

BANTA ELEMENTARY SCHOOL DISTRICT

Student Technology Acceptable Use Policy 2016-2017

Dear Parent and Student:

Please read the following policy concerning the use of technology and the Internet at Banta Elementary School. This copy is for your records. Complete the attached consent form and return it to the Banta Elementary School office. Please read this document carefully. It becomes a legally binding agreement when signed.

Computers and other technology tools are used to support learning and to enhance instruction. The Internet, a network of networks, allows people to interact with people and computers around the world. It is a general policy that all computers and technology used within the Banta Elementary School District are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the policy and the guidelines for the use of the BESD network, as described below, will result in the revocation of access privileges. Unacceptable uses include:

- Violating the conditions of the California Education Code dealing with students' rights to privacy.
- Using profanity, obscenity, or other language that may be considered offensive.
- Accessing information which is pornographic, obscene, sexist, racist or abusive.
- Violation of copyright law and Plagiarism of ideas or information.
- Theft, piracy, or downloading games or any software applications
- Using the network for financial gain, for commercial activity or for any illegal activity.
- Damage, vandalism or theft of equipment.
- Any violations of the classroom rules, school contact code, educational code, or penal code.

Because access to the Internet provides connections to other computer systems located around the world, users, and parents of student users, must understand that neither the Banta Elementary School District or any District staff member controls the content of the information available on these other systems. Some of the information available is controversial and, sometimes may be offensive. The Banta Elementary School District does not condone the use of such materials and provides an Internet content filter system as well as teacher supervision. Use of any information obtained via the internet is at the user's own risk. The school specifically denies any responsibility for the accuracy of or quality of information obtained through its services. Users need to consider the sources of any information and consider how valid that information is.

BESD acceptable use policy and regulations:

It is a privilege to use the Internet and the technology tools at BESD.

A responsible user may:

- Use the available technology tools at BESD to complete classroom projects.
- Use the Internet to research assigned classroom projects.

A responsible user will:

- Be polite, do not send or respond to abusive, harassing, or suggestive messages to anyone. Report such messages.
- Show respect (do not access, delete, move, or alter) anyone else's files and/or data.
- Use appropriate language.
- Avoid communication advocating, encouraging or supporting illegal activities which is strictly forbidden.
- ONLY use authorized accounts they have been personally issued.
- Keep account passwords confidential.
- Use only district assigned email accounts for school use only.

Google Apps for Education (GAPE)

Banta Elementary School District is implementing *Google Apps for Education* for students and teachers. Students will have Google accounts to allow email, storage of their documents and presentations online. All stored work will be accessible from home, school, and anywhere there is an Internet connection. Students can access the Google Apps for Education site at <http://www.google.com/a/bantaesd.net>.

Students and teachers will have access to Google Mail, Google Calendar, Google Docs, and Google Sites. Students will have training on how to use Google Apps for Education. In addition, Banta Elementary School District has created email accounts for these students to allow for collaborative sharing using Google Apps for Education. These accounts will be used at school for school related projects. Student email accounts will be limited to accounts within the bantaesd domain (students will only be able to send and receive emails with other accounts within the domain, not outside). Google Apps is a place for students to safely keep online communication and collaboration documents as they relate to school – school web sites, school documents, school videos, school calendars, school email. It is not to be used for personal things. The email naming convention is *username@bantaesd.net*.

Responsible Use Guidelines

Teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning environment. All participants will respect the teacher's time and professionalism by supporting the same positive approach. Students will adhere to the Banta Elementary School District Acceptable Use Policy.

Banta Elementary School District reserves the right to access the Google system of user accounts when there is suspicion that unacceptable use has occurred. Access to and use of the student's Google account is considered a privilege. Banta Elementary School District maintains the right to terminate the access and use of their Google account when there is reason to believe that violations of law or district policies have occurred. The alleged violation will be directed to the principal and addressed according to the procedures outlined in the student handbook. Banta Elementary School District cannot and does not guarantee the security of electronic files used in Google Apps for Education. Google does have a content filter; however, the district cannot ensure that users will not be exposed to unsolicited information.

Laptop/Chromebook Acceptable Use Policy

The use of a laptop and or chromebook is a privilege that can be revoked due to failure to adhere to the rules and regulations that Banta Elementary School District has established for laptop/chromebook use. Before being assigned a laptop/chromebook, students and parents are expected to sign and follow the Laptop/Chromebook Acceptable Use Policy and the Banta Elementary School District Student Technology/Internet Acceptable Use Policy.

- The laptop/chromebook is an educational tool and should be used in that capacity only. Once a laptop/chromebook is assigned to you, you are responsible for it whenever it is in your possession.
- The laptop/chromebook should not be used to: copy, download, upload, or share copyrighted materials without the owner's permission. This includes the reproduction of music files (CD's) and software applications.
- Never share or swap laptops/chromebooks with another student unless it is also assigned to another student
- Keep your password confidential.
- Use the laptop/chromebook on a flat, stable surface.
- Do not eat or drink near the laptop/chromebook.
- Avoid touching the screen. When cleaning is necessary, wipe the laptop surface lightly with a soft cloth.
- Do not rest pencils/pens on the keyboard. Accidentally closing the laptop with items on the keyboard damages the screen.
- Do not mark the laptop/chromebook in any way with pencils, pens, markers, stickers, etc.
- Do not insert objects into any of the ports (openings) on the laptop/chromebook.
- To prevent eyestrain and muscle fatigue, keep the laptop/chromebook screen at least 18 inches from your eyes and at a level lower than your eyes.
- If you are unable to resolve a technical problem please let your teacher know immediately.
- Close the laptop/chromebook gently from the center of the lid.
- At the end of each day make sure the laptop/chromebook is placed back in the charging station so it can be charged and updated overnight.
- Students have no expectations of privacy and can expect teachers to conduct spot checks of their internet history, documents (including Google Docs and Google email), etc.

-----Please return this signed form to the school -----

BANTA ELEMENTARY SCHOOL DISTRICT
Student Technology Acceptable Use Policy
2016/2017

Banta Elementary School District would like to offer your child access to our educational computer network which can enhance your child's education. Your child will have access to various software applications, hundreds of databases, libraries and computer services from all over the world through the Internet and other electronic information systems.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed District Policy and Technology Use Policy and discuss these requirements together. When your child is given an account and allowed to use the computer network it is extremely important that the rules are followed.

Student Consent

Student Name _____ Grade: _____

I have read the Acceptable Use Policy for Banta Elementary School District. If I follow the rules, as outlined in the Acceptable Use Policy, I may keep my privileges to use technology, including the internet and Google Apps for Education (GAFE), at Banta Elementary School District. If I violate the rules, I understand that I may lose this privilege.

Student Signature

Date

Parent Consent

I have read the BESD Acceptable Use Policy and I understand that the Internet is a worldwide group of many computer networks. I know that the Banta Elementary School District does not control the contents of these Internet networks, but provides an Internet filtering system as well as teacher supervision. When using the Internet, I realize that students may read material that I may consider controversial or offensive. The Banta Elementary School District has my permission to allow my child to use the technology as well as the internet at Banta Elementary School. I understand that my child can keep this privilege as long as the procedures described in the Acceptable Use Policy are followed.

Also, I agree to the terms and conditions in this document, and permit my child to use Google Apps for Education (GAFE).

Parent/Guardian Signature

Date