



Responsible Use of Technology

The Nespelem School District believes that in order for students to positively contribute to a 21st century global society, they must be globally aware, civically engaged, and capable of managing their lives. In this society, students also will need to be able to thoughtfully use information, media, and technology in order to succeed. The NSD provides technology resources with these goals for its students in mind.

The NSD believes the educational advantages of using technology outweigh the potential for misuse. The NSD has established safeguards to ensure the protection of staff and students. These safeguards ensure the benefits of technology, protect the corporation's investment in hardware and software, and help to prevent misuse. Technology allows NSD users to access and utilize global resources, communicate and collaborate with other individuals/groups for educational purposes, and significantly expand access to digital curriculum and research.

The provisions of this policy and associated guidelines and agreements are in addition the requirements of applicable school rules and state and federal law. The NSD has the duty to investigate any suspected violations.

Disclaimer concerning use of online services

The NSD, its employees and agents, make no warranties of any kind, whether express or implied, concerning the online access it is providing. Furthermore, the NSD will not be responsible for:

1. Any damages suffered by a user, including but not limited to loss of data resulting from delays or interruptions in service, or computer "viruses;"
2. The accuracy, nature, or quality of information saved on storage device, hard drives or servers provided by the NSD;
3. The accuracy, nature, or quality of information gathered through online access provided by the NSD;
4. Personal property used to access computers, networks or the online access provided by the NSD;
5. Unauthorized financial obligations of a student, or his or her parent or guardian, resulting from the online access provided by the NSD.

Privacy

1. Students shall have no expectation of privacy when using district e-mail or other official communication system. Any e-mail or computer application or information in district computers or computer systems in subject to monitoring by the administration.
2. Devices that are reported to the school or district as stolen are subject to verification of internal network information including locating the device using IP addresses, GPS location services and screenshots.

The NSD subscribes to a filtering service in order to prevent access to websites NSD deems inappropriate. Although a conscious effort is made to prevent access to materials that are inappropriate for the educational setting, no safeguard is foolproof. *The user is responsible for not seeking or initiating access to inappropriate or blocked material and for reporting incidents should they occur.*

Standards for Responsible Use of Technology

Technology users have the same responsibilities while using devices or connections that are expected in any other school activity. Responsible use of technology is ethical, academically honest, respectful of the rights of others, and consistent with the NSD's mission, and is expected to be adhered to during normal school hours and after school, off school grounds.

The following expectations are intended to clarify the proper conduct, but should not be construed as all-inclusive.

I ACCEPT RESPONSIBILITY AS A MEMBER OF THE NSD COMMUNITY TO DEMONSTRATE LEGAL AND ETHICAL BEHAVIOR IN MY USE OF TECHNOLOGY.

- In all my online communications (this includes, but is not limited to email, chat, instant messaging, texting, gaming and social networking site profiles and connections), I will be respectful and polite.
- I will not cyberbully or intentionally hurt or embarrass another person or group with my technology use.
- Should I become aware of cyberbullying taking place, I will notify a counselor, teacher or administrator immediately.
- I will use suitable language free of profanity, vulgarity, sexually oriented or other inappropriate language.
- My authorized customization of NSD devices (wallpaper and other system enhancements) and profile data (username, images, etc) will reflect school expectations for appropriateness, and I will immediately remove anything that school leadership deems inappropriate
- I understand that prohibited online activities may be illegal and subject to criminal prosecution.
- Except for "educational fair use" as defined by a teacher, I will not copy, save or redistribute copyrighted material (files, music, software, etc).
- I will not search for, download or distribute any material that is obscene, sexually explicit or pornographic. If these materials are downloaded accidentally, the user will immediately report the incident to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user intentionally violated NSD policy.
- I will not vandalize, damage or disable or "hack" the files of others. Creation of a "virus" is considered vandalism.
- I will not install or use any Internet-based file sharing tools. I understand that file sharing

programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition, and others are explicitly prohibited.

I WILL PROTECT THE INTEGRITY OF MY DATA, PERSONAL PRIVACY, AND PROPERTY RIGHTS AND THAT OF ANYONE ELSE WHEN USING TECHNOLOGY. I WILL DO THIS BY:

- Keeping my personally identifying information private. This includes my password(s), personal address and phone number, and that of anyone else, private.
- Securing permission before sharing or posting online any personally identifying information (email addresses, photos, audio recordings, videos, etc.) about any members of the NSD.
- Being sure to use the network correctly. Incorrect use of the network causes disruptions for other users.
- Assuming that all communications, programs, and information which are accessible online are private property. As such, I will not download any files without prior authorization.
- Uploading or downloading only software I am sure is free from any computer virus.
- Refraining from installing or uninstalling any software to NSD devices without prior approval from the Technology Coordinator or Technology Liaison.
- *Additional Responsibilities for laptop use*
 1. Rebooting my NSD device daily at school so that operating system and application updates remain current.
 2. I will never leave the laptop computer unattended.
 3. I will never loan out my laptop computer to other individuals.
 4. I will know where my laptop computer is at all times.
 5. I will charge my laptop computer at the end of each day.
 6. I will keep food and beverages away from my laptop computer since these may cause damage to the computer.
 7. I will not disassemble any part of my laptop computer or attempt any repairs.
 8. I will protect my laptop computer while carrying it to and from class.
 9. I will only use my laptop computer and its features in ways that are appropriate and educational.
 10. I will not place decorations (such as stickers, markers, etc.) on the NSD laptop computer.
 11. I understand that my laptop computer is subject to inspection at any time without notice and remains the property of NSD.
 12. I will follow the rules outlined in the Acceptable Use Policy and Netiquette Guidelines.
 13. I will immediately notify my homeroom teacher in case of theft, vandalism, and other acts covered by insurance.
 14. I will be responsible for all damage or loss caused by neglect or abuse.

15. I agree to keep the NSD laptop computer and power cords in good working condition.

MY USE OF PERSONAL DEVICES AND NSD TECHNOLOGY WILL BE WITH THE OBJECTIVE OF IMPROVING INSTRUCTION AND LEARNING.

- I will have teacher permission before playing games; instant-messaging; and accessing music, videos, or social media sites.
- I will back-up necessary data that is not stored on the cloud.
- I will not use NSD technology resources to purchase any goods or services.
- I will meet expectations outlined in administrative guidelines for all NSD provided equipment including desktops, laptops, netbooks, iPads or other NSD equipment.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

School: Nespelem Middle School

*This information is required to be signed by the Parent and Student.

Sources:

<http://www.evscschools.com/sites/default/files/content/uploads/responsible-use-technology.pdf>

http://www5.mgsd.k12.nc.us/staffsites/digitalconversion/Digital_Conversion/Responsible_Use_Policy_files/MGSD%20RUP.pdf

http://www2.gcs.k12.in.us/chs/ctech/C-Tech/Documents_files/Laptop%20Student_Parent%20Responsibilities.pdf

Participation Expectations¹

Dos and Don'ts of Online Student Communication

Strategies for Creating and Maintaining a Safe Space:

- **Use each other's names.** Using a person's name when you respond to his/her postings creates a friendly online tone.
- **Read questions and conversational postings carefully** to avoid unnecessary confusion.
- **Compliment your peers** when they post strong responses or contribute original ideas.
- **Ask questions.** If anything is unclear or you want further information or insight on a topic, just ask. If you have a question, there are probably other members of the group who are confused and need further clarification as well.
- **Be considerate.** Remember that your peers cannot see your body language or hear your tone of voice, so you need to keep your language direct and respectful.
- **Avoid slang, jargon, and sarcasm.**
- **Listen to all ideas presented.** Remember there is no right or wrong in a discussion. A variety of perspectives add depth.
- **Stay open minded.**
- **Respond instead of reacting.** Do not write a response if you are angry or upset. Instead, wait until you have had time to calm down and collect your thoughts.
- **Really read your peers responses.** Avoid skimming. Respect the time your peers have spent articulating their thoughts by reading carefully and thoughtfully.
- **Reread your messages before sending** them to ensure that your ideas are clearly communicated and supported.
- **Critique the content,** not the person.
- **Do not present your personal opinions as fact.** Back up your ideas with information to strengthen your statements.
- **Courteously answer all questions** addressed directly to you.
- **Make I statements when respectfully disagreeing.** Sharing an opposing opinion or idea is an important part of discussion, but it needs to be presented in constructive manner that encourages further discussion.
- **Do not use all caps** when writing. It is interpreted as yelling.
- **Avoid emotional punctuation,** like exclamation points, unless you are complimenting an idea shared.

Netiquette Expectations

¹ From Collaborize Classroom:

<http://library.collaborizeclassroom.com/#!/topic/861/Dos+and+Don%27ts+of+Online+Student+Communication>