SAS Technology Acceptable Use Policy
Grade K - Grade 12

This Agreement is entered into on: _____(Date).

This Agreement is between _____("Student" or "User") and the Saline Area Schools ("District").

1. Purpose

   The purpose of this Agreement is to grant access to and define acceptable use of the District's technology resources ("Technology Resources").

2. Definitions

   Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems including your district issued email address.

3. Guidelines

   In exchange for the use of the District's Technology Resources either at school or away from school, you understand and agree to the following:

   A. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
   B. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
   C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or

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to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.

D. The District's Technology Resources are intended for use only by registered users. You are responsible for your account/ password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.

E. You may not use the Technology Resources to engage in bullying, which is defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:
    a. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
    b. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
    c. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
    d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
    e. Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the District's Code of Conduct/Student Handbook.

F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:
    a. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction

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that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

b. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.

c. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as obscene, explicit content or pornography.

d. Bullying (as defined in paragraph E).

e. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.

f. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.

g. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.

h. Unauthorized copying or use of licenses or copyrighted software.

i. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.

j. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.

k. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.

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      l. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.

      m. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").

      n. Misusing equipment or altering system software without permission.

      o. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.

      p. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District's Code of Conduct/Student Handbook.

G. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.

4. Rights and Responsibilities of the District

A. In compliance with the Children's Internet Protection Act (CIPA), the District has installed filtering software to block or restrict access to Internet sites containing material that is (1) obscene; (2) child pornography; or (3) harmful to minors. The software evaluates websites based on criteria determined by the District. No software can keep up with the constant changes on the Internet. A Student User who accidentally connects to an inappropriate site must immediately disconnect from the site and notify an administrator, teacher or supervisor. Upon request, authorized staff may re-evaluate and unblock blocked sites to allow access.

B. It is the policy of the District to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyberbullying awareness and response and about appropriate online behavior, including

disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.

5. Disclaimer
   A. The District does not guarantee that measures described in section 4 will provide any level of safety or security or that they will successfully block all inappropriate material from the District's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by section 4.
   B. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
   C. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.
6. Bring Your Own Device Policy
   A. The District maintains a Bring Your Own Device Policy ("BYOD"). The BYOD Guidelines are incorporated herein and are included as Appendix D.
   B. All individuals who participate in the BYOD agree to read and abide by the BYOD procedures provided for on the District's website at: https://www.salineschools.org/departments/central-office/technology/instructional-technology/. The District's BYOD Procedures includes the use of GoGuardian and Securely on individual devices, as more thoroughly described on the District's website.
7. Violations of Acceptable Use Policy – Discipline
   A. Use of the Internet and District hardware and software is subject to all rules and regulations set forth in the Student Code of Conduct. Enforcement is the responsibility of the staff. Administration will review all cases referred for disciplinary action. In addition to disciplinary actions listed in the Student Code of Conduct, the administrator may exclude the student from access to the Internet or from using any and all computer equipment throughout the District.

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8. Use Agreements
    A. Appendix A - Student Agreement
    B. Appendix B - Parent Agreement
    C. Appendix C - State Testing Electronic Device Use Policy
    D. Appendix D - BYOD Guidelines for Grades 6 and Above

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Appendix A

Student Agreement Page

I agree to follow this Agreement and all of the rules and regulations that may be added from time to time by the District or its Internet Service Provider.

I also agree to follow all rules in the District's Code of Conduct/Student Handbook. Any additional rules, regulations, and policies are available in the District's Office of Superintendent.

As a condition of using the Technology Resources, I agree to release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the District monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

_____   _____   _____

Student Signature   Grade   Date

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Appendix B

Parent Signature Page

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the District's Technology Resources.

I authorize the District to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the District monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand and agree that my child will not be able to use the District's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms.

Signature of parent/guardian: _____ Date: _____

Print name of parent/guardian: _____

(If you do NOT wish to consent to Acceptable Technology Use Agreement and/or this Agreement, thereby preventing your child from having Internet access at school, please sign below.)

As the parent(s)/guardian(s) of this student, I/we have read the Acceptable Technology Use Agreement and this Technology Resources Use Agreement and hereby refuse access to the Technology Resources for the student named above.

Signature of parent/guardian: _____ Date: _____

Print name of parent/guardian: _____

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Revised 3/16/23

Appendix C

STATE TESTING ELECTRONIC DEVICE USE POLICY

Saline Area Schools

ELECTRONIC DEVICE EXAMPLES

Examples of electronic devices include, but are not limited to:
- any electronic device that can be used to record, transmit, or receive information not used for testing
- computer tablets, iPads, e-readers (for example: Kindle)
- smart watches (for example: Fitbits; Apple, Garmin, Samsung watches; any watch with access to other applications or the internet)

Students are not permitted to use, wear, or access any personal, non-testing electronic devices during testing or while on a break when in an active testing session. These electronic devices include but are not limited to smartphones, cell phones, smartwatches, Bluetooth headphones, headphones that allow access to voice assistant technology, and computers and/or tablets not being actively used for testing purposes.

Administration staff are to practice due diligence in actively monitoring students in the testing room and on breaks to ensure that electronic devices are not accessed. If a student brings an additional electronic device into the testing room, the test administrator must follow the district/building level electronic device policy in ensuring the electronic device is stored appropriately and is not accessible to the student during testing.

The testing environment is not to be disturbed by any electronic devices not used for testing or test administration. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, or the test must be administered to the student in a one test administrator-to-one student setting, and the student must be actively monitored at all times while testing.

Additionally
- Students are not allowed to access the device used for testing for any other purpose than to complete the test during the test session.
- A student may not access any additional websites or applications during testing, or for any other purpose after testing, while in the testing room.
- No pictures or videos may be taken during testing. Prohibited Practices

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- If a student has a cell phone or other non-test electronic device out at any point during a test session, that student's test has been compromised and is to be invalidated due to prohibited behavior, even if the student did not use the cell phone or device.
- Students are not allowed to wear or access "wearable" technology (such as smartwatches, fitness trackers, Bluetooth headphones) during testing. If a student is wearing such a device during testing, that student's test must be invalidated because the student has access to the device regardless of whether it was used or not.
- Even if a student has exited or submitted their test, they cannot use cell phones or other electronic devices in the testing room. If the student has exited/submitted the test and then accesses a cell phone/electronic device (including wearable technology), this constitutes prohibited behavior and the student's test will be invalidated.

STUDENT CONSEQUENCES FOR VIOLATING POLICY

All SAS students sign a Student Technology Use Agreement, which has been updated to include new language as provided by OEAA. Students violating the policy may be subject to discipline as outlined in the student handbook.

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Appendix D

BYOD Guidelines for Grades 6 and Above

1. Definition
   A. Bring Your Own Device (BYOD) allows students to bring and use their own devices at school. Devices allowed for this program include Chromebooks, Windows laptops, and Apple MacBooks. Due to testing requirements devices are required to have a permanently attached keyboard. As our curriculum is based upon the use of Google Chrome specific extensions, devices which cannot use those extensions are prohibited, including tablets such as iPads, Kindles, and Android.

2. Guidelines
   A. When using a student owned device, students need to expand the concept of their school community to the community they will be interacting with online. Appropriate use of devices and rules concerning devices apply from the time the student leaves for school until the time they arrive home. Devices may not be used to disrupt the educational environment or violate the rights of others. Using the device to cheat, violate school conduct rules, harass/bully students or staff, or using the device for unlawful purposes could result disciplinary action. Serious offenses such as cyber-bullying or violent threats may be reported to the local authorities.
   B. The District does not permit recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without the consent of the individuals being recorded is prohibited. Devices recording the voice or image of another to take, transfer, or share any audio, video, or photographs that reveal parts of the body (ordinarily covered by clothing) is prohibited. The possession of pornographic images or video on any electronic device is strictly prohibited.

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3. Responsibility for Devices
    A. BYOD devices are the property and responsibility of the student. Students and families are responsible for damage and repairs to the device. SAS will make an effort to assist with minor troubleshooting of the device if it impedes student learning during the school day. This may include but not be limited to helping join school wifi networks, printing, logging into school approved websites, and password management for school managed accounts. Repairs requiring the replacement of parts, or disassembly of the device are the responsibility of the family.
    B. SAS will not perform repairs which may void any manufacturer warranty.
    C. SAS is not liable for personal devices if they are lost, loaned, damaged, or stolen.
    D. Students are expected to keep and maintain their own devices.
    E. Students are expected to follow the SAS Technology Acceptable Use Policy.

4. Technical Specifications
    A. Devices must have a permanently attached keyboard.
    B. Devices must be able to use 802.11ac or 802.11ax WiFi (older devices which can only connect to 2.4Ghz WiFi networks will not work with our district's network).
    C. Devices must be able to use Google Chrome and its extensions. A number of curriculum specific extensions are used by various teachers which will only work on the Google Chrome web browser.
    D. While not required, Chromebooks are the strongly suggested device for BYOD. They offer additional management resources for families which may not be available on Windows and Apple devices. A list of approved Chromebooks can be found on the district's website under the Technology department's [Family Technology Resources Page](#) in the information links for MS or HS families