

Las Lomas Elementary School District

Grade 4-8: Student Internet Safety Policy & Acceptable Use Agreement for Technology

1. Each student in grades 4-8 must have completed *Student Internet Safety Policy & Acceptable Use Agreement for Technology* (version 07.08) on file, stating whether or not he/she will abide by Las Lomas Elementary School District (LLESD) Internet Safety Policy and rules regarding technology (tech) resources. Signatures of parents/guardians indicate an agreement to comply with District standards and to honor the agreement they have signed. All classes will participate in a computer lab presentation of the rules and guidelines for appropriate use. A copy of this form and the Acceptable Use slide-show that is shown starting each school year will be posted on the district website.
2. Access is a privilege - not a right. Access entails responsibility and is only for the District's educational and business purposes. Students are *individually* responsible for their behavior. Students may not engage in inappropriate behavior when using the District's tech resources.
3. General District rules and policies for behavior include:
 - All students will view an Acceptable Use slideshow at the start of each school year. This slideshow will reemphasize the rules of Acceptable Use Agreement for the Internet including management of district technology hardwares, software and systems, and include discussions of online cyber citizenship, personal safety, cyber security, intellectual property, cyber bullying, and predator identification.
 - Cyber-bullying, defined as bullying and harassment by use of electronic devices through means of e-mail, instant messaging, text messages, blogs, mobile phones, pagers, and websites, is strictly prohibited. Consequences are outlined in AR6163.4.
 - When online, students will only access appropriate curriculum related sites needed for academic purposes.
 - No student will intentionally damage, degrade or waste any tech resource or use tech resources to harass, insult or attack others.
 - Sharing or copying another's work without his/her consent is not acceptable.
 - Altering or using another user's account, password, folders, files, etc. without the other user's express permission is not acceptable.
 - Copying material from the Internet or the District's computer system and representing it as your or another's own work violates copyright laws.
 - Using tech resources to create, find, share or download offensive, obscene language and/or images or child pornography or any other visual depictions that are harmful to minors is not acceptable.
 - No applications can be downloaded to any district computers without prior approval of the Tech Department.
 - No video or music files can be downloaded into system or student folders without the approval of the teacher and only for specific curriculum.
 - Accessing or participating in real-time chatting (e.g. chat rooms, instant messaging), visiting social networking sites, accessing outside email accounts, or blogging *is permitted ONLY when monitored or instructed by a teacher as part of a curriculum related technology tool.*
 - For personal safety online, never disclosing your own or someone else's home address, phone number or other personal information, providing credit card or other financial information, or conduct financial transactions over the Internet.
 - It is illegal to knowingly participate in any way in the transmission of computer viruses or the spread of other harmful computer programs.
 - Modifying or altering District computer systems (e.g. downloading or installing software on the computer system or attaching peripheral hardware such as disk drives, printers, etc.) is not permitted without prior approval of the Tech Department.
 - Hacking, e.g. gaining or attempting to gain unauthorized access to computer systems, unauthorized viewing, copying, downloading, locking or otherwise altering of District computer systems is unacceptable and subject to significant disciplinary action.
 - Using the District computer system for personal financial gain or in a manner otherwise inconsistent with the District's pedagogy, mission and goals is unacceptable or using District tech resources for any illegal purpose and subject to significant disciplinary action.
4. The District reserves the right to access student work, files, folders, accounts, passwords, etc. and other Internet accessed information kept on its computer systems; and to modify and/or delete those items in the interest of security, maintenance or other legitimate District purpose.
5. Pursuant to the *Children's Internet Protection Act* and the *Neighborhood Children's Protection Act*, the LLESD uses a filtering server and software program to filter inappropriate material found on the Internet. It is not foolproof, and during the school day, teachers and staff will guide students toward appropriate materials. Outside of school time, parents bear the same responsibility for such guidance as they use information sources such as the Internet, television, telephones, movies, radio and other media.

Because the LLESD cannot control information from the Internet, it and its employees will not be held accountable for any claims, liabilities, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to your own or your child's use of the Internet.
6. Violation of these rules is unacceptable and may result in a loss of access and privileges, suspension as well as other disciplinary or legal action deemed necessary.

Please complete ALL of the information below and return this form to your child's school. It MUST be completed, signed and returned regardless of whether or not you WILL allow your child to use the LLESD tech resources based on the above rules. The LLESD supports and respects each family's right to decide whether or not your child may have access to these resources.

Student Name (please print): _____ Grade: _____ Birth Date: _____ Home Room #: _____

I have read the LLESD *Internet Safety Policy & Student Acceptable Use Agreement for Technology*. I have discussed this policy with my child and understand that he/she is required to follow the rules for acceptable use of technology. I understand that we will be liable for any violations of these rules, financially responsible for any damage to district resources, and that my child will be subject to potential disciplinary action for violating these rules and/or the policy as well as loss of access and user privileges. (Please ONLY check one box.)

We, child and parent/guardian, **accept** this policy and agree to abide by its rules and mandates; our acceptance will allow the student (named above) to use District tech resources—computer hardware/software and networks and the Internet. We hold the LLESD and its officers, board members, employees and agents harmless from and against any and all liability, loss, expense or claim for injury or damages students may have arising out of the use of District tech resources.

We, child and parent/guardian, **do not accept** this policy; we understand that the student named above will not be allowed to use District tech resources—computer hardware/software and networks and the Internet.

Student Signature: _____ Date: _____

Parent/Guardian Name (please print): _____ Home Telephone: _____

Parent/Guardian Signature: _____ Date: _____