



## **Coloma Community School District Acceptable Use Agreement** *Elementary Agreement*

This agreement outlines rules and guidelines for the acceptable use of technology resources. The district requires all users within Coloma Community Schools (CCS) to read, sign, and agree to the terms of the following Acceptable Use Agreement (AUA). All activities conducted using CCS technology resources are governed by this Agreement and include, but are not limited to, email, Internet, blogging, podcasts, interactive websites such as social networking and Web 2.0 sites, chat rooms, video conferencing, etc. Student use of district technology resources accessed from off campus and use of personal technology devices while on or near school campus, in school vehicles, and at school-sponsored activities, shall also adhere to the terms of this agreement.

CCS provides technology resources for student use to: 1) promote educational excellence in the district; 2) encourage the sharing of resources through innovation and communication; and 3) prepare Coloma's students to be active members of the global society in which they will live and work. We hope to accomplish this by providing students with knowledge and skills regarding the safe and appropriate use of technology.

The use of technology resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The principal, teacher/supervisor or systems administrator may limit, suspend or revoke access to technology resources at any time.

As required by the Children's Internet Protection Act (CIPA), content filtering and technology monitoring is used to restrict access to unacceptable materials on all Internet access provided by CCS. However, no web filtering technology is 100% safe. Students who intentionally access, publish, or attempt to access or publish inappropriate/illegal material or Internet sites, will be subject to discipline; which may include the possibility of suspension or expulsion.

Users must comply with all licensing and copyright laws. Misuse or plagiarism in any form will not be tolerated. Students are required to give proper credit to all Internet sources used in academic assignments. In addition, students must follow copyright laws regarding software, authorship, and copying information.

Users are not permitted to use computing resources for personal gain or commercial purposes, including advertising or purchasing products or services, political lobbying or campaigning, promoting personal or religious ideas or causes, or inciting action by others.

Damaging or altering computer systems or related hardware is prohibited. This can include installing or removing software/hardware without authorization. Gaining or attempting to gain unauthorized access to computers, networks, email accounts, files or data may result in cancellation of privileges and/or further disciplinary and/or legal action. Any attempt to harm, alter, or destroy data of another user or any data on the network or related systems or agencies is prohibited.

Students do not have any reasonable expectation of privacy with respect to use of technology (including eMail) within CCS. CCS has the right to monitor, inspect, copy, review and store any and all usage of CCS technology resources including transmitted and received information at any time and without prior notice. User accounts will be monitored periodically. Any equipment or device connected to the school network may be inspected by the school staff without cause or warning.

The Coloma Community School District makes no warranties of any kind, whether express or implied for the use of its educational technology, including but not limited to loss of data resulting from delays, non-delivery, or any service interruption. Furthermore, the Coloma Community School District is not responsible for any damages to a user's hardware or software incurred from downloading a computer virus or from any other use of the network.

Coloma Community Schools Student Acceptable Use Agreement  
Approved by Board of Education: August 2014



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Coloma Community Schools provides computers, the Internet, and other technology resources for educational use. As a student, I must *act appropriately online* and follow these rules:

1. I will only use technology resources with the *teacher's permission* and for the purpose the teacher requests.
2. I will respect *copyright laws* and will make sure to show where I found information and will not copy it without permission.
3. I will be *polite and show respect* and never *cyber-bully* others. I will never post or send messages or pictures that hurt, threaten, or embarrass other people and if someone cyber-bullies me or sends me inappropriate pictures or messages, I will tell my parents or teacher right away.
4. I will *stay safe* on the Internet. When I am on social networking sites, in chat rooms, or on other sites that ask for information about me, I will not share personal information about myself or others like: home address, phone numbers, passwords, personal photos, or Social Security numbers. If anyone on the Internet tries to meet with me, I will refuse, and tell my parents or teachers immediately.
5. I will *tell my teacher immediately* if I or someone else accidentally opens an inappropriate web site or page; or if I see someone breaking any of the rules about using technology resources.
6. I will respect the technology resources and *take good care* of the equipment I use.
7. I will *only use my own passwords* that have been given to me by school staff.
8. I will not put any disks or portable drives into the computer unless they are *approved by the teacher*.
9. I will *not buy or sell anything* using the school's computers or technology resources.
10. I will *not play computer or network games* during the school day, unless directly related to curriculum being taught and approved by the teacher.
11. I will not use any technology recording and/or communicating devices in any restroom and/or locker rooms.



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Students, who complete this form and agree to the above rules, will receive an ID and password. The ID and password will allow the student to access the internet and other technology services as appropriate.

The combined signatures indicate the student and parent/guardian have carefully read, understand, and agree to follow the terms and conditions of appropriate use.

### STUDENT:

My Promise to Follow the Rules:

My parent or guardian has reviewed the Acceptable Use Agreement with me. I understand the importance of being polite, respectful, honest, and the need to obey the rules for the use of the computer, Internet, and other technology resources. If I see a security issue I will inform a teacher or administrator as soon as possible. If I break these rules, my principal or the District may take away my privilege to use the school's technology tools and I may have other disciplinary or legal action taken. I promise to follow the rules.

Student Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

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

### PARENT OR GUARDIAN:

As the parent or guardian of the above named student, I have read this Acceptable Use Agreement and understand the terms and conditions of use which my student must follow. I understand that this access is designed for educational purposes and may be monitored. My child may be disciplined for inappropriate or unacceptable use of CCS technology resources. Coloma Community Schools has taken precautions to eliminate inappropriate material, and students will not access unfiltered materials. I also recognize it is impossible for Coloma Schools to restrict access to all inappropriate materials, and I will not hold the district responsible for materials acquired on the network nor will I hold the school district responsible for any financial obligations arising from unauthorized use of the Internet.

Parent/Legal Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE READ AND SIGN THIS AGREEMENT  
AND RETURN SIGNATURE PAGE TO YOUR LOCAL SCHOOL.