

LaVerne Elementary Preparatory Academy

Student Name _____ Student ID _____ Date _____

Student Acceptable Use Agreement (School and Home)

The students and staff at LaVerne Elementary Preparatory Academy are encouraged to make innovative and creative use of information technologies in support of education and research. Use of the LEPA network and devices are intended only for purposes consistent with educational and curricular objectives. The purpose of this policy is to ensure appropriate, responsible, ethical and legal use of technology within our LEPA community. LEPA teachers and instructional support staff are committed to instruct all students about appropriate use of technology, including the need to protect personal information, online behavior with respect to other individuals, and awareness of and response to cyberbullying.

Expectations and Rules

Students and staff should use school and district technology resources in a way that is respectful, honest, and supportive of educational goals. Students are expected to avoid computer activities that interfere in any way with the learning process. Some activities are expressly prohibited by law; other activities are inappropriate as defined by school or district policy. The following rules are intended to clarify expectations for conduct.

However, they are not all-inclusive as it is impossible to define every possible student behavior with technology. Students must use technology appropriately and in accordance with all other school rules or policies. The district reserves the right to monitor student use of technology at its various sites. Additionally, schools may apply disciplinary consequences for computer-related activities conducted off-campus if such activity adversely affects the safety or well-being of students or other members of the community. (EC 48900-48915)

Guidelines for Student Use of Technology and the Internet

1. Your online behavior may have an impact on your school whenever and wherever you use online communication. This includes, but is not limited to, email, chat, instant-messaging, texting, gaming, and social networking sites. Be courteous and respectful in all online communication with classmates and teachers.
2. You must not reveal personal information such as your home address or phone number, or those of other students. Use the school address and phone number only.
3. Do not share your password(s) with anyone or use anyone else's password. If you become aware of another individual's password, inform that person and a teacher or administrator immediately.
4. Do not use language that is considered offensive or threatening to persons of a particular race, gender, religion, or sexual orientation or to persons with disabilities. Treat others as you would wish to be treated. Do not send, receive, display, or access defamatory, inaccurate, abusive, obscene, profane, threatening, harassing, or illegal materials.
5. Do not use the network or devices to encourage any activity prohibited by law.
6. Use LEPA technology resources only for school-related activities. Do not play games, send messages, or access music/videos at school unless it is part of the curriculum and is authorized by a teacher.
7. Vandalism is any attempt to harm or destroy another person's data or the school's software or hardware. Vandalism will result in discipline and limitation of your privileges. Do not alter computer equipment as set up by the system administrator or use the network in such a way that you disrupt the use of the network by others.
8. Plagiarism is taking someone else's writing, image, or idea and presenting it as your own. Plagiarism in any form is not acceptable by the staff and students of LaVerne Elementary Preparatory Academy.

Technology and Online Safety Rules

1. I will not share or post online personally identifying information about myself or other members of my school community.
2. I will not share my school password with anyone else nor use others' school passwords. I will be ethical and respect the privacy of others throughout the district network and on the internet. I will not share nor access others' folders, files, or data without authorization.
3. I will not play games, send messages, or access music and videos at school unless it is part of the curriculum and is authorized by a teacher.
4. I will not use district technology resources for commercial activity or to seek monetary gain.
5. I will not use the network or devices to encourage any activity prohibited by law including promoting the use or sale of controlled substances or spreading offensive, lewd, or pornographic materials.
6. I will not download or search for any material that is offensive, lewd, pornographic or inappropriate in any way. If I mistakenly access inappropriate information, I will notify a teacher or staff member immediately so the material can be blocked.
7. I will not plagiarize from any sources. I will properly cite any resources that I use in my schoolwork. Except for "educational fair use" as defined by a teacher. I will not copy, save or redistribute copyrighted material (files, music, software, etc.).
8. I will not deliberately perform any act which will negatively impact the operation of any computers, printers, or networks.
9. I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration, or network circumvention.
10. I will not install non-approved software or operating systems on LEPA computers or other devices.

I have read and understand the guidelines and rules for technology use and agree to follow them. I understand that my choice not to follow any portion of this signed agreement may result in school disciplinary action.

I understand that LEPA has the right to inspect any data, email, logs, or files that exist on its network or on individual devices. I also understand that LaVerne Elementary Preparatory Academy will cooperate fully with law enforcement officials in any investigation related to potentially illegal activities conducted through the use of its network or devices.

Student Signature _____ Date _____

I have discussed these guidelines and rules with my student. I feel confident that he/she understands them and can abide by them. I understand that any violation of these rules may result in disciplinary action. I further understand that LEPA will not be responsible for damages suffered by any user resulting from use of, or access to, LEPA's devices, network or the Internet.

Parent/Guardian Signature _____ Date _____

Parent Name _____

Please initial on the line next to your choice below:

_____ I will be accepting a school issued device and agree to be responsible for returning the device to LEPA in satisfactory working condition and all costs including replacement of the device if it is lost, damaged, or stolen.

_____ I will provide a personal electronic device for my student to use and therefore decline the electronic device offered by LEPA at this time.

For office use:

Device Tag # _____ Date Received _____ Date Recorded in SIS _____