

NEWCASTLE ELEMENTARY SCHOOL DISTRICT

Acceptable Use Policy (AUP)

for use of electronic devices, email, internet, networks and

Publication Information/Electronic Release Form (ERF)

for displaying work and images

Dear Newcastle Elementary School District Families,

Computers and the Internet are powerful educational tools and we believe that the benefits for students far exceed potential disadvantages. Everyone using computers and the Internet at Newcastle Elementary is expected to act in a responsible, appropriate and ethical manner. We realize that there are concerns about children being exposed to materials that are illegal, defamatory or potentially offensive. The Placer County Office of Education has set up filters that block our school's computers from accessing the vast majority of these undesirable sites. In addition, the following precautions are taken:

- Students are supervised while using Newcastle's network and the Internet at school.
- Students not following the guidelines outlined in the AUP, NESD Board Policy 6163.4, and iPad/Chromebook user agreement will not be permitted to use our school's computers for a given amount of time, depending on the offense, and are subject to disciplinary action.
- Parents/Guardians are required to sign this agreement before students are allowed to use the Internet and are expected to support and instruct their children in Internet safety.
- The rules found on the attached AUP are discussed in the classroom.

Please note: It is important to understand that the skills of searching the Internet for data and images within the school environment have numerous protections and filters to assure greater appropriateness of results. However, in the home environment, these same types of searches could yield very different and very inappropriate results due to the lack of stringent filters. Children must be rigorously monitored while using the Internet at home.

Release for Electronically Displaying Student Work/Images:

It is believed that important and noteworthy information can be shared on the Internet about Newcastle's student achievements and activities. With this in mind, our school's website features student projects, written work and drawings, photos and/or videotaped images of students participating in various school activities. If and when students are identified, only their first name is used. To see the exciting ways in which we are using the Internet, please visit Newcastle's website at: <http://www.newcastle.k12.ca.us>

STUDENT AGREEMENT:

When using the district and school network, which includes all computers, electronic devices, technology resources and the Internet:

I, THE STUDENT, AGREE TO THE FOLLOWING:

- I will use all technology resources and the network for school work ONLY and as directed by my teacher.
- I agree to act responsibly and will use all resources in a safe manner.
- I understand that use of the District network and all technology resources is a privilege, not a right.
- I understand that there is no expectation of privacy. District staff may monitor how I use the Internet, network, and technology resources at any time.
- I will not share my personal information, login, or password with others, nor will I use other logins or passwords.
- I will let my teacher or an adult know if I see anything on the Internet that is upsetting or inappropriate.
- I will follow privacy, copyright and plagiarism laws and will only produce work that is my own.
- I will treat others with courtesy and respect when using technology resources and will not engage in cyberbullying. I will not download ANY software, viruses, or malware on District or school computers.
- I will use the network and resources in a legal manner and understand that law enforcement will be notified if criminal activity is discovered.
- I understand that if I violate any of the rules regarding use of these resources, disciplinary action may result.
- I understand that disciplinary action will be based on the severity of the behavior and may include loss of use, suspension, or expulsion in accordance with NESD policies and the laws of California.

STUDENT ACCEPTANCE:

1. Students and Parent/Guardians must both read and agree to the terms of the Acceptable Use Policy.
2. The student agrees they have read and discussed the information in this document with the Parent/Guardian.

PARENT/GUARDIAN AGREEMENT:

In consideration of NESD permitting my child to access the NESD network and through it, the Internet,

I, THE PARENT/GUARDIAN, AGREE TO THE FOLLOWING:

Use of Technology, located at the end of this document or as posted on the Internet, states it is the intent of the District to keep students safe when using the District network and its technology resources. To protect your child:

- Internet access throughout the District is filtered and inappropriate content is blocked to the extent possible. District filtering is stringent and includes, but is not limited to, filtering child pornography, obscene and illegal material, alcohol, tobacco, cheating, weapons, cults, hate discrimination, and other material that has no educational value.
- Staff will supervise, monitor and direct student Internet usage.
- Staff will teach students how to use resources appropriately.
- Students are to let the teacher or an adult know if they see anything inappropriate on the Internet.
- Secure, filtered email will be provided to students for collaboration with their teacher, students, and adults, such as Intel PC Pals, when given access by their school/teacher.

I understand that regardless of the precautions taken by the District, there is a chance that my student may be exposed to material or communication that I may find offensive, but agree that this is an acceptable risk given the positive educational benefits expected of the District Network and Internet access program. I agree to indemnify, defend and hold harmless NESD and its officers, employees and representatives, from and against any and all claims for damage or injury caused by or related to my child's willful and/or intentional violations of the provisions of this agreement. I hereby agree to release NESD and its officers, employees and representatives from any claims regarding injury to my child, including claims for negligence, caused, arising from or in connection with my child's use of the District's Network, electronic mail, and the Internet. I understand that acceptance of this agreement will remain in effect for this school year. I may rescind this permission at any time in writing.

PARENT/GUARDIAN ACCEPTANCE: (please mark one)

_____ **ACCEPT:** I give my child PERMISSION TO USE the District Network and through it access electronic mail and the Internet for the 2020-2021 school year while attending this school according to the rules outlined and referenced above. Should I wish to rescind permission, I will notify the school in writing.

_____ **DENY:** By checking deny, I do NOT wish my student to have access to the Internet or email. I have indicated that my child may NOT use the Internet and electronic mail while at school.

Printed Student Name: _____ Grade: _____

Parent Signature: _____ Date: _____



**NEWCASTLE ELEMENTARY SCHOOL DISTRICT
STUDENT RESPONSIBILITY AGREEMENT
2020-2021 CHROMEBOOK/IPAD DEVICE PROGRAM**

In-Class and During Distance Learning

Parents and Students: Read the following expectations together and sign at the bottom of this form. Students will be held accountable for all of the following items so please read carefully.

*Though the following items listed below are specific to Chromebooks,
iPads will follow the same guidelines as applicable.*

BE RESPONSIBLE

- I will follow all directions my teacher gives on how to use my Chromebook. Failure to follow directions may result in the loss of being able to use my Chromebook.
- I understand that my Chromebook is vulnerable to damage if dropped, thrown, or crushed, and I will take care when using it, charging it, moving around the room with it, using it at my desk, or traveling to and from home.
- I will keep my Chromebook away from food, beverages, and other liquids and not leave it in hot places such as the car.
- I will ask a teacher for help if I need to clean my Chromebook and will not use cleaners on it myself.
- I will keep my Chromebook in my classroom at all times when at school unless given permission by my teacher and will never leave it outside unattended. If I step away from my Chromebook, I will log-off and close the cover.
- I will notify my teacher immediately for any issue with my Chromebook. Failure to do so may result in a charge/fine to fix my Chromebook.
- Damage due to irresponsible behavior, such as horseplay, program and display changes, removal of keys on keyboard, broken screens due to slamming the cover, damage to due to being left outside, intentional damage, etc. will result in a charge/fine to fix my Chromebook.
- I will not put stickers, whiteout, markers, window clings, etc. on my Chromebook case and will keep in clean and free of marks.

BE SAFE

- I will only use the Chromebook assigned to me unless directed by a teacher to use another student's device.
- I will always supervise my Chromebook, and when it is not in use, it will be stored in a safe space such as a classroom, desk, or other secure location, and I will never leave it outside.
- I will not share my Chromebook log-in password with other students to protect my personal information, my device, and its contents.
- I will not use any other student's log-in information at any time for any reason. I will not access any account that does not belong to me. I will not pretend to be another student or adult online.
- I am responsible for damage that I cause to any Chromebook, even if it does not belong to me.

BE RESPECTFUL

- I will only use apps, programs, and websites as directed by my teacher or as required for my assignments.
- I will not try or attempt to alter my Chromebook in any way, including attempting to erase history, programs, assignments, or install programs that are not approved by a teacher. Doing so may result in a charge/fine to fix my Chromebook.
- I will use my Chromebook to do my own work and avoid plagiarism by giving credit to my sources, and will not inappropriately alter, change, or delete the work of my classmates when working on shared documents.
- I understand my teacher and the IT department will be able to see all of my Chromebook activity and history at any time, at school and at home, and that my device and email account are covered by a filter, Go Guardian, at all times.
- I will not bully, harass, harm, or spread lies or misinformation about others online.
- I will use the camera and microphone to take only school-related and school-appropriate pictures, videos, and audio recordings.
- I understand that my use of the Chromebook is a school tool and is school property and will be treated as such.
- I will use my Chromebook to access, submit, post, publish, or display materials that are true, non-threatening, free of offensive content, and that does not harm another person's reputation.

I understand and agree to the following expectations:

Print Student Name: _____ **Grade:** _____

Parent Signature: _____ **Student Signature (Grades 2-8):** _____