

FREDERIC SCHOOL DISTRICT 2023-2024

Internet & Technology Responsible Use Agreement

The Frederic School District acquires, develops, and maintains information technology resources to support the District's mission, goals, and curriculum; provide access to a variety of services and materials; and to promote communication and collaboration within the district community and the wider local, national, and world communities.

A. MISSION STATEMENT

The Frederic School District provides students with access to the Internet and other technologies as a means to further the educational goals and objectives of the District. The District is committed to making technology resources available to enhance the educational process, and create opportunities for both students and staff to build life-long computer, research, and technology skills.

B. RESPONSIBILITIES AND BENEFITS:

- The District establishes that access is a privilege, not a right.
- All individuals using the District's technology and network (including the Internet) must submit written consent that they have read and agree to appropriate school use of the technology resources available, prior to actively utilizing District technology and networks.
- Students are responsible for ethical and professional behavior on the network just as they are in the classroom, school hallways, and school-sponsored events.
- District staff will educate and guide students with acceptable and appropriate use of technology and online communications.
- Parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using electronic resources.

We believe the benefits to internet access and various technologies, in the form of educational resources and opportunities for collaboration, far exceed any disadvantages.

Technologies (*which include but are not limited to all hardware and software, the Internet, e-mail, phone and voicemail systems, audio/video equipment, peripherals, networks, servers, telecommunications, virtual tools, plus related services*) are provided as valuable resources for students to use throughout the day. Many classes require computer access or require students to be familiar with certain software programs or equipment.

C. DISTRICT ISSUED STUDENT CHROMEBOOKS:

1. The Frederic School District is proud to provide a District owned Chromebook for each student enrolled in grades 1-12.
2. Chromebook identification stickers should not be removed from devices or charging cords.
3. All students and parents/guardians must read and sign the Internet and Technology Responsible Use Agreement form before receiving a school Chromebook.

4. 6-12 families are highly encouraged to purchase Chromebook insurance with the Frederic School District that will cover the cost of accidental damage or theft of a Chromebook.
5. All 6-12 students will participate in a Chromebook Responsible Use orientation before receiving their Chromebooks.
6. Middle school students in grades 6-8 will only be allowed to check out a Chromebook to take home for necessary homework with teacher permission.
7. Students in grades 9-12 will be allowed to take their school issued Chromebook home at their own discretion.
8. Students are responsible for the general care of the Chromebook and charger they have been issued. Students will be billed the replacement cost for lost equipment and careless or intentional damages. General expectations are as follows:
 - Avoid having food or drinks near a Chromebook at all times to eliminate accidents and possible destruction of the Chromebook.
 - Chromebooks are not allowed in the lunchroom, kitchens, gymnasiums, outdoor recreation areas, bathrooms, or locker rooms.
 - Proper transportation of Chromebooks should be done to eliminate damage. Some suggestions for transportation are:
 - i. Unplugging the charging cord prior to transportation.
 - ii. Close the screen during transportation to support the hinges, the screen, and the keyboard.
 - iii. Transporting the Chromebook in a secure location within a backpack or bags, away from other heavy objects and liquid.
 - iv. Prior to closing the Chromebook, students should take precautions to ensure nothing is on, between, or in the keyboard to eliminate possible damage and destruction of property.
 - Avoid stacking books or heavy objects on top of a Chromebook, as well as leaning or applying excessive pressure to the screen.
 - Students should periodically clean the Chromebook with District approved products that can be found in the IT office, the 6-12 office, or the District office.
 - General care of the Chromebooks is expected. Some expectations are listed here, but the list is not exhaustive:
 - i. Students should refrain from pounding on or pulling keys off of the keyboard.
 - ii. Students should maintain possession of their Chromebook and not allow others to use it, including siblings or pets. Maintaining possession means knowing where the Chromebook is at all times, and that location should not be in a car.
 - iii. Chromebooks belong to the Frederic School District and students are allowed to use them. Therefore, Chromebooks should **always** look exactly the same as when they were given to students.
9. All District owned devices must be returned during student check out. (May 31, 2023)

D. DISTRICT INTERNET AND ONLINE COMMUNICATION RULES:

1. The network is provided for students to conduct research, communicate with others, and construct educational assignments/products.

2. All Frederic students will be provided with a Gmail (email) account.
3. There should be no expectation that any student email communication is private.
4. Access to Internet services and online communication are given to students who agree to act in a considerate and responsible manner.
5. It is presumed that users will comply with district standards and will honor the agreements they have signed.
6. Freedom of speech and access to information are rights to be exercised within the bounds of acceptable standards of the Frederic School District policies.
7. Teachers and administrators have the right to review files and communications to maintain system integrity and ensure that students are using the system responsibly.
8. Students should not expect that files stored on district computers will be private.
9. The electronic information available to students and staff does not imply endorsement of the content by the School District, nor does the District guarantee the accuracy of information received on the Internet.
10. The District shall not be responsible for any information lost, damaged, or unavailable when using the network.
11. Users should never give out personal or identifiable information about themselves or others.
12. Attempts to access blocked sites and/or bypass filtering systems (including creation of personal VPN's) is not allowed. Violation of this expectation will result in an automatic Step 5 system discipline.
13. Computer hardware may not be exchanged, moved, or tampered with in any way.
14. Users are not to adjust computer settings, including but not limited to: wallpaper, desktop settings, screensavers, etc.
15. Chat rooms, forums, message boards, blogs, wikis, instant messaging, social networking, streaming audio and/or video, email, and other Web 2.0 technologies are only allowed when class assignments require them.

E. NON-DISTRICT ELECTRONIC DEVICES:

1. Personal electronic devices are not permitted to be used in classrooms during the school day, unless permission is granted by the teacher.
2. Personal electronic devices may be used before school and after school, during passing time, and during lunch, as long as they do not distract from the learning environment.
3. Connecting non-district equipment to the district network is not allowed at any time.
4. The creation of a wireless hotspot or any method of creating an ad-hoc wireless or wired network allowing other users or devices to intentionally or unintentionally connect is not allowed at any time.
5. Posting or transmitting recorded images or video shall be limited to that which is related to school assignments and projects, and shall only be done in accordance with the district Responsible Use Agreement.
6. The use or possession of a recording device in locker rooms and/or restrooms is prohibited.
7. Any actions or activities that are disruptive to the learning environment in any way will result in immediate termination of the right to bring personal electronic devices.
8. Students who have a revocation of technology privileges are not allowed to bring in personal electronic devices.

9. A personal device may be confiscated by a teacher or administrator at anytime during the school day. Students must meet with an administrator at the end of the school day to discuss the process of returning the device to the student. In many cases, parents or guardians will be required to pick the device up themselves, and return the device to their child.
10. Administration reserves the right to inspect a student's personal device if there is reason to believe that the student has violated board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device. Devices used on school grounds are not guaranteed privacy and are subject to search and seizure.

F. UNACCEPTABLE / INAPPROPRIATE USE

The following behaviors are examples of inappropriate usage. Keep in mind that it is neither possible nor necessary to specify every type of inappropriate behavior, or every inappropriate circumstance, that would justify action under this Policy.

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Vandalizing or stealing any computer hardware
- Downloading unauthorized files from the internet
- Playing games not approved by teachers and/or administration
- Violating copyright laws
- Using other student's or faculty passwords
- Trespassing in other student's or faculty files
- Using the Internet for commercial purposes
- Excessive use of the internet, e-mail, etc. that interferes with academic achievement

Our computer network and available technologies are provided to enhance the educational process. Using this network for anything other than proper communication and research shall be considered a violation. If the user is ever in doubt whether something is appropriate or not, it probably is not. The user should practice ethical and sound decision-making skills. Violations may result in a temporary or permanent loss of computer access as well as other disciplinary or legal action. As a District, we encourage students to get the most out of the technology available to further their education!

G. CYBER SAFETY & BULLYING

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyber bullying, are unacceptable and viewed as a violation of this policy and the District's acceptable use policy and procedures. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

In order to ensure the safety and security of all students in accordance with the Children's Internet Protection Act, the Frederic School District strives to:

1. Prevent user access over it's computer network to, or transmission of, inappropriate material via internet, email and other forms of digital communications
2. Prevent unauthorized access and other unlawful activity
3. Prevent unauthorized online disclosure, use or dissemination of personal identification information of minors

Cyber-bullying and/or harassment will not be tolerated at the Frederic School District. The Board of Education considers these actions detrimental to the health and safety of students and their education.

1. Students have the right to attend school without the fear of physical threat or harm, or verbal abuse.
2. Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals.
3. Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others.
4. Students who engage in cyber-bullying and/or harassment using a school device or personal communication device, during school hours or outside of school hours that affects the learning environment shall be disciplined within the expectation of the student handbook.
5. Students who are aware of cyber-bullying and/or harassment, must inform a trusted adult in school or outside of school regarding the cyber-bullying and/or harassment violation. Students unwilling to inform adults of cyber-bullying and/or harassment violations will be disciplined in accordance with the Step Discipline System as deemed appropriate by the principal.
6. Cyber-bullying and/or harassment is identified but not limited to:
 - a. Verbal, written or graphic abuse and/or name-calling of a demeaning, derogatory or threatening nature, referencing mental capacity, physical attributes, appearance, grooming, hygiene, clothing, race, religion, sex, family, or national origin
 - b. Creating an atmosphere which tends to establish a hostile environment for another pupil

H. POSSIBLE CONSEQUENCES:

The user shall be responsible for damages to the equipment, systems, and software resulting from deliberate, willful, or accidental acts. Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

Engaging in inappropriate or unacceptable behavior, under the terms of the Responsible Use Agreement, may result in disciplinary action, loss of privileges, and/or legal action.

1. Loss of privileges
2. Access restricted
3. Device restricted or confiscated
4. Detentions or Suspensions issued
5. Access and/or privileges denied permanently

RESPONSIBLE USE AGREEMENT FORM

STUDENTS:

As a student user, I acknowledge that I have read, understand, and agree to the terms set forth in the Frederic School District Internet and Technology Responsible Use Agreement.

Student Signature	Print Name	Grade
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Student Signature	Print Name	Grade
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Student Signature	Print Name	Grade
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Student Signature	Print Name	Grade
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Student Signature	Print Name	Grade
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PARENT/GURADIANS:

As parent/guardian of the listed students, I have read, understand, and agree to the terms set forth in the Frederic School District Internet and Technology Responsible Use Agreement.

Parent Signature	Print Name	Date
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As a parent/guardian of the listed students, I understand that my student's photograph or video recording may be published for public view in the newspaper, school newsletter, the school district website and/or social media pages. Please select your preference below:

_____ I hereby give permission to publish photos and video for public view.

_____ I hereby DO NOT give permission to publish photos and video for public view.

(please return this page to the office)