



iWCSD iPad Program Acceptable Use Policy



We are excited to announce our classroom has been provided with iPads for student use in our classroom! It is very important students understand how to appropriately use and maintain this expensive technology during class.

Please read the Whittier City School District Online Services Student Acceptable Use Policy (attached) so that we can have a successful school year with your child's participation in the District Owned Device Program.

For your child's safety, each iPad is supervised and controlled by our Mobile Device Management System (JAMF). Each student will be assigned an iPad, which they are expected to properly handle and maintain. Students may **only** use the applications pre-loaded onto the iPad, so there is no need to worry about them accessing apps that are not part of our educational program.

While at school, we take every measure we can to keep our students safe when using technology. We teach students lessons in digital citizenship and responsibility in internet and social media use. We constantly supervise app use and review internet activity. It is equally important that you do the same at home. It is your right as a parent to monitor all usage and restrict access to anything that makes you uncomfortable. Please take the time to visit the **Common Sense Media website** to access free resources to learn more about how to talk to your children about how to use technology in a safe and responsible way. It also includes reviews of apps, movies, books, and more!

Here are a few topics that you can discuss with your child to ensure a great year!

Behave Respectfully

Be Kind. We expect students to conduct themselves online with the same level of sensitivity, etiquette, and respect as is expected in person.

Be Aware. Always assume the information you send or post may be viewed by people for whom it was not intended; do not assume your message will be private. Information lives forever on the Internet. If any messages, photos, or videos are posted without your permission, ask a teacher or administrator for help.

Be Safe. Do not provide any personal or confidential information, such as you address, phone number or age to others over the Internet. Never agree to meet a person who you "met" online. Notify your parent and teacher if a stranger attempts to meet or contact you.

Be Ethical. Refuse to engage in any activity on a computer or mobile device that violates school rules or local, state or federal laws.

Please review the AUP with your child, sign the last page of this document and return the form to your classroom teacher. Your student will be assigned an iPad when this form is signed and returned. I thank you in advance for taking time to explain and remind your child of these expectations.

Whittier City School District
Student Use of Technology: Acceptable Use Agreement

The Whittier City School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

Parent/Guardian Responsibilities:

I, as a parent/guardian, will discuss this policy with my child and instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the district policy. I will emphasize to my child the importance of following the rules for personal safety.

Educational Purpose:

The District's internet system and technology resources are designed for educational purposes and used in a responsible manner. Students shall use the system and equipment responsibly primarily for educational purposes.

The use of the District's internet system and equipment is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges. The District may place reasonable restrictions on the material that pupils post or access through the system, and may revoke access to resources if they violate this policy or the law. Violations of this policy also may be addressed through the district's discipline guidelines and/or referral to law enforcement.

Students are encouraged to use the District's internet system and technology devices for assignments, curriculum, research, collaboration and other classroom activities.

Students' work should be original; and any copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only under "fair use" provisions of copyright law. See <http://www.loc.gov/teachers/copyrightmystery/#>. If students accidentally access inappropriate information they should immediately notify a teacher or school administrator.

Safety and Privacy of Online Services

It is important for pupils to protect personal identification information about themselves and others, which includes the full name, together with other information that would allow an individual to locate them, including home address, school address, phone number, social security number, or other individually identifiable information.

Students shall not disclose, use or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parent/guardian.

The student in whose name an online services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under the account provide by the District.

Pupils should not expect privacy in the contents of their personal files on the District's computers/devices or Internet based services, or in the records of their online activity. All pupils' use of the District's computers and Internet based services will be supervised and monitored. The District's monitoring of Internet usage can reveal all activities engaged in using the District Internet system. If there is reasonable suspicion that a pupil has violated District policy or this Agreement or if maintenance and monitoring of the district's computers or Internet system leads to discovery of a violation of District policy or this Agreement, the discipline guidelines, or the law, an individual search will be conducted. The investigation will be reasonable and related to the suspected violation. Parents have the right to request to see the contents of any investigation.

In order to ensure that students use technology resources in a responsible manner, teachers will provide Digital Citizenship/Internet Safety curriculum for their grade level at the start of each school year. In addition, teachers will hold developmentally appropriate conversations with their students about the conduct they expect in their classroom each and every day.

Unauthorized and Inappropriate Use:

Use of the District's internet facilitates and technology equipment will be used for student collaboration, communication and learning. In use of District owned equipment, Internet and systems, users shall not:

- Engage in discrimination, harassment, intimidation, bullying, hate violence, or threats. This includes but is not limited to conduct based on the actual or perceived characteristics of the target, such as sex, sexual orientation, race, religion or disability. All of these behaviors are prohibited by state law and district policy.
- Read other users' electronic mail or files.
- Attempt to interfere with other users' ability to send or receive electronic mail or files, or attempt to delete, copy, modify or forge other users' mail or files.
- Intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or manipulate the data of any other user, including so-called "hacking."
- Access, post, submit, publish or display harmful matter or material that is obscene, disruptive or sexually explicit.
- Use the system to encourage the use of drugs, alcohol or tobacco, or encourage or engage in any activity prohibited by law or Board policy, including but not limited to stealing or cheating.
- Students will not make deliberate attempts to avoid the district network or filtering by any means, such as setting up a personal network or using a cellular provider. Any mobile device must utilize the district network for connectivity or access.
- Use devices that are not assigned to you.
- Remove labels and identifying stickers on the device.
- Intentionally disregard for the device and/or leave your device unsecured.

Applications Policy:

To provide the best possible educational use of the District Internet and technology equipment, students will be provided access to various educational services including but not limited to Media Snap, Apple Productivity Apps, and Google Apps for EDU among others. These services allow students to access educational content, collaborate on assignments, communicate with teachers, and extend learning opportunities beyond the traditional school day.

WCSD operates a registered Google EDU domain and pupils are monitored when using Google Apps and Tools. This registered Google EDU domain allows pupils to create only:

- Calendars of school assignments and activities.
- Documents for individual or shared online word processing, presentations or spreadsheets.

The free tools powered by Google EDU are provided within the WCSD Google EDU domain enabling students to log in at school or home, from nearly any computer, tablet or SMART phone. These services assist students with staying organized, prevent lost homework, and allow pupils to collaborate on learning. When using these services students

work in a safe environment because uninvited guests are not allowed to access assignments. In order to access the assignment, a person must be invited and added to the site as a “shared collaborator.”

The District administrator regulates pupil services depending on the guidelines in this Agreement. A pupil will not receive a Google EDU account without authorized permission from parent/guardian. This Agreement extends to all pupils for the duration of their enrollment at any of WCSD’s schools. When using these services and technology equipment, students will adhere to the WCSD Responsible Use Agreement.

PARENT SIGNATURE PAGE: PLEASE RETURN TO YOUR CHILD'S TEACHER

Student Acknowledgement

Student Name: _____

I have read and understand this Technology Acceptable Use Policy. I understand that the consequences for violating the Policy or this Agreement include, but are not limited to: suspension and/or revocation of Internet access, loss of privileges regarding use of technology equipment, school suspension and/or expulsion, or possible legal action. I have read and agree to abide by these rules and regulations for responsible use of electronic information resources.

Agreement and Parent Permission Form

I have read and understand this Technology Acceptable Use Policy. As the parent or guardian of this child, I have read and understand these rules and regulations for responsible use of electronic information resources and understand that use of the Internet and technology devices are designed for educational purposes. I understand that it is impossible for the District to restrict access to all controversial materials, and I will not hold the District, its trustees, employees or agents responsible for materials acquired on the network. I hold the District, its trustees, employees and agents harmless from any damages, awards, or claims of liability resulting from my child's access to the Internet, the failure of any technology protection measures, violations of copyright restrictions, user mistakes or negligence, or any costs incurred by my child. Access to the Internet and District owned technology resources are a privilege, not a right. My child is expected to use good judgment and follow the above listed rules of use. Should there be breach of the rules, my child may lose all access to the District network/equipment and/or may be subjected to discipline, including suspension and expulsion. I agree to defend and indemnify the District, its trustees, officers, employees, and agents for any damages caused by my child's intentional misuse of technology/Internet access.

Mark one:

I hereby give my permission for my child to use District technology and access the Internet in accordance with the above.

OR

At this time I do not accept this agreement, nor do I give permission for my child to access the Internet/technology equipment.

Parent Name _____ (printed)

Parent Signature _____ Date _____

SCHOOL USE K-5 ONLY

Site: Andrews, Hoover, Jackson, Longfellow, Phelan, Sorensen, W. Whittier, Orange Grove, MST A

Teacher _____ Grade _____ Room # _____