

Havre Public School District's Network and Internet Access Conduct Agreement **Responsible Use & Electronic Communications Procedure ("RUP")**

Purpose:

The purpose of the Havre Public School District's Responsible Use Procedure ("RUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). As used in this policy "user" includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the District (the "network") regardless of the physical location of the user. The RUP applies even when District-provided equipment (laptops, tablets, etc.) is used off District property. Additionally, the RUP applies when non-District devices access the District network. The district makes every reasonable effort to filter and restrict access to all offensive and controversial materials. It is the user's responsibility to access appropriate educational resources and exercise lawful use of access including responsible digital citizenship.

Permission

By signing this procedure, you acknowledge that you understand the following:

Terms and conditions

Havre Public Schools Policies 3612, 3612P, 3630 & 3226

User Responsibilities

The Havre Public School District recognizes the value of computers and other technologies to improve student learning. 21st century learning goals provide us with the opportunity to have a real and global audience. Digital citizenship is appropriate, responsible behavior with regard to technology use. This includes:

- Digital access: Full electronic participation at school to become productive citizens.
- Digital Communication: Communication and collaboration with a global audience in an appropriate manner.
- Digital Literacy: Learning the process and use of technology in today's digital society.
- Digital Etiquette: Appropriate electronic standards of conduct.
- Digital Law: Electronic responsibility for actions and deeds.
- Digital Rights & Responsibilities: Basic rights extended to every digital citizen.
- Digital Health & Wellness: Maintaining physical and psychological well being in the digital world.
- Digital Security (self-protection): Protecting our information from outside forces that might cause disruption or harm.

The Havre Public School District encourages the creative and innovative use of information technology to enhance its teaching and learning. All members of the Havre Public School District share responsibility for maintaining an environment where actions are guided by mutual respect, integrity, and reason. All members of its community are expected to use network systems with proper regard for the rights of others.

I am responsible for practicing positive digital citizenship

- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technologies. I will be honest in all digital communication and understand that what I do and post online must not disrupt school activities or compromise school safety and security.

I am responsible for treating others with respect and dignity

- I understand that bullying in any form, including cyberbullying and harassment in digital communications is unacceptable. (Students See Policy 3226)

I am responsible for keeping my personal information private

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- I am responsible for my passwords and my actions on district accounts. I will log out of unattended equipment and accounts in order to maintain privacy and security.
- I am expected to act safely by keeping personal information private. I agree not to post or give out my family name, password, username, email address, home address, or other information that could help someone locate or contact me in person. I can share my interests, ideas, and preferences.

I am responsible for my verbal, written, and artistic expression

- I will use school appropriate language in all electronic communication, including, but not limited to: email, social media, audio recordings, video, and artistic works.
- When using collaborative spaces (blogs, GAFE, and community spaces) I am expected to treat such spaces as classroom spaces. Speech that is inappropriate for class is not appropriate for collaborative work and I will conduct myself in a manner reflective of a representative of this school.

I am responsible for accessing only educational content when using district technology

- I respect the intended use of resources and am responsible for all actions taken on my network account. I understand that the use of the district network for illegal, political, or commercial purposes (including buying or selling things) is an irresponsible use of district technology.

I am responsible for respecting and maintaining the security of district electronic resources and networks.

- I respect the shared nature of resources and will not encroach on others' use of the districts computers and network facilities or access anyone else's electronic resources without specific permission from the owner ie. Google drive share settings.

I am responsible for taking all reasonable care when handling and using district equipment.

- I respect district equipment and will use the utmost care when handling physical equipment and when accessing district networks and technologies.

I am responsible for respecting the works of others.

- I will properly cite all sources. I know what copyright is and I can show respect for intellectual property and creativity by not copying the work of another person or representing it as my own.

Violation of this Agreement

Violations of this policy may have disciplinary repercussions up to and including a recommendation for expulsion to the Havre Board of Trustees .

Disclaimer

The district makes no guarantees about the quality of the services provided and is not liable for any claims, damages, losses, costs, or other obligations arising from the use or access to the district network.

Parents or Guardians of students under the age of 18 accept full responsibility for supervision of student use of his/her account if and when such access is not in the school setting. I have read and understood these terms and

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conditions and agree to uphold them.

Status: *check one* Student: under 18 ____ or 18+ ____

Student Printed Name: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

This agreement is valid for the _____ school year only and must be signed annually