

Burr Oak Community Schools Information Services

Burr Oak Community Schools Agreement-- All Grades/Programs

The purpose of this Acceptable Use Agreement is to give access to and define acceptable use of the technology resources made available to users through the Burr Oak Community Schools (herein referred to as the "District").

The District does not guarantee that technology resources will be error free or that access will be uninterrupted. By signing this agreement you release the District of all claims and liabilities for use of the technology resources.

Any person using District technology resources who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures the District's Information Systems, properties or facilities, as well as those owned by third-parties shall be subject to disciplinary action. Such action may include, but is not limited to: Warning, Revoked Privileges, Financial Restitution, Suspension/Termination, and/or Legal Action.

District Safety Policies

- Never give out your last name, address, phone number, the school you attend, or personal identifying characteristics.
- Never agree to meet in person with anyone you have met online.
- Never assume that you are speaking to a person your own age.
- Never assume the personal information that you may receive from the Internet is correct.
- Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates the Acceptable Use Policy.
- Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access.

District Acceptable Uses

- The computer Network at the District has been setup to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work and the exchange of project related ideas, opinions and questions through email, network drives, message boards, and District-owned web page access.
- Students will have access to the Internet in the classroom, media center, in the computer labs and areas where WiFi is available.
- Student's use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of the Acceptable Use Agreement.
- Material created and/or stored on the system is not guaranteed to be private. District Administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that emails, material used on personal web pages, and other work that is created on the network may be viewed by a third party.
- District and Network users are expected to adhere to the Safety Guidelines found in this document and in the District's Code of Conduct and/or Student Handbook

District Unacceptable Uses

- The Network may not be used to download, install, distribute, copy or store any application without prior permission from District Administrators. The Network may not be used for commercial purposes or to access illegal or malicious applications. Users may not buy or sell products or services through the system without prior permission from District Administrators.
- The Network may not be used for any activity or to transmit any materials that violate federal or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
- Network users may not use vulgar, derogatory or obscene language. Users may not communicate through District-owned or personal devices to engage in bullying, perform personal attacks, harass another person, or post private information about another person. Such actions may be grounds for discipline under this Acceptable Use Agreement and the District's Code of Conduct and/or Student Handbook.
- Network users may not access web sites, newsgroups, chat areas, or any other content containing material that is obscene or that promotes illegal activity. If a user does accidentally access this type of information, he or she should immediately notify a teacher or parent.
- Use of a computer or mobile device for anything other than a teacher directed or approved activity is prohibited.
- User accounts shall only be used by the person authorized to use that account and users assume all responsibility for actions delivered through their account.
- Users may not make alterations to hardware/software systems or settings.
- Users may use their own mobile device at school, but may not connect to the Network in any way without expressed written permission from the District and/or Network administrators. The District is not responsible for loss or theft of such equipment.

Web Page Policy and Permission

Identification of Students and Employees on the District Website Student pictures and projects may be displayed on District web pages for educational and informational purposes unless otherwise specified. Web pages will not contain a student's address, phone number or full name, except in instances when such a listing might also appear in public documents such as newspaper articles.

District-Provided Web Pages User created content on District-provided web pages must be consistent with the educational mission, goals and objectives of the District and with the letter and spirit of the District's School Board policies. Material placed on web pages is expected to meet academic standards for proper spelling, grammar and accuracy of information. Students may create content on Google Sites or other web applications under their instructor's supervision, but will not include pages containing personal details such as address or phone number. Linking to a student's or staff member's *personal* web page on an external site is not permitted.

Policy and Permission--Google Apps for Education, Email, and other online accounts

The District follows the policies outlined in the Children’s Online Privacy Protection Act (COPPA) in providing technology resources, Google Apps for Education accounts, email accounts, and access to any other online accounts used for educational purposes. Students grades K -12 will be supplied with their own Google Apps for Education accounts hosted by Google but managed by District and Network administrators. Students will be also be assigned District email accounts, intended for educational use. By signing this agreement parents give their permission to the District and the Network to create online accounts for students under age 13. All policies outlined by Google and the following email policies apply to students as well.

Student email is not considered private.

Bulk mailing: Bulk mailing (mailing to a large list of people) should be done for educational purposes only. For example, a memo to the whole school etc. Please do not forward jokes around.

Unsolicited email: Unsolicited bulk email, which is defined as sending advertisements, chain letters or other such junk mail to users or a large list of users is NOT ALLOWED!

Commercial Email: Using either email system for personal profit, such as running a home business is also not allowed. If you have a need to use email for a home business please use another service provider.

Personal mail: You can use your account for personal mail as long as it does not conflict with any of the policies in this document and it does not interfere with school.

Illegal activities: Simply put this is not allowed and the proper authorities will be notified.

Account sharing: If you share your account with someone it WILL BE SUSPENDED!

Personal Technology Guidelines

Student owned personal technology and electronic devices may be used for educational purposes under direct teacher supervision.

Acceptable Uses during school hours

- Designated areas for use are areas on the school grounds that staff use for their classes.
- Electronic devices and accessories must be stored appropriately when not in use.
- Student devices may only connect to the District Open Wi-Fi access points (where available). Devices with their own data plans may use their cell signal for Internet access at the teacher’s discretion.
- All notifications on every device must be set to silent.

Unacceptable Uses at any time on school grounds

- Users are prohibited to create or maintain a wireless hotspot.
- Unauthorized video and audio recording on school grounds is prohibited
- Use of technology outside of designated areas during school hours is prohibited.
- Student owned devices may not use a network cable for Internet or Network access.

I have read and understand all of the information in this document and understand that this form will be kept on file at school. I have reviewed and discussed this policy with my child. I give my child permission to access the Network as outlined above and use of school email account. I also understand that my child's work (writing, drawings, etc.) may occasionally be published on the Internet and may be accessible on a World Wide Web server unless I have specified otherwise.

Student Signature: _____

Date: _____

Parent Name Printed:

Parent Signature: _____

Date: _____