

Burbank Unified School District

ACCEPTABLE STUDENT USE OF TECHNOLOGY AGREEMENT

The Burbank Unified School District authorizes students to use technology owned or otherwise provided by the District along with personal devices for instructional purposes. The use of technology while on campus is a privilege permitted at the District's discretion. It is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement and Appendix A, which accompanies this agreement.

The District expects all students to use technology responsibly in order to avoid potential problems and liability. The District may place reasonable restrictions on sites, materials, and/or information that students may access through our system. The District uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Users should have no expectations of privacy regarding their use of district equipment, network, and/or internet or files, including email. The above includes any and all personal items used on campus.

With parent/guardian permission, the District will make student e-mail accounts available for all secondary students. Students will be allowed to send e-mails to other district accounts only. Student e-mail accounts will be able to receive e-mails from outside sources allowing students the ability to use educational software and reset passwords. E-mail accounts are provided at the discretion of the District and can be suspended and/or revoked at any time.

For the purpose of this agreement, technology includes, but is not limited to: computers, the District's network (including servers and Wi-Fi), the Internet, e-mail, USB drives, laptops, tablets, phones, and any other electronic device.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement and Appendix A.

Student Responsibility

By initialing and signing this policy, you acknowledge that you understand the following:

1. I am responsible for practicing positive digital citizenship.
 - a. 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 technology.
 - b. I will be honest in all digital communication.
 - c. I understand that what I do and post online must not disrupt school activities or compromise school safety and security.
2. I am responsible for keeping personal information private.
 - a. I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates.
 - b. I will abide by all laws, this Responsible Use Policy and all District security policies.
3. I am responsible for my passwords and my actions on District accounts.
 - a. I will not share any school or District usernames and passwords with anyone.
 - b. I will not access the account information of others.
 - c. I will log out of unattended equipment and accounts in order to maintain privacy and security.
4. I am responsible for my verbal, written, and artistic expression.
5. I am responsible for treating others with respect and dignity.
 - a. I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or inappropriate texts.
 - b. I understand that bullying in any form, including cyberbullying, is unacceptable.
6. I am responsible for accessing only educational content when using District technology or personal technology on the District's network.
 - a. I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent.
 - b. I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.

c. I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.

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

a. I will not try to by-pass security settings and filters, including through the use of proxy servers to access websites blocked by the District.

b. I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any District computers, tablets, smartphones, or other new technologies.

c. I will not access the Internet through a personal data plan or hotspot for either district or personal devices.

d. I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

8. I am responsible for taking all reasonable care when handling District equipment.

a. I understand that vandalism in any form is prohibited.

b. I will report any known or suspected acts of vandalism to the appropriate authority.

c. I will respect my and others' use and access to District equipment.

9. I am responsible for respecting the works of others.

a. I will follow all copyright (<http://copyright.gov/title17/>) guidelines.

b. I will not copy the work of another person and represent it as my own and I will properly cite all sources.

c. I will not download illegally obtained music, software, apps, and other works.

10. I will not download illegally obtained music, software, apps, and other works.

REQUIRED SIGNATURES

STUDENT USER:

I understand and will follow the rules and responsibilities for using the computer network. I understand that any violation of these rules and responsibilities will result in the loss of access to the computer, disciplinary action, and appropriate legal action. I also agree to report any misuse of the information system to a supervising teacher, librarian, technology support staff, or administrator. Misuse includes messages sent or received that indicate or suggest pornography, racism, sexism, bullying, threats, inappropriate language, and other issues described above.

Student Signature Date

PARENT OR GUARDIAN:

As the parent/guardian of (student's name) _____, I have read this contract and understand the use of computers and network resources is designed for educational purposes only. I understand it is impossible for the District to supervise and restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. I also agree to report any misuse of the information system to a district system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, bullying, threats, inappropriate language, and other issues described above. I understand my child must not bring inappropriate material to school by any means, including electronic or storage devices and understand disciplinary measures will be taken if discovered.

I hereby give my permission to allow my child access to the school computer network. I certify that the information contained on this form is correct.

I ___ do ___ do not give permission for my student to have a student e-mail account.

Parent/Guardian Name (please print): _____

Parent Signature Date

Consequences for Irresponsible Use/Misuse of District devices and networks may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation. (For more information, see BUL-6399.0, Social Media Policy for Students.)

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

APPENDIX A

BURBANK UNIFIED SCHOOL DISTRICT BYOD POLICY

The following outlines the Burbank Unified School District's proposal for students participating in a Bring Your Own Device (BYOD) program. The guidelines below explain what is permitted and addresses consequences for non-compliance. Please note that classroom teachers hold the final decision as to whether or not devices will be allowed in a classroom.

1. Students may possess or use personal electronic signaling devices on school campus provided that such devices do not disrupt the educational program or school activities and are not used for illegal or unethical activities such as cheating on assignments or tests or accessing inappropriate content.
2. The District assumes no responsibility for loss, theft, damage, or maintenance of student owned devices that are brought to school. Students are solely responsible for the security of their own devices.
3. Electronic signaling devices shall be turned off and kept out of sight during class time or at any other time as directed by a school district employee, except where deemed medically necessary or when otherwise permitted by the teacher or administration. No student shall be prevented from using his/her cell phone in case of an emergency, except where that use inhibits the ability of school district employees to effectively communicate instructions for the safety of students.
4. The District assumes no responsibility for data used by students on individual cell plans. Staff will encourage students to log onto the District's Wi-Fi account to access the internet.
5. Use of electronic devices to record video, pictures, and/or audio (while on campus) is not permitted unless given specific permission by staff member.
6. Students are responsible for bringing fully charged devices to school. Devices cannot be plugged in and left in classrooms or other areas of the school. Teachers and staff are not responsible for devices left in classrooms or other areas of school. Teachers and staff have discretion to allow charging if they deem it to be appropriate.
7. Devices are subject to search by school administration and/or law enforcement when it has been suspected that they have been used an unlawful manner or there is reasonable suspicion of wrongdoing; such as (but not limited to) cheating on tests, unauthorized recording (audio and/or visual). Otherwise, school district employees will not search a device without the express authorized consent of the student and the student's parent or legal guardian.
8. Students are not permitted to record images, media, or student work without prior consent and authorization from a school administrator or teacher.

9. High school students may use electronic devices during passing periods, nutrition, lunch, and after school provided that they are not oppositional to any of the above policies. Middle school students are only permitted to use devices during class with staff members' permission.

10. Students may not use electronic devices in ways that would disrupt educational or other school activities.

11. Students cannot be required to use their own personal devices. The District expects that teachers will provide other tools for students to use (as required by instruction) when personal devices are not available or students choose not to use them.

12. Students may not share their personal electronic devices (for classroom use).

13. Violations of these conditions may result in progressive discipline. If a student's use of an electronic signaling device causes a disruption, a school district employee on the first offense may direct the student to turn off the device or reprimand the student. On subsequent offenses, the employee may confiscate the device and return it to the student at the end of the class period, school day or activity. A student's right to carry such devices may be revoked for subsequent offenses except where deemed medically necessary. Students may be subject to other disciplinary measures when their use of an electronic signaling device violates independent school rules, such as prohibitions on cheating.

Violations of these conditions may result in progressive discipline. If a student's use of an electronic signaling device causes a disruption, school administration will have assign progressive discipline for the students.