



Lexington School District 3 Responsible Use Agreement

Dear Parent or Guardian:

Lexington School District 3 encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with procedures and regulations that have been established for technology use in the district. The district's Responsible Use Agreement and Personal Mobile Computing Device Agreement are available on the district's web site, www.lex3.org.

Students must:

1. Respect and protect their own privacy and the privacy of others.
 - a. Use only assigned accounts.
 - b. Keep personal information such as name, address, phone number, etc., offline.
 - c. Keep passwords secret.
 - d. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices.
 - b. Conserve, protect, and share these resources with other students and Internet users.
 - c. Lexington School District 3 is not responsible for damages, lost, theft or any cost incurred to personal digital technologies or electronic communication devices.
 - d. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
 - a. Cite all sources appropriately.
 - b. Follow all copyright laws.
 - c. Use electronic communication devices appropriately to assure academic integrity.
4. Respect and practice the principles of community.
 - a. Communicate only in ways that are kind, responsible, respectful and lawful.
 - b. Use electronic communication devices for schoolwork only.
 - c. Lexington School District 3 email should only be used for school-related email and projects.
 - d. Report threatening or offensive materials to a teacher or administrator.

Terms and Conditions of the Computing Device Agreement:

- Students who use Lexington School District 3 devices are required to purchase the protection plan for computing devices. The cost of the Protection Plan is \$20 annually and is nonrefundable.
- Students may opt not to take home their device.
- Whether the device goes home or stays at school, it is imperative that the device the student is issued be maintained and handled in a responsible way. The schedule of repair and replacement costs, as well as the terms of the device protection plan are detailed in the Device Protection Schedule.
- Any student who fails to follow this agreement will be subject to the school's discipline code.

My student and I have read, have discussed, and agree to **Lexington School District 3 Responsible Use Agreement (RUA)** and **Terms and Conditions** for device usage.

Student Name (print): _____

First Period Teacher: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
