not be deleted until such time as the student leaves the school district. Students are expected to manage their own stored data and to, if necessary, provide removable media to store files, documents, projects that they may want to access over time. This is the sole responsibility of the student, the district has no responsibility to archive or save student work over time.

Disclaimer

The district makes no warranties of any kind, express or implied, for the service it is providing. The district will not be responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, errors or omissions. Use of any information obtained via the system is at one's own risk. The district also denies any responsibility for the accuracy or quality of information obtained through its services.

Classroom Rules and Procedures

Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.



Electronic Resources Student User Agreement and Parent Permission Form

The Electronic Resources User Agreement is reviewed and signed by parent and student annually at time of registration for the following year or at time of enrollment.

Dear Parents or Guardian:

Tahoma School District offers students access to the district computer network resources and the Internet. To use these resources, students must sign and return this form, and those under age 18 must obtain parental permission. Parents, please read and complete this document carefully, review its contents with your son/daughter, and sign, date, and return this form. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's principal or the district technology coordinator. A copy of Board policy regarding student use of electronic devices and access to networked information resources (2022P) and this document are available on the Tahoma School District Web site, www.tahomasd.us.

The Tahoma School District recognizes the value of using computers and other electronic resources to improve student learning and enhance the administration and operation of the schools. Tahoma School District offers students access to district computers, communications systems, the Internet, and an array of technology resources to promote educational excellence. Learning about and being held accountable for the responsible use of electronic and digital tools is an important part of preparing students to be successful in today's knowledge society. Each student is responsible for his/her use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Students will not be assigned an account and password to access the district's computers or network without a signed electronic resources user agreement.

Student User Agreement:

As a user of the Tahoma School District computer network, I hereby agree to comply with the statements and expectations outlined in the Acceptable Use Guidelines for Electronic Devices and Information Systems: E-Mail, Networks, and Internet and to honor all relevant laws and restrictions.

Student Name: _____ Grade Level _____

Student Signature _____ Date _____

Parent/Guardian Permission:

I have reviewed the Tahoma School District Procedure 2022, "Acceptable Use Guidelines for Electronic Devices and Information Systems: E-Mail, Networks, and Internet, and give permission for my student to use Tahoma School District electronic resources, including the Internet. I also give my permission to have my student have his/her work and/or photo published to the World Wide Web.

Parent Signature _____ Date _____