



Vallecitos School District

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"A community school where we learn to achieve our dreams"

Vallecitos School District Student Guidelines for Responsible Use Technology and the Internet

Vallecitos School District provides a wide array of technology resources for student use. Technology resources are a privilege provided for educational pursuits. This agreement, along with the school handbook, outlines appropriate use when using email, the Internet, and other technology resources. This agreement also grants permission for use of Google Apps for Education and/or other technology services provided by the school. Vallecitos School District reserves the right to amend this statement at any time with or without notice. Every student is expected to follow all guidelines stated below, as well as those given orally by teachers, and to demonstrate the Vallecitos School District Values at all times.

- Treat computers gently and take care of them. Do not damage computer equipment, including attempts to "fix" equipment. Do not modify or change settings on any computer or other technology resource without permission.
- Students may not copy, download, or install any software or programs to or from school devices without permission.
- Students may not access files from sources outside the school (USB drives, CD/DVD's, downloads, etc.) without permission.
- Headphones, microphones, chairs, devices (laptops, computers, iPads, etc.), and other equipment should be returned to their proper places when not in use.
- Do not share personal information online (address, phone number, full name, etc.). Do not share personal information about others, including peers and teachers.
- Passwords are private. Do not share user names or passwords with others (except parents), online or in person, or try to use that of others.
- Use language, spelling and grammar appropriate (correct) for school. Students will not write, send, download, or display rude, threatening, or otherwise inappropriate messages or pictures.
- Do not read or change files owned by others without permission. If you change someone else's work (like on a wiki or collaborative document) make sure it is to improve the work, not to be silly, mean, or take revenge.
- Students must have adult supervision while online. Use of the Internet is

restricted to appropriate educational activities. Although the network does have a content filter, Vallecitos School District makes no guarantee that it will block all inappropriate material. At home, parents are responsible for monitoring Internet use and are strongly encouraged to use parental controls and/or Internet filtering software.

- Students will not knowingly access websites, or follow links, that would be offensive to any student, teacher, or parent because of content that is obscene, profane, violent, or discriminating towards other people. Students will seek guidance from a teacher if they encounter any site or material that makes them uncomfortable, is inappropriate, or if they are unsure how to proceed.
- Go only to online sites you are sent to. Always check before going somewhere that is not on a list of links from your teacher. Students may not log in to any online accounts not provided by the school.
- Understand that the Internet is a source for information that is both true and false. Vallecitos School District is not responsible for inaccurate information obtained on the Internet.
- Students are expected to use their Vallecitos School District email accounts for school related purposes only. Students may not check personal email while at school. Students should not exchange email with people whom they do not know, unless part of a class project.
- Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas of writings of others and presenting them as if they were original to the student.
- Students will respect the rights of copyright owners and not infringe on those rights. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work allows for specific acceptable use (such as Creative Commons licensing), students should follow the expressed requirements.
- Students are not permitted to use any personal devices from home while on campus or at school related functions, unless specifically permitted to do so by a member of the faculty.

Breaking any of these guidelines could lead to any of the following consequences, depending on severity and repetition:

- Warning
- Deletion of some or all of your work
- Temporary loss of computer privileges
- Permanent loss of Internet privileges
- Detention and/or suspension

Students further recognize that the class website is considered a virtual extension of our classrooms, and therefore all school and US Federal Rules and Regulations apply. Any violation of these rules may be referred to the School Administration.

"I have read (or been read) these Student Guidelines for Responsible Use and agree to use technology resources responsibly. I understand that breaking any of these guidelines could result in the loss of my Internet privileges and/or other disciplinary action as deemed appropriate by school officials."

Student Name: _____ Date: _____

Student Signature: _____

"I have read and discussed these Student Guidelines for Responsible Use with my child. I understand that technology resources will be used at Vallecitos School District as an educational tool. I hereby give permission for my child to use technology resources at Vallecitos School District."

Parent Name: _____ Date: _____

Parent Signature: _____

This agreement will stay in effect until the student named above graduates or withdraws from Vallecitos School District, unless the school is notified of revocation in writing.