Brookside Charter School
Technology Tools Student Agreement

Brookside Charter School (the "School") recognizes that technology, including the Internet, serves educational purposes when used properly. Accordingly, the School provides students with various technology tools and the privilege of using those tools for educational purposes. This agreement outlines acceptable uses of those tools, privacy and safety procedures designed to protect students in their online use, a standard of conduct for online use, and other information relating to use of the School's technology tools. For more information concerning the School's policies and procedures concerning use of technology tools, see Board Policy 1.33.

Technology Privileges

Access to the School's technology tools is considered a privilege, not a right, that can be revoked at the discretion of the School. The School reserves the right to withdraw immediately a student's access and use of technology tools when there is reason to believe that violations of law or School policies have occurred, or where the student has engaged in any unacceptable use.

In any such cases, the alleged violation will be referred to the Principal for further investigation. Any investigation that reveals that a student has violated law or policy or engaged in any unacceptable use may result in restriction or termination of the student's technology tools privileges or other discipline permitted under the School's discipline policies.

I understand that my access to Brookside Charter's technology tools can be restricted or terminated if I engage in any violation of law or School policy, or if I engage in any unacceptable use.

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Student Signature

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Printed Name

Google Apps for Education

One technology tool that will be made available to students is "Google Apps for Education." Google Apps for Education accounts include free, web-based programs such as e-mail, document creation tools, shared calendars, and collaboration tools.

Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student's teachers will use Google Apps and other technology tools for lessons, assignments, and communication.

Acceptable Use of Technology Tools

The School's technology tools, including Google Apps for Education, are exclusively for educational use consistent with the School's educational objectives and are not intended for any other purpose. Students may not use the School's technology tools for personal use.

The following are unacceptable uses of the School's technology tools:

- Any attempt to harm or destroy data of another user or other networks connected to the Internet.
- Unauthorized use of school resources for commercial, illegal, or profit-making enterprises.
- Knowingly wasting technology resources.
- Physical abuse of the equipment.
- Using technology resources in ways that violate school policies and behavior standards.
- Degrading or disrupting equipment or system performance.
- Installing unauthorized software on school computers, or any violation of copyright established for computer software.
- Knowingly uploading or creating computer viruses.
- Hacking or gaining unauthorized access to files, resources, or entities.
- Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone.
- Using another user's account or password.
- Posting anonymous messages.
- Using the network for commercial or private advertising.
- Accessing social media sites, except for those explicitly approved by teachers or the administration for classroom or educational collaboration.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material.
- Using the network or technology tools while access privileges are suspended or revoked.

This list of unauthorized uses is not exhaustive and the fact that a particular use is not included should not be construed to authorize the use. Any use of the School's technology tools that is not for an educational purpose consistent with the School's educational objectives is an unacceptable use.

Privacy and Safety Procedures

Privacy. School staff, administrators, and parents all have access to student e-mail for monitoring purposes. Students have no expectation of privacy on any of the School's technology tools.

Safety. The School will take all measures necessary to provide students with the understanding and skills necessary to use the Internet appropriately in ways that meet educational needs and maximize personal safety. There is, however, always the risk

that students may encounter material on the Internet that is inappropriate or could potentially harm the student. While the School will inform students concerning the appropriate use of e-mail and Internet safety and will take all necessary measures to ensure students use computers and the Internet safely and consistent with this Agreement and Board Policy 1.33 concerning use of technology, due to the uncontrollable nature inherent in the Internet, the School cannot guarantee that students will never gain access through the Internet or computer environment to inappropriate or harmful content. In an effort to prevent any such exposure, the School will comply with the Children's Internet Protection Act ("CIPA") by using available filtering software for both the Internet and e-mail.

Parents should keep in mind that Google Apps for Education is available at home, in the library, or anywhere with Internet access. School staff will monitor students' use of this tool, and all other technology tools, when students are at school. <u>Parents are responsible for monitoring their children's use of technology tools when students access programs away from school.</u>

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<u>Students are responsible for their own behavior at all times.</u>

<u>Student safety is our highest priority.</u>

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Students must comply with the following **safety procedures** when using Brookside Charter technology tools:

- Students may not post their or anyone else's personal information. This includes last names, addresses, phone numbers, e-mail addresses, and credit card numbers or other financial information.
- Students must never arrange for a face-to-face meeting with a stranger or anyone they meet online without their parent's approval and participation.
- Students must never respond to abusive or suggestive messages and must report them immediately to a teacher or a member of the School administration. Students must inform a teacher or member of the School administration about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no circumstances may a student provide his or her password to another person, with the exception of a parent.

I understand that I have no expectation of privacy when utilizing Brookside Charter School's technology tools and agree to comply with Brookside Charter's safety procedures for use of technology tools.

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Student Signature

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Printed Name

Digital Standard of Conduct

Treat others well. When using e-mail, the Internet, or any other technology tool, treat others as you want to be treated. Think before you type, and be careful with what you say about others and yourself. Written communication can cause emotional harm just like verbal communication. Students must refrain from using the School's technology tools for any purpose harmful to others such as mocking, teasing, bullying, or any similar use. Such behavior will not be tolerated and will result in suspension or revocation of technology tools privileges or other discipline permitted by the School discipline policies.

Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. This includes but is not limited to copying or reproducing text or graphics found on the Internet without permission. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If a user is unsure about the permitted uses of a particular work, he or she should request permission from the copyright owner before reproducing the material in any form. The absence of a copyright notice should not be construed as permission to copy and reproduce the materials.

Students have First Amendment rights to free speech. While students have constitutional rights to freedom of speech and expression, those rights are not absolute. This means that the School can limit students' rights in school to prevent interference with the learning environment. School web sites, e-mail, and other technology tools are for educational use and are not considered public forums for debating ideas. Students must refrain from using the School's technology tools to access social media sites for personal purposes.

I understand and agree to comply with Brookside Charter's Standard of Conduct for use of technology tools.

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Student Signature

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Printed Name

Care for Technology Tools

By using School-provided technology tools, the user agrees to assume full responsibility for the safety, security, care, and proper use of the School's property. In the case of careless handling/negligence of School property, the borrower agrees to assume full responsibility for the damaged device as deemed necessary by the School or reputable vendors examining the technology tools. Failing to report damage or potentially damaging incidents at the time of the incident may result in additional financial obligation to the student/parent/guardian in the amount of repair or replacement costs for the damaged property.

- Devices should never be exposed to liquids or other foreign substances, including but not limited to drinks, paint, ink, glue, cleaners, polishes, or any type of health/beauty aid (e.g., lotion, nail polish, perfume, soap, shampoo).

- Device surfaces should not be altered or defaced. Do not decorate your assigned device or remove labels, stickers, or tags from the device that are affixed by the School.

- Vandalism will result in suspension or revocation of technology tools privileges and/or other disciplinary action. For purposes of this Agreement and the School's technology tools policies and practices, vandalism is defined as any intentional or malicious attempt to harm or destroy the technology tools (whether hardware, software, or otherwise) assigned by the School to you or any other user.

Indemnification

Parents/guardians of all users agree to indemnify the School for any losses, costs, or damages, including reasonable attorneys' fees, incurred by the School as a result of or arising out of their child's violation of this Agreement or Board Policy 1.33 concerning the School's technology tools policies and practices.

I understand that I am responsible for any damage that my child causes to Brookside Charter's technology tools. I understand that I or my child must report to a teacher or the Brookside Charter administration any damage that my child or someone else causes to the technology tools provided to my child. I have discussed these responsibilities with my child.

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Parent Signature

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Printed Name