



# Tahoma School District

## Responsible Use of Electronic Devices

### Guidelines for Students

#### **Purpose**

The Tahoma School District believes the use of technology, computers, and other digital resources are important tools to support learning and enhance the administration and operation of school. Tahoma's Responsible Use Guidelines was developed to guide the use of technology by students. Students are expected to adhere to the Responsible Use Guidelines in order to be allowed to use technology at school. Tahoma School District offers students access to district computers, communications systems, the Internet, and an array of technology resources to promote educational excellence. Learning about and being held accountable for the responsible use of electronic and digital tools is an important part of preparing students to be successful in today's society. Each student is responsible for his/her use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

#### **Responsible Use Guidelines for Students**

1. Students will use the Internet and all forms of school technology carefully, responsibly, and legally. School technology includes, but is not limited to, computers, tablets, printers, copiers, cameras, phones, and other digital resources that serve educational purposes. This agreement extends to use of technology that students may use off site.
2. Students understand that the primary uses of technology in school are to learn and research, collaborate, create, and communicate.
3. Students respect the rights of copyright owners by limiting copying to essential materials and providing attribution (citations) for images and text. Students shall avoid plagiarism by ensuring that their papers and projects reflect their thoughts and ideas as well as cited paraphrases, summaries and quotations. Students will ask teachers or library staff for assistance if they have questions regarding these terms.
4. Students (grades 6-12) understand that if/when they use a personal device at school, they need to follow the same rules of use that govern district devices. They understand that they may be required to provide information about their device to the technology department to ensure that it can operate safely without disrupting others, that all school policies apply to them whether they are using their own device or school technologies, and that this privilege may be limited or revoked. The school has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
5. Students (grades 6-12) who bring personal devices to school take full responsibility for them. The school/district is not responsible for the security of personal technology devices.
6. Students (grades 6-12) who are issued district-owned devices for use at home and school agree to abide by the care and use agreement signed at the time the device was issued.

7. Students understand the network and district technology are valuable resources for teaching, learning and many other forms of productivity for students, staff and parents and agree to use it responsibly, conserving district resources whenever possible. This includes printing: teachers are making every effort to reduce printing, and students should only print when absolutely necessary. Personal devices will not be able to print at school.
8. Students will not reveal or post personal information belonging to themselves or another person (e.g. passwords, addresses, telephone numbers, etc.)
9. Students understand that their use of technology devices or tools—using either a personal or district-owned device—must reflect what is expected from a student in the Tahoma School District. Therefore, anything that is considered inappropriate in the classroom is also inappropriate in all uses of email, blogs, podcasts, social networking sites, messaging/chat sites, or other digital communication tools. This includes, but is not limited to disrespectful, profane, racist, sexist or other discriminatory remarks. Additionally, students will promptly inform a teacher or administrator if any messages received or material reviewed is inappropriate.
10. Students understand that the District's Prohibition of Harassment, Intimidation or Bullying Policy (#3207) applies to online behaviors and will comply with all provisions of that policy.
11. Students will comply with all personal technology guidelines associated with their school.
12. Students will not install or attempt to install or store any programs of any type on any school device, nor will they try to alter computer settings.
13. Students understand that school-provided access to the Internet is filtered. If they need access to a blocked site, they shall work with their teachers to explore options available. Students shall not attempt to bypass blocked sites or circumvent the filter in any manner.
14. Students will not share their passwords, except with teachers and parents/guardians, nor will they impersonate nor attempt to impersonate another nor use or attempt to use somebody else's accounts on any device. Students will not delete or tamper with anyone else's files, folders, or work. Students will not let another student use their accounts on any device.
15. Students understand that files, services, and devices provided by and/or managed by the school are not private. There is no expectation of privacy when students use the School District's network, devices, and services and anything they do can be viewed by administration at any time.
16. Students and their families shall understand that unless superseded by the liability schedule of a specific program they will be liable for full repair and replacement costs for damage to school property, whether intentional or through negligence, including electronic devices.
17. Students understand that attempts to override, disable, alter, or circumvent security restrictions, management systems, or device firmware will be considered intentional damage.
18. Students understand that should they be found in violation of these guidelines, the consequences could include, but are not limited to; restricting access to the device, disabling device features or applications, the revocation of all network access, suspension or exclusion from school, or legal action by the authorities. Students or parents should contact the District or school administration if they have any questions about this agreement or its implementation.