

Responsible Use Procedures

Waukee Community School District (“District”) encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to comply with policy and regulations that have been established for technology use in the District. The District’s Technology-Appropriate Use Policy is available on the District web site, <http://www.waukeeschools.org> on the School Board page. The policy is Code No. 605.6 (and 605.6R) and can be found by clicking on the School Board from the District section on the District home page, and then clicking on the 600 series link under Board Policy.

Technology is being provided to students solely for educational use and with the intent to support the formal continuous learning initiatives of the District during this school closure period. The technology devices provided may include an iPad, laptop or hotspot (“Technology”). Said Technology shall remain the property of the District at all times and may be accessed and reviewed by the District at any time. Students and their parents/guardians shall have no expectation of privacy in regard to the Technology or any content materials on this Technology.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- 1. Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- 2. Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- 3. Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- 4. Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- 5. Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- 6. Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.
- 7. Respect Technology Property.** I will use the Technology provided to me by my school respectfully and for the sole purpose of advancing and providing educational learning. I will follow guidelines set by the District and only go to websites that are allowed. I will not try to access blocked sites or other restricted material.
- 8. Protect Technology Property.** I will handle the Technology I use with care. I will be sure I store it safely when it is not in use. Like other school property, I can be held responsible for the cost of repairing or replacing the technology and for any damage or loss. I will report damage or loss by emailing your teacher or building secretary.

User Agreement:

- Students and parents/guardians who have Technology issued to them for home usage by a student are required to acknowledge these Responsible User Procedures and sign below. While there is no cost for the use of the Technology, it is imperative that the Technology the student is issued be maintained and handled in a responsible way and consistent with these procedures and District policy.
- The student and parent/guardian will be responsible for any cost of repairing or replacing the Technology, case/cover, and/or power cord/charger for any damage or loss. In the event of extensive damage, the unit may be replaced rather than repaired.
- Damages must be repaired by the school District Technology department. Under no circumstances should a

student attempt to repair a damaged piece of Technology or pay for the Technology to be repaired by an entity other than the District. Repairs attempted by others could result in a voided warranty and the student and parents/guardians may be responsible for the replacement cost of the Technology.

- Inappropriate use of Technology may result in the student losing his/her ability to use the Technology. Inappropriate use is defined as any action that violates District policy, the student handbook or any local, state or federal law.
- Waukee Community School District reserves the right to request the student return the Technology at any time as determined by District Officials. The student and parent/guardian shall promptly return the Technology when requested. If the Technology is not returned to the District upon the District's request or when enrollment is terminated for any reason, the student and parents/guardians agree to pay the cost for a replacement within 30 calendar days. Students and parents/guardians also understand and accept that the District may file a police report for stolen property should the Technology and related items not be returned or paid for within 45 calendar days.