Appendix E: Student Technology Acceptable Use and Safety Agreement

To access and use the Bridge Program's Technology Resources, students under the age of eighteen (18) **and** a parent/guardian must sign and return the Technology Acceptable Use and Safety Agreement signature page. Students eighteen (18) and over may sign their own forms.

The use of the Bridge Program's Technology Resources is a privilege, not a right. The Bridge Program's Technology Resources, (including its computer network, Internet connection, online educational apps/services and technology equipment) are provided for educational purposes only and to enhance student instruction. The Bridge Program's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

Unauthorized and inappropriate use of Technology Resources will result in loss of this privilege and/or other disciplinary action.

TECHNOLOGY EDUCATION

Staff members shall provide guidance and instruction to their students regarding the appropriate use of the Bridge Program's Technology Resources and online safety and security. Furthermore, staff members will monitor, in accordance with Federal and State law, the online activities of students while they are at school

PRIVACY

Students have no right or expectation to privacy when using the Bridge Program's Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

PERSONAL ELECTRONIC DEVICES

Personal electronic devices include personal computers, tablets (e.g. iPad-like devices), electronic readers, cell phones, smartphones, smartwatches, telephone paging devices and/or other web-enabled devices of any type.

Students may use personal electronic devices while riding to and from the Bridge Program on a school bus or other district-provided vehicle at the discretion of the driver.

Students **MUST** have all personal electronic devices turned **OFF** and **MUST** turn personal electronic devices into staff upon entering the building.

A student may keep their personal electronic device "on" under the following circumstances, with prior approval of the program director:

- The student has a special health/medical circumstance that is medically documented by their physician; or
- If such use is documented in the student's individualized education program.

Should a student be observed using a personal electronic device(s) during the school day, discipline will include but is not limited to confiscation of the device(s). Additionally, the student may lose the privilege to bring electronic devices to the Bridge Program for a period of time as determined by the program director. Confiscated devices will be returned according to the Bridge Program Handbook procedures for first and second offenses.

Bridge Program officials will not search or otherwise tamper with personal electronic devices unless they reasonably suspect the search is required to discover evidence of a violation of the law or other Bridge Program rules.

BRIDGE PROGRAM ISSUED ELECTRONIC DEVICES

Students at the Bridge Program are issued Chromebooks for use during the school day as part of the academic program. Students may use school-issued electronic devices in the classroom during non-instructional time only after getting teacher permission. No electronic devices are permitted in hallways, offices, or restrooms.

The following guidelines apply to use of the Chromebooks:

- Students may not download, install, or access software/tools of any kind on the Chromebook, without consent from the ESC technology specialists.
- Students may not attempt to remove programs, management or other profiles, or any files (other than personal productivity or classroom files) from the Chromebook, or attempt to alter any items in the settings or on any application on the Chromebook without prior consent from the ESC technology specialists.
- Students must treat the Chromebook with care at all times. Negligence may include, but not be limited to, dropping, getting wet, picking keys off the keyboard, cracking a screen, or using the Chromebook with food or drink nearby.
- Students may not deliberately damage, neglect or abuse the Chromebook.
- Students may not allow other students to use the Chromebook assigned to them.
- Students may not intentionally tamper with, mark, deface and/or abuse the Chromebook.
- Students must keep all accounts and passwords assigned to them secure, and not share those with any other students.
- Students should report to their teacher any problems with the Chromebook.
- Students must agree that email (or any other computer communication) will be used only for appropriate, legitimate, and responsible communication.
- Students may not share personal information about self or others while using the Internet unless required for a school assignment or activity. This includes name, age, address, phone number, or school name. The student agrees to be responsible, accurate, and careful when it is necessary to give personal information (e.g., Bridge Program approved subscription website)
- Students should never push the Chromebook screen back too far or pick the Chromebook up by the screen as this will cause a short in the screen.
- Students should never close the Chromebook with ANYTHING on the keyboard as this may damage the screen (be especially mindful of earbuds, pencils, papers, etc.)
- Students should never remove asset identifying tags and labels
- Students should never put stickers on, draw on, or otherwise mark or intentionally damage the Chromebooks. The Chromebooks are property of the Bridge Program and do not belong to the student.
- Students should always be sure that the Chromebook is completely closed prior to moving the Chromebook from place to place.
- Students should never place or stack heavy objects on top of the Chromebook.
- Students should use their Chromebook on a flat, stable surface. The student will not use their Chromebook while standing or walking. Chromebooks can be fragile, and if dropped may break.

Students who violate these guidelines may lose the privilege of using the Chromebook for a period of time determined by the Program Director. If a student deliberately damages a Chromebook, the parent/guardian may be responsible for the cost of repairing / replacing the Chromebook.

TECHNOLOGY PROTECTION MEASURES

The Bridge Program has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Parents are advised that a determined user may be able to gain access to online content and/or apps/services that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

Any student who attempts to disable the technology protection measures will be disciplined.

PROHIBITED ACTIVITIES

Fire drills, assemblies, or other evacuations are considered blackouts for electronic devices. During such situations, there will be absolute **ZERO TOLERANCE** for use of electronic devices.

Students are prohibited from using electronic devices to capture, record, and/or transmit the words or sounds and/or images of any student, staff member, or other person. This is considered an invasion of privacy and is not permitted.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at the Bridge Program.

Students may not use an electronic device in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using the Bridge Program's Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.).

Students also are prohibited from using an electronic device to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using an electronic device to receive such information.

During times of testing and other student evaluations, teachers may remove electronic devices from student possession reducing the possibility of compromised test security.

Students may not use electronic devices to access and/or view Internet websites that otherwise are blocked to students while at the Bridge Program.

Appendix E: Student Technology Acceptable Use and Safety Agreement Signature Form

Student User's Full Name (please print): _____

School: **The Bridge Program** Grade:_____

Parent/Guardian's Name: _____

STUDENT CONTRACT

Cell phone make, model, and phone number:

_____

(*This information will be used in any attempt to locate your device should it be lost or stolen.)*

Should you acquire a new cell phone, you must furnish the make, model, and number of your new device ***to the main office immediately.***

I,_____(student's name) I have read and agree to abide by Student Technology Acceptable Use and Safety Agreement. I understand that any violation of the terms and conditions set forth in the Agreement may result in disciplinary action and/or referral to law enforcement.

Students who are eighteen (18) years of age or older need to initial the following:

___ If, as part of a class assignment, I design and/or develop a website, web page, or app/service that is hosted on the Bridge Program or ESC affiliated servers, I agree the Board shall be entitled to retain proprietary rights in the website, web page, or app/service such that the Board shall have a license in perpetuity to use the website, web page, or app/service without any compensation or remuneration to me.

Student Signature:_____**Date:**_____

PARENT CONTRACT

I,_____As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Agreement and discussed it with my child. I recognize it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any, employees, administrators, or officers) responsible for materials my child may acquire or for content my child may come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning their acceptable use of the Internet - i.e., setting and conveying standards for my child to follow when selecting, sharing, and exploring information and resources on the Internet.

If my child, as part of a class assignment, designs and/or develops a website, web page, or app/service that is hosted on the Bridge Program or ESC owned affiliated servers, I agree the Board shall be entitled to retain proprietary rights in the website, web page, or app/service such that the Board shall have a license in perpetuity to use the website, web page, or app/service without any compensation or remuneration to me or my child.

Parent/Guardian's Signature:_____Date: _____