

USE OF TECHNOLOGY RESOURCES USER AGREEMENT

When the signed agreement is returned to the school, the student may be permitted use of electronic information services (EIS) resources.

TERMS AND CONDITIONS

Acceptable Use: Each student must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of Avondale Elementary School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Immediately inform their teacher if inappropriate information is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employees.
- Not use the EIS in any way that would disrupt the use of the EIS by others.
- Not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Follow the District's policies and code of conduct.
- Keep passwords private.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.
- Publish information/student work only on AESD servers or district approved web hosting vendors. Users placing information on the Internet using the District's EIS are publishing information on behalf of the District.
- Be responsible for the appropriate storage and backup of their data.
- Use of EIS for information collection purposes (online surveys, email, etc.) must follow existing district policies and have appropriate administrative approval.

Unacceptable Uses:

- Students may not connect or install any computer hardware, hardware components, or software, which is their own personal property to and/or in the District's EIS without the prior approval of the District Information Technology Department.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the EIS or the District.
- Students shall not access the network for any non-educational purposes.
- Students will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Students will not download and use games, files, documents, music, or software for non-educational purposes. (i.e., games/animations, audio and other visual files.)
- Students shall not attempt to gain unauthorized access to district systems or data, destroy software, or interfere with system operation or security.
- Students shall not use the network in a way that would disrupt the use of the network by others.
- Students will not possess any data, which may be considered a violation of these regulations, in paper, digitally (thumb drive), or any other form.
- Students will not display name, photo or personal information to personally identify an individual without receiving written permission.
- Students will not reveal full name, address, phone number, or personal email without permission from an adult.
- Students shall not plagiarize works that are found on the Internet or any other electronic resource.
- Students will not harass, insult, attack others, or use obscene language in written communications.
- Students will not post anonymous messages.
- Students may not use free web based email, messaging, video conferencing, or chat services without written permission from the District Technology Department.
- Students may not use District email to send chain mail messages, which request that the email be forwarded to a number or group of people.
- Students shall not bypass firewalls or Internet filtering programs to access websites. If the student questions the District's block on a specific site, they will follow District procedures and send the web address and the reason they wish to have the site unblocked.

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Personal responsibility:

- I will report any misuse of the EIS to the administration or system administrator, as is appropriate.
- I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.

Network etiquette: I am expected to abide by the generally acceptable rules of network etiquette.

Therefore, I will:

- Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- Respect privacy. I will not reveal any home addresses, or personal phone numbers, or personally identifiable information.
- Avoid disruptions. I will not use the EIS in any way that would disrupt the use of the systems by others.
- Observe the following considerations:
 - Be brief.
 - Strive to use correct spelling/grammar and make messages easy to understand.
 - Use short and descriptive titles for articles.
 - Post only to known groups or persons.

SERVICES:

The Avondale Elementary School District specifically denies any responsibility for the accuracy of information. While Avondale Elementary School District will make an effort to ensure access to proper materials, the student has the ultimate responsibility for how the EIS is used and bears the risk of reliance on the information obtained.

Willful and deliberate damages or neglect to the Devices will cause Avondale Elementary School District #44 to charge the student/parent replacement and repair cost(s) based on fair market value, which is currently:

\$299.00 Apple iPad	\$69.00 Chrome Book Screen
\$240.00 HP Chrome Book	\$49.00 Chrome Book Charger
\$279.99 Samsung Galaxy Tab	\$19.00 iPad Charger
\$89.99 Amazon Kindle E-Reader	\$19.00 Charge/sync cable
\$29.00 Protective Case	

Parents will be notified of the policies regarding the use of technology and the Internet while at school. Parents will also be notified of their ability to prohibit the student from the use of technology and the Internet while at school in which covered information may be shared with an operator pursuant to A.R.S. 15-1046. This does not apply to software or technology that is used for the daily operations or administration of a local education agency or Arizona Online instruction programs authorized pursuant to A.R.S. 15-808.

LIVESTREAMING:

Livestream instruction may be recorded, and thus, contain student interaction. The District will not share these recordings or any educational records with anyone who does not have a legitimate educational interest without written parental consent. The recordings may, however, be shared with other students for instructional purposes, in which case you will be notified. While this livestreaming will provide tremendous benefit to those unable to physically attend their classes, it is important for those receiving the live stream to understand:

- That if/when my child is in the classroom on the District campus, his or her interactions may be captured and livestreamed to students engaged in instruction off the District campus;
- That if/when my child is engaging in instruction from a site not located on the District campus, the livestream may capture the visual and audio interactions taking place in the remote setting;
- That recordings of hybrid class livestreams are the property of the District;
- That should I receive a recording of a hybrid class livestream it is because I have a legitimate educational interest in my child's education;

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- That if I receive a recording of the livestream, I am obligated to abide by privacy protections and shall not share this livestream recording with anyone, even if it is the parent of another student in my child's class. Only the District is authorized to share livestream recordings.
- That I shall utilize the livestream recording only for the remote instruction of my child.
- That should I violate such privacy requirements – i.e. share this livestream recording with anyone or on the website or on social media – I will be prohibited from gaining access to future recordings.

When a Student is Engaged in Virtual and/or Livestream Instruction From a Remote Location

To the maximum extent possible, the student must engage in virtual or livestream instruction in a space away from noises and distraction.

- The student should be aware of objects in the background and try to prevent others in the class from viewing items in the remote setting.
- The student may need to wear headphones or earbuds to prevent noise in the remote setting from distracting the hybrid class. Should ongoing distractions occur, and if student does not utilize headphones or earbuds, the teacher may have to mute the student in the remote setting.

Only the invited student may attend the virtual and/or livestream instruction from a remote location.

- Families must not disrupt or engage in students' instructional processes. Families/parents who wish to assist in their child's instruction from a remote setting must have prior approval from the District.
- If a parent or third party happens to be present when protected information is shared via virtual and/or livestream instruction, that person is prohibited from re-sharing the information.

Student behavior in a remote setting will be handled in a manner similar to in-person classroom settings.

Parents/guardians and students are prohibited from recording virtual and/or livestream instruction without District permission.

Electronic communication with teachers (audio and/or video) must be for legitimate educational purposes only. Legitimate educational purposes include matters relating to teaching, educational support, counseling, athletics, and extracurricular activities.