



Responsible Student Use of Technology Notification

In our 21st Century society technology has become a key component of a robust education that prepares students for both career and life. Therefore, technology use by staff and students has been a priority in the Colfax Elementary School District , and annually we ask parent/guardian & child to carefully review this notification on our commitment, our students' expected online behavior, and their use of the internet and tech devices.

This notification covers all student technology use at Colfax Elementary School District (District or CES). **It also addresses the use of District-owned devices issued to students, like a chromebook.**

By reviewing this notification and by using CES's internet and technology resources, you---parent and child---agree to the terms and conditions set forth in this notification and in District board policies and administrative regulations. This includes acknowledging that the District may consent for student information to be collected in order to utilize the internet and technology resources provided by the District and its vendors. Be assured that digital privacy and data security are utmost priorities in CES.

Students are to abide by District student behavior expectations---see CES handbook on our website. The use of technology is a privilege, not a right. This privilege may be revoked if it is not used responsibly.

Students will use technology within an educational activity, such as performing research, developing projects, collaborating with students, posting assignments for teacher review, and publishing information.

The internet includes content outside of the District's control that is not appropriate for students. Efforts are taken to protect students from inappropriate content, but it is impossible to completely protect students from content that is not consistent with CES's educational values, goals and objectives.

Students have no right or expectation of privacy regarding their use of District property, network, files and/or internet access, including email or other internet and technology resources. The District may monitor student use of the internet, either through direct supervision or by monitoring internet use, usage history, and student files, to ensure compliance with this notification.

The District reserves the right to access, review, copy, and store or delete any electronic communication or files and disclose them to other authorities as it deems necessary.

Terms & Conditions

- 1. Personal Responsibility.** I accept personal responsibility for my use of CES internet and technology resources. I will accept personal responsibility for reporting any misuse of the network to a teacher or staff. Misuse may come in many forms, but it is commonly viewed as any transmission(s) sent or received that indicate or suggest inappropriate content, unethical or illegal solicitation, racism, sexism and inappropriate language and other issues described below.
- 2. Acceptable Use.** The use of internet access must be in support of education and research and must be consistent with the educational goals and objectives of the District.

Colfax Elementary School District provides students with Google's G Suite accounts including Google Classroom. The G Suite includes web-based programs like email, document and presentation tools, shared calendars, classroom apps, spreadsheets, and collaboration tools. **Parents are responsible for their child's computer use when accessing programs from home. Students are responsible for their own behavior at all times. Student safety is our highest priority and requires a joint commitment between home and school.**

Limited personal use - Students may use G Suite tools for limited personal purposes but may not use them for:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a website to sell things)
- Inappropriate sexual or other offensive content
- Threatening or bullying another person (Seth's Law)
- *Note: social apps, sites, email, and groups are not public forums; they are extensions of classroom spaces where student free speech rights may be limited.*

Safety

- Students agree not to meet in person with someone they have met online without their parent's approval and participation.
- 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.

Access Restriction - Due Process

- Access to G Suite is considered a privilege provided at the discretion of the District. The District maintains the right to immediately suspend the access and use of the G Suite account when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be

referred to the Principal or designee for further investigation and account restoration, suspension, or termination. As a party of the agreement with GoogleEDU, the State of California also reserves the right to immediately suspend any user's account suspected of inappropriate use. Pending review, a user's account may be terminated as part of such action.

Laws & Policies to Protect Students Online

Child Internet Protection Act (CIPA)

The school is required by the Child Internet Protection Act to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. Students receive instruction regarding appropriate behavior when interacting with others in any online forum, including social networking.

<http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act (COPPA)

Children's Online Privacy Protection applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for G Suite for Education users. No personal student information is collected for commercial purposes. This Technology Use Notification allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

<http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Right and Privacy Act protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

Other Applicable Laws

The District will abide by all other applicable state and federal laws.

3. **Privilege Not a Right.** The use of the digital information system is a student privilege not a right. Inappropriate use can result in cancellation of privileges and school disciplinary action.
4. **Guidelines.** I will abide by guidelines which include but are not limited to the following:
 - a. **BE POLITE.** Never send, or encourage others to send, abusive messages.
 - b. **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of your school and Colfax Elementary School District on a non-private system. You may be alone with your computer, but what you say and do may be viewed globally. Never

swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

- c. **PRIVACY.** Do not reveal any personal information such as your home address or personal phone numbers or those of students or colleagues. Report to your teacher any person who asks for personal information or violates your privacy. No right or expectation of privacy exists when using Colfax Elementary School District internet and technology resources.
 - d. **EMAIL.** Email is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to your teacher or school staff.
 - e. **DISRUPTIONS.** Do not use the network in any way that would disrupt use of the network by others. Only access the information you need.
 - f. **FILE SHARING.** Only use approved District programs and applications. Do not use illegal file sharing websites.
 - g. **GAMES.** Do not play games during school unless district purchased/approved. Do not play games with others on the network or on the internet.
 - h. **MISUSE.** Report to your teacher or school staff any misuse of the network.
 - i. **PASSWORDS & ACCOUNT.** Keep your password secure. Do not share your password with others. Do not allow others to use your account. Do not use other people's password or account. Log out whenever you are away from the computer.
5. **Services.** Colfax Elementary School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. CES will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by your errors or omissions. Use of any information obtained via the information system is at your own risk. CES specifically denies any responsibility for the accuracy of information obtained through its services.
6. **Security.** Security on any device or computer is a high priority. If you identify a security problem, notify a teacher or school staff at once. Never demonstrate the problem to other users. All use of the system must be under your own account. Any misuse of your account is your responsibility.
7. **Apps.** Websites as well as internet applications (apps) collect varying amounts of personal information associated with your account. When a student agrees to the terms of service of a website or app, they are entering into an agreement with that 3rd party company as a representative of the district. To protect staff and student information, users downloading any apps linked to their G Suite account do so at the risk of revealing their personal information.

- 8. Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user or that of agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, disrupting or limiting access to network resources, or using the network to make unauthorized entry to any other machine accessible via the network. Any violation may result in the loss of your account privileges, disciplinary action, and/or legal referral.
- 9. Definitions & Consequences.** Inappropriate use is defined as using the internet in any way that is contrary to this notification, school or District policy or regulation, local, state and/or federal law. If a student violates any rules, s/he may be subject to any one or all of the following consequences:
- a. Suspension from class;
 - b. Suspension from school;
 - c. Loss of computer privileges; and/or
 - d. Recommendation for expulsion.
- 10. Social Media.** The District is specifically required to notify students and their parents/guardians if the District has a program in place to monitor or gather information and/or data from social media. Please see Education Code section 49073.6.
- 11. Student artwork/writing/photo/video** may be considered for publication. This may include publication on the internet as part of a school or district webpage or other media during the school year. No student's full name, home address, telephone number, or email will be published on District web pages. Group student photos can be published showing students working on projects and other activities. Such photos cannot be posted publicly. First names can be published with those photos. Students will not be identified by full name in any photo.
- 12. Student Devices** will be provided to all diploma-bound students. **Issued:** chromebook, cover, charger

By signing below or approving online, I acknowledge that this device and all of its component parts are the property of the District. I will take particular care of this device while it is in my possession, contacting the school for any damage or theft within **10 days** of any incident.

Any damaged, lost, or stolen equipment or components must be paid for by the family. I understand that the family is charged the full cost of repairs other than those due to a manufacturer's defect--i.e. battery recall. "Wear and tear" does not qualify as a manufacturer's defect. The IT department determines whether the repair is due to a manufacturer's defect.

Chromebook replacement costs are as follows:

1st year (1 - 12 months)	\$400
2nd year (13 - 24 months)	\$200
3rd year (25 - 36 months)	\$100

4th year (37 - 48 months) **\$50**
Charger replacement:
 Acer or HP, new or lightly used: **\$15**
Cover or case replacement, with or without CPP: \$15

REPAIR LEVEL	2019-20	ITEMS NEEDING REPAIR OR REPLACEMENT → Parts, new or used, are OEM (original equipment manufacturer).
1	\$30	For example: hinges, bezel, cables
2	\$60	For example: touchpad, camera, hard-drive, battery, fan, keyboard
3	\$150	For example: touchscreen, motherboard

Required Signatures

STUDENT

I have received and reviewed the expectations and consequences of CES's Student Use of Technology Notification. If I feel uncomfortable with anything I witness while at school or online, I will immediately tell the teacher or an adult who is in charge. I understand that any violations of the Notification provisions may result in disciplinary action, suspension of my account, and/or appropriate legal action.

Student Name (print) _____ Grade _____

Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have received and reviewed this Student Use of Technology Notification with my child.

Parent/Guardian (print): _____ School Year: 2019-2020

Signature: _____

Date: _____