

# LCUSD Student Internet and Technology Use Agreement

For Grades TK-6 - Updated: July 2018

## Personal Responsibility and Online Safety

- I understand that the computers, Chromebooks, iPads, and network are TOOLS, not TOYS.
- ❑ Using the technology tools is a privilege I will earn and keep through responsible usage. I promise to take good care of our equipment.
- ❑ I will only use computers, Chromebooks, iPads, and Internet when instructed to do so by a teacher.
- ❑ I will immediately stop and tell the teacher if anything happens on the computer or the Internet that does not seem right or makes me feel uncomfortable. If I am bullied online, I will print out a copy of the offensive material and give it to a teacher or a school administrator.
- ❑ I understand our school has network filters to keep us safe while working online. These filters may restrict me from seeing certain things. I will respect these safety guards at all times.
- ❑ I understand that all of my work can be seen by the adults in my home and school. When I post something on the Internet it can be seen around the world. I will always work thoughtfully.
- ❑ I will not share ANY personal information (Ex. phone number, name, or address) about myself or others when I'm working on the Internet.



## Handling and Norms

- I know that our computers, Chromebooks, iPads, and the Internet must be used properly.
- ❑ I will carry my device/s with two hands and use walking feet when moving about the classroom/campus.
- ❑ Our network access is for learning only; it is not for buying or selling goods, or for gaming.
- ❑ I understand that computers, iPads, Chromebooks, and laptops have been set-up by the technology department. I will not alter the settings of any device or the network, nor will I intentionally damage any device I use.
- ❑ I will honor my username and never pretend to impersonate someone else. I will keep my passwords private.
- ❑ I understand that my school has rules for the use of mobile devices. These rules will be reviewed at the beginning of the school year. It is against the law to record lectures or lessons without the teacher's permission. (CA Ed Code 51512)

## Digital Citizenship

- I will ALWAYS treat people with dignity and respect when using technology and the Internet.
- ❑ When online, I will respectfully voice my thoughts; my messages will never be hurtful and I will not gossip. Cyber-bullying will not be tolerated and may be grounds for suspension.
- ❑ I will not use technology resources to cheat on tests or assignments.
- ❑ I will respect other people's work by giving them credit in my citations if it is referenced. I will not take, change, or copy another person's work and claim it as my own.
- ❑ I will remember to logout of my accounts when walking away from a device and report an unlogged out account to a teacher or adult.

# **LCUSD Technology and Internet Responsible Use Agreement - Grades: K-6**

**STUDENT-USER:** I understand that before I am allowed to use technology or the Internet in school I must agree to follow the rules and guidelines described in the La Cañada Unified School District Technology and Internet Responsible Use Agreement.

- I understand that I may face a range of disciplinary actions for intentional misuse of our school's technology equipment, LCUSD's monitored Google Apps for Education, and the network. Improper use could break the law and/or school rules resulting in discipline, which may include suspension from school.**

**PARENT/GUARDIAN:** I hereby agree to comply with the La Cañada Unified School District Student Internet and Technology Responsible Use Agreement, as described above. As parent or guardian, I hereby consent to my child's/ward's use of technology resources. I also agree to hold LCUSD harmless for any damages suffered by my child/ward, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people arising from or connected to the use of LCUSD technology resources.

**Please sign and indicate receipt of this policy on the emergency card printed from the Aeries Parent Portal**

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## **Student Accounts Information for Parents/Guardians:**

Our school has been using Google Apps for Education (GAFE) for the past five years, and all LCUSD students receive a GAFE account. We will also continue to utilize Classlink to help students access all of their digital resources, and we will reteach students in every classroom how to access this system at the beginning of the school year.

Our rules about the student accounts are quite strict. We do not allow students younger than 7th grade to email each other. They have email access to their teacher only. This begins in 3rd grade. Our youngest students do not have email accounts, only logins for instructional resources. We do a series of lessons to support healthy technology use and work to solve any problems that arise during the year. You will always receive communication about innovations or issues.