



## Electronic Resources User Agreement and Parent Permission Form

***The Electronic Resources User Agreement is reviewed and signed by parent and student upon entrance to the school district and when students enter grades 6, 8 and 10.***

Dear Parents or Guardian:

Tahoma School District offers students access to the district computer network resources and the Internet. To use these resources, students must sign and return this form, and those under age 18 must obtain parental permission. Parents, please read and complete this document carefully, review its contents with your son/daughter, and sign, date, and return this form. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's principal or the district technology coordinator. A copy of Board policy regarding student use of electronic devices and access to networked information resources (2022P) and this document are available on the Tahoma School District web site, [www.tahomasd.us](http://www.tahomasd.us).

### **Student User Agreement:**

As a user of the Tahoma School District computer network, I hereby agree to comply with the statements and expectations outlined in the Acceptable Use Guidelines for Electronic Devices and Information Systems: E-Mail, Networks, and Internet and to honor all relevant laws and restrictions.

Student Name: \_\_\_\_\_ Grade Level \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Parent/Guardian Permission:**

I have reviewed the Tahoma School District Procedure 2022, "Acceptable Use Guidelines for Electronic Devices and Information Systems: E-Mail, Networks, and Internet, and give permission for my student to use Tahoma School District electronic resources, including the internet. I also give my permission to have my student have his/her work and/or photo published to the World Wide Web in accordance with district procedures.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

The Tahoma School District recognizes the value of using computers and other electronic resources to improve student learning and enhance the administration and operation of the schools. Tahoma School District offers students access to district computers, communications systems, the Internet, and an array of technology resources to promote educational excellence. Learning about and being held accountable for the responsible use of electronic and digital tools is an important part of preparing students to be successful in today's knowledge society. Each student is responsible for his/her use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner

consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Electronic devices must be used in a manner consistent with the mission of the Tahoma School District and in compliance with Electronic Information System (Networks) Policy 2022. The school reserves the right to limit use of electronic devices, especially when these devices are used to harass others, disrupt the learning environment, cheat, or provide unauthorized access to the district network. The Tahoma School District reserves the right to inspect the content on personal electronic devices used at school or school events if school personnel determine there may be cause to suspect that such devices are not being used in accordance with district rules. Students are expected to abide by school and classroom rules regarding appropriate times for use of personal as well as district-provided electronic devices. Inappropriate use may result in the electronic device being confiscated and returned to parents. Failure to turn over the requested device will result in disciplinary action.

Personal electronic devices have educational and monetary value. Students who use these devices are prohibited from trading or selling these devices to other students on campus. Personal electronic devices are the sole responsibility of the student owner. The school or district assumes no responsibility for these personal devices if they are lost, loaned, or stolen and cannot guarantee time or resources will be spent trying to locate stolen or lost items. Disciplinary action for violations involving personal electronic technology shall be consistent with standard district and school policies and procedures. Violation of these guidelines can result in revoking a student's privileges to use portable electronic devices at school, suspension of access to Tahoma School District electronic equipment, or school disciplinary action and/or other appropriate legal or criminal action, including restitution, if appropriate.

## **Tahoma School District Procedure 2022: Acceptable Use Guidelines for Electronic Devices and Information Systems: E-Mail, Networks, and Internet**

### **Use of Personal and District-Issued Electronic Devices**

Personal computers, PDAs, mp3 players or similar devices, cell phones, digital cameras, and hand-held computing devices owned by the student may be used on school premises in accordance with rules and procedures established by the building administration and classroom teachers. Typically, personal computing devices may NOT be connected to the district network. Any devices that are allowed to be connected to the district network will be required to have anti-virus software, anti-spyware, and firewall capabilities.

The school reserves the right to limit use of electronic devices (personal or district-issued), especially when these devices are used to harass others, disrupt the learning environment, cheat, or provide unauthorized access to the district network. The Tahoma School District reserves the right to inspect the content on personal electronic devices used at school or school events if school personnel determine there may be cause to suspect that such devices are not being used in accordance with district rules.

Students and staff who are issued district-owned electronic devices shall abide by the care and use agreement signed at the time the device was issued. All users are responsible for costs to repair or replace electronic devices if damage or loss is due to negligence, intentional misconduct or failure to follow district/school guidelines regarding handling and care of the device.

In instances where electronic devices are checked out to a student for an extended period of time (1:1 programs) there will be an insurance deductible charged in cases of theft or accidental damage which requires the device to be sent out of the district for repair. If theft/damage occurs as a result of negligence or intentional misconduct the student/parent may be responsible for the replacement or repair of the electronic device. The deductible may be increased in cases of repeat incidents. Lost or damaged accessories (power adapter, cables, etc.) less than \$100 are not a warranty or insurance claim and must be paid by the student/parent. When possible, an Internet tracing program will be installed and activated allowing tracing and recovery in cases of theft. The student/parent will bear the yearly cost for the Internet tracing program and there would be no insurance deductible for theft.

Personal electronic devices have educational and monetary value. Students who use these devices are prohibited from trading or selling these devices to other students on campus. Personal electronic devices are the sole responsibility of the student owner. The school or district assumes no responsibility for these personal devices if they are lost, loaned, or stolen and cannot guarantee time nor resources trying to locate stolen or lost items.

### **Network**

All use of the system must be in support of education and research and consistent with the mission of the district. The district reserves the right to prioritize the use and access to the system, and does not intend to create a First Amendment forum for free-expression purposes.

Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee. The system constitutes public facilities and may not be used to support or oppose political candidates, initiatives, or ballot measures, or for unauthorized lobbying activities.

No use of the system shall serve to disrupt the operation of the system by others. System components including hardware or software shall not be destroyed, modified or abused in any way.

Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

All class and school webpages (including, but not limited to, blogs, podcasts, and wikis) must contain original educational or curriculum related materials, and/or original student work. Staff members are responsible for all materials and content on their webpages. Any source outside the classroom or school must be cited. Staff and students are responsible for the content they author to a blog, wiki or other collaborative work resource.

Users must not post materials authored or created by another without his/her consent. Users must not post anonymous messages and/or falsify one's identity to others while using the system.

Use of the system to access, store or distribute obscene, pornographic, or other inappropriate materials is prohibited. Internet filtering is used to aid in restricting access to harmful and/or inappropriate material.

The district may elect to assign student email accounts and server accounts for storage and management of classroom work. These accounts are for educational purposes only and will be subject to filtering and/or random monitoring.

Student use of email, chat rooms, other forms of electronic communications and other information services must be pre-approved by a supervising teacher.

User files and communications on the system are not private or confidential. The district reserves the right to monitor, access, use and disclose email or other information for any reason.

During school hours, Internet access by students will be monitored by district staff, and students access will be limited as follows:

**K-3:** Limited and infrequent use for specific projects under direct teacher supervision.

**4-5:** Use will be more frequent and project-focused, but will be teacher directed and supervised.

**6-7:** Use will be both exploratory and project-focused. Students will be monitored under most circumstances. There may be some independent access outside of regular classrooms in common areas (e. g., lunchroom through guest access to the wireless system).

**8-12:** Students will have independent use. Access will be monitored to the degree possible in a junior high and high school setting. There may be independent access outside of regular classrooms in common areas (e.g., study areas, media centers through guest access to the wireless system).

### **Security**

System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or

session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account. Users should change passwords regularly and avoid easily guessed passwords.

Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.

Communications may not be encrypted so as to avoid security review.

### **Personal Security**

Personal information such as addresses and telephone number shall remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher, other district personnel, or a parent/guardian. Students shall never make appointments to meet people in person that they have contacted on the system without district and parent permission. Students shall notify a teacher, other district personnel, and a parent/guardian whenever they come across information or messages that are dangerous, illegal, inappropriate or make them feel uncomfortable.

No student pictures, names, art work, writing, audio files, or video files may be published on the class, school, district or student's website unless a signed Electronic Resources User Agreement and Parent Permission form is on file with the district. Regarding the posting of names, only first names will be posted, and in the event there are duplicate first names in the class, the first initial of the child's last name will be included. Exceptions will be made for the on-line student newspaper at Tahoma Senior High School and for official school district news releases or web postings. FERPA rules will apply in those cases.

### **Copyright**

The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited. This includes, but is not limited to, accessing and copying information and material from file sharing sites, music and video files. All users shall comply with current copyright and intellectual property laws. Users will not infringe upon another person's copyrighted or trademarked materials or plagiarize materials that they see displayed, translated, or performed on the Internet or in email. Student work published to the web will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to the student's parent/guardian.

### **General Use**

The district has the right to determine whether specific uses of the system are consistent with these guidelines. The district may revoke access to the system and take other appropriate corrective legal action for any activity in violation of these guidelines. Such actions may include discipline up to and including termination for employees, and up to and including expulsion for students. The district also reserves the right to report any activity in violation of the law to the appropriate law enforcement authorities.

The district makes no warranties of any kind, express or implied, for the service it is providing. The district will not be responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, errors or omissions. Use of any information obtained via the system is at one's own risk. The district also denies any responsibility for the accuracy or quality of information obtained through its services.

Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

**Student Privacy:** Parents are advised to review FERPA guidelines regarding student and family privacy. The school district has the privilege to make "directory information" available to the public. The FERPA guidelines are available on the Tahoma website, the school wall calendar, and at any of the schools or district central office. If you wish to withhold release of directory information please contact your child's school to obtain a FERPA exclusion form.