

INSTRUCTION

Student & Staff Access and Use of Networked Information Resources and Communications

INDIVIDUAL USER ACCESS INFORMED CONSENT AND RELEASE FORM *

The Shoreline School District Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Shoreline School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district’s goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The district’s technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

The Board directs the Superintendent or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Please check:

_____ Both my child and I have read and understand the rules printed below.

Student Signature

Parent/Guardian Signature

Printed Name of Student

Printed Name of Parent/Guardian

Date Signed

Date Signed

Student’s authorized e-mail account (if available)

USE OF COMPUTERS AT SCHOOL IS FOR EDUCATION AND RESEARCH

Acceptable network use by district students includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;

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Student & Staff Access and Use of Networked Information Resources and Communications Individual User Access Informed Consent and Release Form (continued)

Unacceptable network use by district students includes:

- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from district or school officials.
- Cyberbullying, hate mail, defamation, or harassment of any kind: discriminatory jokes and remarks, posts, files, or comments on social media sites or other online media.
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs, and changes to hardware, software; monitoring tools or alteration any operating system features or functions – desktop settings, passwords, start-up files, etc., or alteration, deletion, or copying of any programs and physical damage to computer equipment.
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture).
- Attaching unauthorized equipment to the district network including student's personal computers or equipment.

Security

- Change passwords according to district policy;
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers;
- Lock the screen, or log off, if leaving the computer.

Filtering and Monitoring

- No filtering software is 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Students must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content are prohibited.

Copyright

- Students will comply with Fair Use and copyright laws, citing all text, music, sound files, movies, images, or other material copied from other files or from the Internet.

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Individual User Access Informed Consent and Release Form (continued)

Personal Safety

- Students should not reveal personal information including a home address and phone number on GoogleK12, social media sites, web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium, or make appointments to meet people in person contacted on the system without district and parent permission.
- Students should not reveal personal information about another individual on any electronic medium.
- Students should tell a teacher or other adult whenever coming across any information that is dangerous or inappropriate on the Internet, or when using e-mail or other forms of electronic communication.

No Expectation of Privacy

- No student user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.
- The district provides the network system, e-mail, and Internet access as a tool for education and research in support of the district's mission. All content on the network system, district and school web sites, and e-mail belongs to the district.

The district reserves the right to remove any user-generated content from sites it owns at any time.

Violation of any of the conditions of use explained in the User Consent Form, Electronic Resources Policy or in these procedures by students could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

* Complete Electronic Information System Policy and Procedures is available from any school office or on-line at:

http://web.shorelineschools.org/school_board/policy_manual/content/2314F.pdf

Submitted: August 28, 2012