Valdez City Schools
Digital Participation Agreement
2020-2021
This agreement is in accordance with Board Policy 6161.4.

1. Introduction
All Valdez City Schools' (VCS) students are provided with access to technology. This agreement is intended to provide information about the types of technology used and the acceptable uses for VCS technology resources.

Use of VCS's technology resources is a privilege, not a right, that VCS extends to students in order to support and enrich their learning experiences.

2. Devices
VCS students work with a wide variety of devices throughout the school year, each designed to meet a different content delivery, content creation or collaboration need. Laptop computers are provided to all students grades 5-12. School or personally owned devices used by students may include, but are not limited to, desktop and laptop computers, iPods, iPads, iPod touches, smart phones, interactive whiteboards ("SMART boards" or "Promethean boards"), digital projectors, cameras, video cameras, document cameras, televisions, VCRs, DVD players, interactive response units, scanners, printers, photocopiers and assistive devices. School owned computers and devices are the property of VCS. At no time does the district relinquish its exclusive control of computers provided for the convenience and educational enrichment of students.

Students use these devices to access the VCS network through both wired and wireless connections. Personally owned devices may only connect to the "VCS Guest" network (unless otherwise directed by VCS Technology Department personnel) and are subject to the same rules for use as school owned devices when connected to the VCS Guest network or when used on campus during the school day.

VCS will provide all necessary repairs and maintenance of VCS owned computer equipment or devices due to equipment failure or instance of misuse. In cases of misuse or improper care resulting in damage to VCS owned devices, fees may apply.

Personally owned devices will receive no information technology (IT) or other support from VCS.

3. Safety and Privacy
Valdez City Schools will provide age appropriate training in the safe use of technology, including maintaining their online reputation and ensuring their personal safety by keeping their personal information private. Students are expected to follow safe practices when using VCS technology.

System security will be protected through the use of passwords. Students shall not impair the security of VCS technology resources. This expectation includes but is not limited to:
- Students are expected to safeguard all personal passwords.
- Students should not share passwords with others and should change passwords frequently.
- Students are expected to notify an administrator immediately if they believe their student account has been compromised.
- Students are expected to access technology only with their account and not to allow others to use their account or to use the accounts of others, with or without the account owner's authorization.

VCS can and does monitor technology use and activity on VCS's network, including but not limited to, sites visited, content viewed and email sent and received. VCS may examine a student's account and activity and search the contents of a student's account if there is a reason to believe that school policies, regulations, or guidelines regarding access to the network or use of VCS technology have been violated. The school may require a student to produce or hand over a school owned device for examination or confiscation at any time. The school may seize and hold a personally owned or other non-VCS owned device at any time.

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

Parents are encouraged to obtain more information about Internet safety for their children. The Alaska State Library has put together resources which can be found here: http://www.akla.org/safety/parents/index.html.

4. Access to Content
While using VCS technology, students will be exposed to content from a variety of sources including, but not limited to content created by teachers and other students, applications and content purchased by VCS and individual schools, and content located on the Internet. While VCS is able to exercise reasonable control over content created and purchased by VCS, it has limited control over content accessed through the school Internet Service Provider and no control over content accessed via the Internet when the device is connected to a home or other Internet service provider.

VCS employs an Internet filter to restrict access to Internet sites that are known to contain illicit material. In addition, the district restricts access to other sites that it deems to have no educational value and to be potentially harmful to students. Parents should remember that, while best efforts to filter are made, no filtering system is 100% effective. VCS staff believes that the benefits to students from Internet access exceed the possible disadvantages.

VCS makes no warranties of any kind, either expressed or implied, for the technology resources it provides or the information students may access using those systems. VCS is not responsible for any damages users suffer while using VCS technology resources, including damages resulting from loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system, user errors or omissions, or by power failures, etc. Users utilize information obtained from VCS technology resources at their own risk. VCS specifically denies any responsibility for the accuracy of information students may obtain from sources outside VCS.

VCS teachers and administration believe that providing access to technology enhances the educational experience for VCS students. To make that experience successful for everyone, students must abide by the following terms and conditions:

5. Appropriate Use
Valdez City Schools expects that students will use VCS provided technology for purposes consistent with the curriculum. VCS technology resources should be used for class assignments and other learning activities. Students are expected to take good care of VCS technology resources, leaving equipment and work areas in good condition.   Students may use district technology resources when directed by a teacher or when technology has been designated for open student use (e.g. the library).

VCS educates students on the appropriate use of each technology that the student is exposed to, including topics such as Internet courtesy ('netiquette'), proper research and citation methods and good email practices. Students are expected to adopt these practices, just as they would in any other subject area.

When on campus ***during the regular school day*** (excluding before school, after school, break and lunch), students may only use technology (school issued or personally owned devices) for activities that are directly linked to a class in which a student is currently enrolled unless permission for other use in a classroom has been granted and is being supervised by a teacher.

Teachers and staff members have the authority to allow or restrict use of technology and personally owned devices in their classrooms or areas. Students must follow the directions of the adult in charge of the activity/area where devices are in use.

The student and parent/guardian are responsible for ensuring appropriate use, including:
- that only the student will use the assigned computer. Family members of the student are permitted to use the computer for school-related purposes (e.g. checking for homework, accessing the school website, checking grades).
- that the student will use the computer only for approved educational purposes.
  - Personal, non-educational use of the computer is not authorized.
  - Storage of pictures, videos, files, or other items not related to educational purposes is not authorized.
- that the student will bring the computer to school every day with the battery fully charged. If the student chooses to leave the computer at school overnight, it should be properly shut down and then plugged into a secure charging cart.
- that a report is provided to the Technology Director or Principal as soon as possible, but no later than the next school day, whenever the computer equipment/device is lost, stolen, damaged or not working properly and to cooperate with VCS in completing and filing necessary insurance or police reports.
- payment to VCS for damage (intentional or due to misuse/mistreatment) or loss (including theft) of the computer equipment or of breaches of network security.
  - Optional insurance is available for laptops to assist in the event of theft, loss or damage. Insurance forms can be found in the school office and on the district technology website.
- the return of the computer equipment to VCS on designated dates for inspection, routine maintenance, and summer storage.
- the return of the computer equipment to VCS immediately if the student moves out of the school district or otherwise ceases to attend school within VCS.
- the surrender of the computer equipment to a school administrator, teacher or staff member upon demand.

Laptop/Device Handling and Care Instructions

- Students are responsible for their computers at all times. Computers should be with the student, secured in a locker or placed in an appropriate charging cart.
- Carry the laptop/device in a carrying case.
- Protect the computer from weather, heat and cold.
- Do not eat or drink near or while using the computer.
- Close the computer carefully and slowly from the center of the cover.
  - Slamming the device closed will damage the screen.
- Use the laptop on a flat, hard, stable surface.
  - If the laptop falls, it may break.
  - If the ventilation grid is blocked by a pillow or soft surface, it may overheat.
- Do not insert foreign objects into ports or slots of the laptop.
- Be patient; computers require time to do their job.
- Do not mark, paint, or deface the computer in any way (markers, stickers, paint, etc.).
- The VCS asset tag and other identifying stickers *must remain in place and intact*.
- Do not pack items in the carrying case other than the laptop and cord.
- CLEANING
  - Wipe the surfaces lightly with a clean cloth.
  - Do not use water or other cleaning solutions on the laptop.
  - To keep the screen clean, do not touch it with your fingers.
- CABLES
  - Do not move the laptop around when cables are attached.
  - Do not pull the power cord out of the wall or off the computer by the cable.
- OTHER PROBLEMS WITH THE LAPTOP.
  - Enter a support ticket requesting assistance
  - Technical support is only available during school hours

6. Inappropriate Use

VCS technology, hardware, software and bandwidth are shared and limited resources and all users have an obligation to use those resources responsibly. Students are provided access to VCS technology and Internet access primarily for educational purposes. Inappropriate uses include but are not limited to:

- Using cell phones or other devices in hallways, bathrooms, cafeteria, gym, pool, or other common areas *during the regular school day*.
- Loading, playing, or using games or online gaming (e.g., World of Warcraft), programs, files or other electronic media *during the regular school day* unless approved by a teacher.
- Accessing social media or free Internet-based e-mail service *during the regular school day*, unless authorized for a specific activity.
- Downloading, copying, or modifying software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights.
- Quoting personal communications in a public forum without the original author's prior consent. Invading the privacy of individuals, this includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature.
- Installing, or attempting to install, software on district equipment without the permission of the information technology department.
- Downloading, viewing, disseminating, transmitting or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
- Conducting any activity that is in violation of school policy, the student code of conduct or local, state or federal law.
- Engaging in any activity that is harmful to other student(s), including cyberbullying.
- Participating in political activities.
- Conducting or advertising commercial or for-profit purposes.
- Using hacking tools on the network or intentionally introducing malicious code into VCS's network. Destruction, modification, or abuse of network hardware and software.
- Intentionally obtaining, accessing, or modifying files, passwords, and data belonging to other users.
- Using any software or proxy service to obscure either the student's IP address or the sites that the student visits. Impersonation of another user, anonymity, and pseudonyms.
- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.

- Accessing or attempting to access material or systems on the network that the student is not authorized to access.
- Students may not create unauthorized wireless networks to access VCS's network. This includes establishing wireless access points, wireless routers and open networks on personal devices.

- Students should not intentionally interfere with the performance of VCS's network, intentionally damage any VCS technology resources or disrupt the work of others.

7. Consequences of Violations

Students who misuse VCS's technology resources will be subject to discipline which may include loss of access to VCS technology resources and/or other appropriate disciplinary or legal action in accordance with Board Policies (BP's), Administrative Regulations (AR's), Student Handbooks and applicable laws. If a student is accused of any violation, s/he has all of the rights and privileges that exist with other kinds of school infractions.

Students and parents/guardians will be fiscally liable for any expense or costs incurred due to negligence or inappropriate use of computer equipment. VCS shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The following are the computer replacement parts costs. If students misuse or mishandle their computer equipment, they will be responsible for this amount under the terms of the agreement (updated February 2020)

- Laptop computer --- $250
- Tablet -- $250
- E-Reader --- $100
- Charger --- $80
- Battery --- $200
- Screen -- $250
- Keyboard --- $250
- Bag -- $25
- Defacing the computer or removing identifying stickers --------- $50

8. Local Policies and Practices

These policies apply to all schools and students within VCS. Individual schools and teachers may develop local policies and procedures which may be more restrictive than VCS policies. Not all schools or teachers will use all types of software or hardware described in this document.

9. Additional Policies

Additional policies may apply to the use of resources not available to all students. Examples of these may include technology, publishing or broadcasting classes or student organizations. If in doubt, check with a teacher before using or attempting to use a resource.

Graduation Year: _____

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BP 6141.4 "The use of the Internet and similar communication networks by students and staff is a privilege-- not a right."

Students will be provided access to VCS-owned computers/devices and the Internet, and will be responsible for use in accordance with the Digital Participation Agreement.

_____ Parent Initials   _____ Student Initials

Computers are issued for educational purposes only.

_____ Parent Initials   _____ Student Initials

Use of school owned devices or networks requires acceptance of fiscal responsibility. Optional laptop insurance is available.

_____ Parent Initials   _____ Student Initials

Consequences may be assessed for violations of the Digital Participation Agreement.

_____ Parent Initials   _____ Student Initials

Additional information on Internet safety can be found at:
                    http://www.akla.org/safety/parents/index.html

_____ Parent Initials   _____ Student Initials

We acknowledge that we have read and agree to abide by the Valdez City Schools Digital Participation Agreement.

_____   _____
Parent Signature   Printed Name & Date

_____   _____
Student Signature   Printed Name & Date

This agreement must be signed at the beginning of each school year.

Revised 04/01/2016

VALDEZ CITY SCHOOL DISTRICT
ADOPTED: JUNE 2005