



Sequim School District

Student Computer and Internet Use Agreement

My child and I have read, understand, and agree to follow the Sequim School District Policy and Procedure #2022 on Network & Digital Technology. *Sequim School District uses filtering software to avoid and limit objectionable content, but cannot always insure that students will not run across adult and /or pornographic content and some material you may find unacceptable or objectionable.*

INTERNET ACCESS FOR LEARNING AT SCHOOL

For information regarding Sequim School Districts Acceptable Use and Safety Guidelines—see Policy #2022

I give my permission for my child to use the Internet subject to Sequim School District Policy and Procedure #2022-Network & Digital Technology. I also understand they must follow all Technology Acceptable Use and Safety Guidelines.

Allow Access

OR

My child does **NOT** have my permission to use the Internet at school for learning

By selecting 'no access', your student will be denied access to the Internet. This may affect participation in classroom lessons including, but not limited to: internet, Moodle, classroom research, online course work, online textbooks, and district online subscription resources.

Deny Access

School

Teacher (Language Arts)

Grade

Graduation Year

Student ID# (HS/MS)

Student Name (please print)

Parent/Guardian Name (please print)

Student Signature

Date

Parent/Guardian Signature

Date

All District Policies and Procedures are available on the district website at www.sequim.k12.wa.us under 'About Us'.

◆ Policy and Procedure 2022 – "Technology." Internet Access information is under section Student Access and Use of District Technology. A copy of the policy and procedure can be obtained at your school office.

For more information about directory information, call Sequim School District Technology Director - Patra Boots at 360-582-3400

ELECTRONIC RESOURCES

The Sequim School District board of directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Sequim School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The district's technology will enable educators, parents, students and the greater community to communicate, learn, collaborate and create, problem solve, and to manage work.

The board directs the superintendent or designee to create electronic educational systems that support teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Cross References:	Board Policy 2020	Curriculum Development and Adoption of Instructional Materials
	Board Policy 2025	Copyright Compliance
	Board Policy 3241	Classroom Management, Corrective Actions or Punishment
	Board Policy 4400	Election Activities
	Board Policy 5281	Disciplinary Action and Discharge
	Board Policy 3207	Harassment, Intimidation and Bullying
	Board Policy 4040	Public Access to District Records
	Board Policy 3231	Student Records
Legal Reference:	18 USC §§ 2510-2522	Electronic Communication Privacy Act
Management Resources:	Policy News, June 2008	Policy News
	<i>Policy News</i> , June 2001	Congress Requires Internet Blocking at School
	<i>Policy News</i> , August 1998	Permission required to review e-mail

Adoption Date: 12.04.08

Sequim School District

Revised: 10.00; 10.01; 04.08; 06.08

Classification: Priority

Electronic Resources

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

Network

The district network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by district students and staff includes (Note: Not all services cited will be available to all users):

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in authorized classroom blogs, wikis, bulletin boards, authorized classroom educational networking sites (Moodle), and groups and the creation of content for podcasts, e-mail and web pages that support specifically educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Limited staff use of the network for incidental personal use in accordance with all district policies and guidelines;
- Connection of staff personal laptops to the district network as specified in the district personal laptop use process document. Connection of any personal electronic device is subject to all guidelines in this document and agreement to all district Acceptable Use Guidelines.

Unacceptable network use by district students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by the district;
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from the Director of Instructional Support or designee);
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
- Unauthorized access to other district computers, networks and information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and

- Attaching unauthorized equipment to the district network. Any such equipment will be confiscated and destroyed. This includes ipods, external harddrives U-3 drives.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

Internet Safety

Personal Information and Inappropriate Content:

- Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
- Students and staff should not reveal personal information about another individual on any electronic medium.
- No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to district policy.
- If students encounter dangerous or inappropriate information or messages, they should notify the principal, a teacher or other staff member.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is copyrighted. Permission to publish any student work requires written permission from the parent or guardian.

Network Security and Privacy

Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- If you write down your user account password, keep it in a secure location;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Lock the screen, or log off, if leaving the computer.

Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements.

Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures and agree to abide by the provisions set forth in the district's Acceptable Use agreement. Violation of any of the conditions of use explained in the district's Acceptable Use Guidelines, Electronic Resources Policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges. Employees of the district may be subject to discipline or dismissal.