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**GRADE 6-12 RESPONSIBLE USE AGREEMENT**

**FOR PERSONAL ELECTRONIC DEVICES**

Personal electronic devices may be used by students during the school day as outlined in the terms below:

* In the multi-purpose room before school, during break, during lunch; in the gymnasium before school, and during high school break. Phones used in these areas must be set to silent at all times and voice calls can only be made and/or received in the office and with permission.
* Use of personal electronic devices is not allowed in hallways during transition between 7:00 a.m. and 2:30 p.m.
* Personal electronic devices will be placed in a designated holding area at the beginning of class.
* Electronic device can be used with permission and under supervision by a teacher for educational purposes.
* The District’s personal electronic device rules will be posted in the classrooms.

What happens if I violate this agreement and I’m not a responsible digital citizen?

Students who violate this agreement will be subject to these consequences:

* 1st offense: Parent will be notified and student’s device will be left in the office. Student may pick up device at the end of the day.
* 2nd offense: Parent will be notified and student will leave device in office each morning and pick up device at the end of each school day for 3 consecutive days. Conduct points will be assigned for 2nd and any subsequent offenses.
* 3rd and subsequent offense: Parent will be notified and will be handled administratively.

I have access to the Internet, school networks, and electronic devices so I can:

* Expand my learning;
* Research topics for class projects or for my personal learning;
* Create products highlighting my learning;
* Learn how to be a responsible and productive digital citizen.

Here are some things I need to know:

* Electronic devices include but are not limited to computers, netbooks, iPads, iPods, tablets, cell phones, cameras, and other electronic devices that allow me to create and communicate.
* I am responsible for all my online activities.
* I am responsible for obeying all laws, including copyright. This also means I may not use the District logo or other District-owned content on my personal posts.
* I do not have the right of privacy when accessing the Internet or network while at school.
* Communicating electronically includes using my camera and cell phone to communicate visually.
* When communicating electronically, I should ask myself: Is it safe? Is it kind? Is it respectful? Is it appropriate?
* I do not have an absolute right to take, publish/post photographs or videos of others at school, as it may impact their individual rights of privacy.
* Bullying as a form of harassing someone either in person or electronically is wrong, violates the Code of Student Conduct, and is against the law.
* Information I find on the Internet is not necessarily true or accurate.
* There are filters to prevent access to inappropriate information, but no filter is perfect. I must protect myself by knowing how to close a window or click on the back button.

Here’s what I agree to do as a responsible and productive digital citizen:

* I will follow all school rules and laws when using electronic devices at school.
* I will not damage equipment, upload harmful files, damage files, delete files, or access someone else’s files because it impacts others.
* I will keep my password to myself and will not share it with others.
* I will not search for or try to access obscene, harmful, or inappropriate material.
* If I accidentally access inappropriate materials, I will close the window and tell a responsible adult.
* I will not post or send hurtful, offensive or inappropriate material.
* I will behave honestly, fairly, and with integrity when posting online, including my social networks.
* I will follow rules of network etiquette, and I will be polite when communicating with others electronically. I will not use bad language or access messages from others who use bad language.
* I will not post or share pictures of others without their knowledge and approval.
* I will stay safe and will never meet or give out personal information such as my name, phone number, or address to someone I meet on the Internet without the express permission of my parents.
* I will discuss my online activities with my parents so they understand how I am learning to be a good digital citizen.
* Administrators and/or designee have the right to access whatever I do online while in school if they are concerned about my safety or the safety of others.
* I will not use others’ work without permission or without citing their work according to copyright laws.
* If I’m not sure how to do something or whether something is okay to access or do, I will ask a responsible adult.

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Student Signature Print Name Date

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Parent Signature Print Name Date

Failure to sign this agreement does not relieve me from complying with the guidelines.

First Reading: May 14, 2002

Second Reading: May 28, 2002

Adopted: May 28, 2002

First Reading: August 7, 2007

Second Reading: August 21, 2007

Revised: August 21, 2007

First Reading: March 2, 2010

Second Reading: March 23, 2010

Revised: March 23, 2010

First Reading: July 27, 2015

Second Reading: August 19, 2015

Revised: August 19, 2015