

CENTENNIAL SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ACCEPTABLE /RESPONSIBLE
USE

ADOPTED: April 4, 2017

REVISED:

815. ACCEPTABLE/RESPONSIBLE USE - STUDENTS

<p>1. Authority</p>	<p>The Centennial School District’s primary goal for technology use in education is to promote educational excellence by facilitating resource sharing, innovation, and telecommunications as outlined in this policy and applicable regulations.</p> <p>Expectations for Using School Technology</p> <ul style="list-style-type: none"> - The School District expects students to exercise personal responsibility when using technology. - The School District expects students to exhibit ethical use of technology. - The School District expects students to avoid computer activities that interfere with the learning process for themselves or others. <p>Personally Owned Electronic Devices</p> <ul style="list-style-type: none"> - Personal technology devices are permitted at school and can be used in instructional areas with permission from the teacher. - Personal technology devices are permitted to use the CSD-GUEST wireless network. - Personal technology devices are prohibited from accessing the CSD-WIFI network (wired or wireless). - All personal devices used within school or at school functions must be free from anything that would violate the student code of conduct or this policy.
<p>2. Guidelines</p>	<p><u>Monitoring the Use of Technology</u></p> <p>Centennial School District monitors individual's usage of the School District’s technology. There is no guarantee of privacy granted to the user of these technologies. The normal operation and maintenance of the School District’s technical infrastructure and services requires that usage and activity are monitored, data and electronic communications are routinely backed up, and programs or other devices are employed to maintain the functionality, integrity, and/or security of the network infrastructure.</p> <p>Centennial School District reserves the right to monitor any activity, communication, or file creation or storage that utilizes School District technology</p>

resources. An individual student account or activity may be monitored without notice.

Centennial School District may provide students with access to online educational services and websites through contracts with educational companies and vendors. Students may be provided with a username and password to access educational content on these websites.

Liability

The School District makes no warranties for the computer or technology systems it provides. The School District shall not be responsible for any damages to the user from use of the computer or technology systems, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School District denies any responsibility for the accuracy or quality of information obtained through the computer or technology systems. The user agrees to indemnify the School District for any losses, costs, or damages incurred by the School District relating to or arising out of any violation of these procedures.

Responsible Use - Grades 3 through 12

As a 21st Century Digital Citizen:

I understand that in all of my online communications I will be respectful and polite. This includes, but is not limited to, email, chat, instant messaging, texting, gaming, and social networking sites. If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask a teacher, administrator, parent, or the technology department before engaging in that activity.

Cyber Bullying (harassment) is when the Internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person. I will not intentionally hurt or embarrass another person or group with my technology use as described above, and will notify a counselor, teacher, or technology department member immediately if I become aware of any behavior that may hurt or embarrass another person or group using technology. I understand this is considered Cyber Bullying.

The following regulations must be adhered to in the Centennial School District:

- I will keep my network username and password for my own use and understand they should not be shared with any other students.
- I know not to impersonate or use a username and password that belongs to another student.
- I know my password is confidential and that I must exercise reasonable care to ensure that my password is protected.

- I will not play games, instant-message, or access music or videos at school, unless it is part of the curriculum or is authorized by a teacher.
- I will use the District network storage space only for school-related activities.
- I will not use my School District email account to send out mass unsolicited messages or to forward chain letters, joke collections, or other objectionable materials.
- I will not use School District technology for commercial activity or to seek monetary gain.
- I will not deliberately perform any act, including using my own electronic devices, that will negatively affect the operation of anyone's computers, printers, or networks.
- I will not use file-sharing or music downloading software using School District technology.
- I will make an effort to keep my school and personal technologies free from viruses and other destructive materials.
- If my computer is accidentally infected, I will seek help from the technology department.
- I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring, or network security circumvention.
- I will not install or boot to non-approved operating systems on School District computers.
- I will not search for or download any material that is offensive, lewd, or pornographic.
- If I mistakenly access inappropriate information, I will notify a teacher or staff person immediately.
- I will properly cite any resources that I use in my schoolwork.
- I will not plagiarize from any sources. (Plagiarism is taking someone else's writings images, or ideas and presenting them as your own.)
- I will not copy, save, or redistribute copyrighted material (files, music, software, etc.).[\[1\]](#)[\[2\]](#)

Responsible Use - Grades K through 2

The following regulations must be adhered to in the Centennial School District:

As a 21st Century Digital Citizen and a Responsible Technology User:

- I will not intentionally hurt or embarrass another person or group with my technology use as described above, and will notify a teacher or parent if others do it, because this is called Cyber Bullying.
- I will keep my password secret from my classmates.
- I will use technology with good intentions and will not use computers or other technology to hurt people or their work.

	<ul style="list-style-type: none">- I will respect technologies in our school and will not break or hurt the computer.- I will practice good citizenship using technology. I will not look at, send, or print bad or mean messages or pictures.- I will only print after asking my teacher's permission.- I will respect the rights of others and will not delete or go into another person's folders, work, or files without permission.- I will act responsibly and immediately tell an adult if my computer does something wrong or does inappropriate things.- I will give credit to the owner of items I copy, like a picture, website, music, video, words, or other work found on the Internet.- I agree to be a good technology user! <p>The information contained in this policy will appear in the student handbook.</p>
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ACCEPTABLE/RESPONSIBLE USE - ACCEPTANCE OF POLICY

Student Acceptance of Policy

I understand and agree to abide by the Centennial School District's Acceptable/Responsible Use Policy and Regulations. I understand that the School District may access and monitor my use of the computer and technology systems, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable/Responsible Use Policy or Regulations, my Computer System Privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student Name

(Please Print)

Date

Student Signature

Date

Parent/Guardian Acceptance of Policy

I have read this agreement and Policy. I understand that the computer and technology systems are to be used for educational purposes and the Centennial School District has taken precautions to eliminate inappropriate material.

Parent's/Legal Guardian's Signature

Date