# St. Tammany Parish School Board Instructional Technology Use Policy

#### **Student User Agreement**

#### **Procedure For Issuing Student User Agreements**

- 1. Principal/designee shall review student user agreement with teachers.
- 2. Principal/designee shall issue student user agreements to teachers for distribution to students.
- 3. Teachers shall issue and review student user agreements with students.
- 4. Students shall take the user agreement home, review it with a parent/guardian, sign it, have a parent/guardian sign it, and return it to the teacher.
- 5. Teachers shall return all user agreements to the office so that the user agreements can be filed in the student's permanent folder.
- 6. Schools shall create a system to ensure that only those students with parent/guardian permission are using St. Tammany Parish School Board instructional technology and Internet system.
- 7. User agreements shall be issued once at the beginning of the first year the student enters the school and be valid until the student leaves the school.
- 8. Schools shall issue user agreements to all new students registering during the school year.

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#### **Student User Agreement**

#### **Student Copy**

(STUDENTS SHALL KEEP THIS COPY FOR THEIR RECORDS.)

The St. Tammany Parish School Board (STPSB) is pleased to offer students instructional technology and Internet services. To use the STPSB instructional technology and Internet services, the attached permission form must be read, signed by the student and parent or guardian, and returned to the appropriate school.

Use of the St. Tammany Parish School Board instructional technology and Internet services will allow students to explore thousands of libraries, databases, and bulletin boards of information for educational purposes. Families should be aware that some material that could be accessed via the STPSB instructional technology and Internet services might contain items that are illegal, defamatory, inaccurate, inappropriate, or potentially offensive to some people. While the intent of the St. Tammany Parish School Board is to provide instructional technology and Internet services that make available only information that furthers educational goals and objectives, students may intentionally or accidentally find ways to access other materials as well.

We believe that the benefits to students from use of the STPSB Internet services, in the form of information resources and opportunities for sharing, exceed the disadvantages. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their child(ren) should follow when using all technology and Internet information sources. To that end, the STPSB supports and respects each family's right to decide whether or not to give their child(ren) permission to use the STPSB Internet services. The attached agreement form must be read, signed, and returned to the student's school.

The following student responsibilities for use of the STPSB instructional technology and Internet services shall be reviewed by each student at the beginning of every school year or upon registration during the school year. A copy of the STPSB Policy For Student Use of Instructional Technology and Web Site Development Guidelines, upon which these student responsibilities are based, is available for review in the school library.

#### Student Responsibilities

I shall read the rules for using the St. Tammany Parish School Board instructional technology and Internet services that are given below and shall ask my parent/guardian or an adult at my school for clarification if I do not understand what any of them mean.

- I shall be polite to other people when writing or talking with them.
- I shall not access, display, or send offensive messages or pictures.
- I shall not copy, distribute, or install copyrighted software on school/district systems.
- I shall not damage computers, computer systems, computer networks, peripheral equipment, or software.
- I shall not give my name, home address, telephone number, or any personal information about my family, friends or myself to anyone I write to or talk with while using the STPSB instructional technology and Internet services.

- I shall not give the name, home address, telephone number, or any personal information about others to anyone I write to or talk with while using the STPSB instructional technology and Internet services.
- I shall not repost or forward a personal message that I received from someone else.
- I shall not physically meet with someone that I have met online without my parents' approval and participation.
- I shall not attempt to gain unauthorized access to or "hack" into other people's computers, Web sites, technology systems, or networks.
- I shall not harass, insult, or attack others.
- I shall not intentionally waste any computer system or network resources.
- I shall not access, display, or send material that is profane or obscene, advocates the use of illegal drugs, advocates illegal or dangerous acts, or advocates violence or discrimination toward other people.
- I shall not spread computer viruses or knowingly run or install a program intended to damage or place an excessive load on a computer system or network.
- I may be given a password—a special word that only I know. I may have to use this password to sign onto a computer or to send email while using the STPSB instructional technology and Internet services. I know that I must never tell anyone what that password is. Only I should know my password.
- I shall not use another person's password.
- I shall not use the STPSB instructional technology and Internet services for political or other forms of lobbying.
- I shall not use the STPSB instructional technology and Internet services for commercial purposes.
- I shall not use the STPSB instructional technology and Internet services illegally or in ways that violate federal, state, or local laws or statutes.
- I shall not violate copyright laws by copying information from resources I find while using the STPSB instructional technology and Internet services and handing it in to my teacher as my own work.
- I understand that my personal files and records of my online activity while using the STPSB instructional technology and Internet services are open to and can be reviewed by STPSB administrators.
- I shall use the STPSB instructional technology and Internet services <u>only</u> for schoolwork, research, and classroom assignments.

Violation of any of the above rules may result in a loss of access to the STPSB instructional technology and Internet services, as well as other disciplinary and/or legal action.

## St. Tammany Parish School Board Student Instructional Technology Use Agreement

CHOOL YEAR:	TEACHER NAME:		
(THIS COPY SHALL BE RETURNED TO T	HE TEACHER FOR FILING IN THE STUDENT'S I	PERMANENT FOLDER	
Please print all information, except for signatures			
Name of Student	School	Grade	
Name of Parent	Home Phone Number _	Home Phone Number	
Student			
attached list of student responsibilities.	mmany Parish School Board Internet services. I If I did not understand the meaning of parts of it e rules at all times when I use the St. Tammany ervices at school.	t, I asked an adult to	
Signature of Student	Date		
Parent or Guardian			
daughter, who has signed above, under St. Tammany Parish School Board inst to make sure that the rules are understed Board instructional technology and Inte at school. I understand that the St. Ta services and restrict it to only those are how much filtering, supervision, and mossibility still exists that my child may the Internet. Notwithstanding this fact, aware in an increasingly technological	he St. Tammany Parish School Board Internet setstands the rules that he or she is to follow at schructional technology and Internet services. I have bod. I understand that the use of the St. Tammarnet services has opened up vast educational remmany Parish School Board will use filtering softers of educational value. However, I also understand to come in contact with objectionable and inappropriately, I recognize the importance of my child become society, and I consent to my child using the St. and Internet services while on school property.	nool while using the ve talked to him/her ny Parish School esources for children tware to limit Internet tand that no matter can utilize, the opriate material on ing technologically	
Signature of Parent/Guardian	Date		
parent/guardian and understand that I a still be allowed to use the St. Tammany	any Parish School Board Internet Services. I have am not to use the STPSB Internet Services. I unly Parish School Board's instructional technology ulators, scanners, etc. I have read the attached  Date	derstand that I will such as computers,	
Parent/Guardian			
have explained to my child that he/she allowed to use the St. Tammany Parish	o use the St. Tammany Parish School Board Inte should not attempt to do so. I understand that in School Board's instructional technology such as canners, etc. I have talked to him/her to make so	my child will still be s computers, printers,	
Signature of Parent/Guardian	Date_		