

## ***ABC Unified School District Technology Agreement***

### **Acceptable Use Agreement, Parental Consent for Student Use, Online Instructional Services, and Release of District from Liability**

Instructional services using technology are an integral requirement for the students of ABC Unified School District. Student's and teacher's effective use of technology is inseparable from their daily communications and collaborations. Today, effective utilization of technology is the hallmark of our students' college and career readiness.

ABC Unified School District believes that instructional technology requires the support and supervision of parents, teachers and support staff. The reality of "disconnecting" a student from technology services however may create adverse impacts on student learning ordinarily aided by technology.

ABC employs a magnitude of safety measures to protect students while using technology. All ABC students are required to participate in an annual school driven Cyber Safety training course in October. Parents are encouraged to review grade level Cyber Safety lessons with students at home and may access Cyber Safety resources at the following website: <http://abcusd.us/cybersafety>

The District requests parents and guardians to confirm and convey the standards their children should observe when employing the Internet and other technological services. The District will hold students responsible for appropriate behavior when using the Internet and specifically for following the ABC Technology Agreement.

Parents and students must be knowledgeable that various information on the Internet may contain information that are illegal, defamatory, inaccurate or offensive. The District will be diligent in its efforts to protect students from accessing inappropriate materials. The District employs powerful filters that helps schools intervene in proactive ways when sensitive issues emerge within the District's network.

**Technology Defined:** Students will be held accountable for appropriate behavior when using District technology, which includes, but is not limited to computers. District technology also includes the District's network, servers, wireless access points, computers, mobile devices, telephones, cellular telephones, wearable technology, wireless communication devices, including emergency radios, and/or future technological innovations, whether access on or off site or through District or personally owned systems. District technology also includes the Internet, email, and the myriad of online services and resources used for instructional purposes, such as G Suite for Education, textbook book curriculum online, and associated resources, and the infinite number of applications and apps used by educators for instructional purposes.

**Acceptable Use:** Use of all technology and online technology services must be in support of the educational goals and objectives of the ABC Unified School District. School and district rules for behavior and communication apply when using any form of technology. Students are expected to abide by the generally accepted rules of technology etiquette. These rules include, but are not limited to, the following:

- **Be polite.** Never send, or encourage others to send, abusive messages.
- **Do not share** personal account information with others.
- **Do not reveal** personal home addresses or phone numbers.
- **Use Appropriate** language for communication with others.
- **Do not misuse** the technological services available in the District.

**Inappropriate Use:** Misuse can come in many forms, but it is commonly viewed as any message that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, harassment, bullying and other issues described in this agreement. Users should be aware that inappropriate use of technological resources may be a violation of local, state and federal laws and that they can be prosecuted for violating these laws. The following are examples of inappropriate applications of technology uses:

- **technology for commercial advertising**
- **a disruption of network services for others**
- **copyrighted material from reports without permission**
- **technology for political purposes**
- **technology to access, view, or transmit pornography, obscene, sexist, racist, or other inappropriate language.**

- **technology to access or provide personal information of others that may be used inappropriately**
- **damage to District hardware, software applications, or network.**
- **technology to send or receive messages that violate school code of conduct**
- **any malicious actions or intent to alter, harm or destroy equipment or data of another person, any district technology service, or element of the District network.**
- **technology services in a manner inconsistent with, or in violation of district or school rules and regulations.**

**Privileges:** The use of technology in ABC Unified School District is imperative to provide ABC students a world class 21st Century teaching and learning environment. No part of any District technology system or service, including e-mail, personal files, data or programs shall be subject to any right of privacy. Inappropriate use of any District technology may result in cancellation of a student's technology rights, and may result in disciplinary action.

**Security:** ABC Unified School District does not guarantee the security of electronic files located within its network, third party instructional online services, or the G Suite for Education applications. Although companies, such as Google, have powerful content filters in place for email, images, video, etc., the District cannot assure that users will not be exposed to unsolicited information.

**Privacy:** Students are strictly prohibited from accessing files and information other than their own, unless provided permission. ABCUSD reserves the right to access students' G Suite for Education accounts, and all other applicable instructional online accounts associated with any student in the District, when there is reasonable suspicion that unacceptable use has occurred.

### **Consent for Student use of Online Instructional Services**

ABC Unified School District uses **G Suite for Education** (Google Apps for Education) as a foundational technology platform to provide 21st Century teaching and learning experiences for students. G Suite for Education is an internet based group of tools that allows students to create and store documents, access information, study, and collaborate with students and teachers through the Internet. Students can access G Suite for Education at school, or from anyplace with an internet connection. G Suite for Education is solely for educational purposes, allows no advertising, and is closely monitored by the District for appropriate usage for instructional purposes.

G Suite Apps includes the following educational services:

- **Calendar:** Students can access an individual calendar in order to organize schedules, daily activities, and assignments.
- **Contacts:** Students can access basic classmate email contact information.
- **Docs:** Students have access to a word processing, spreadsheet, drawing, and presentation programs which is very similar to Microsoft Office.
- **Email:** Students may use their email address to communicate with teachers, other students within the district, outside contacts for instructional purposes.
- **YouTube:** Students may access filtered and teacher approved videos.

G Suite for Education offers dozens of security features designed to keep students' data safe, secure, and private. G Suite for Education is governed by a detailed Privacy Policy which ensures that Google will not share or otherwise use personal information that is placed into the system. The G Suite for Education Privacy and Security policies can be reviewed at the following link. <https://edu.google.com/trust/>

Certain laws apply to the use of technology in the ABC Unified School District, including the following Federal laws:

**Children's Online Privacy Protection Act (COPPA):** COPPA is a federal law that applies to commercial companies ability to collect personal information from children under the age of 13, and also applies to third-party educational website operators that provides online services to students. COPPA requires school districts to obtain parental permission if personal information is collected from students under the age of 13 by any third-party website operator, such as Google. This student AUP serves to collect parent permission for student's use of online services in ABC. COPPA FAQs <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>

**Family Educational Rights and Privacy Act (FERPA):** FERPA is a federal law that protects the privacy of student educational records. Generally under FERPA, school districts must obtain parental or student consent prior to disclosure of student records. For more information, please access <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

*Keep this Form for Your Records*

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**Signature Page**

By signing below, I confirm that I have read and understand this entire document, and understand the following:

I authorize my student to use instructional online services approved for use by the District. I understand that basic and limited data will be collected by online services for the purposes to create accounts specific to my student. In addition, I understand that such online service will collect academic progress information, required to provide individualized feedback to my students and teacher.

I understand that the federal laws FERPA and COPPA protect my student's academic information from disclosure to third parties without my authorization. I understand that my authorization of ABC Unified School District allows the District to share with G Suite for Education, and other District sanctioned online instructional applications, the basic and limited student data about my child for the purposes of creating and maintaining individual educational accounts.

I have read the privacy policies associated with the use of G Suite for Education. I understand that I may ask for my child's account to be removed at any time.

In consideration of the importance of technology use for teaching and learning in ABC, I hereby release the school district, its operators and any institutions with which they are affiliated from all claims and damages of any nature arising from my child's use of, or inability to use the system, including, without limitation, the types of damages identified in this document.

Sign and Authorization by Parent \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_

Student Name (Print) \_\_\_\_\_ Student ID# \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

**Please return this page of the Technology Agreement to your child's school.**

Revised 06/08/17