

Western Sierra Charter Schools TECHNOLOGY USE POLICY AND AGREEMENT

Introduction

In today's educational environment, technology provides a vast spectrum of excellent educational tools that allow students to access a wide variety of information to supplement academic study, conduct research, enhance projects and much, much more. Accordingly, the Internet is a place for the exchange of ideas, information, perspectives and experiences that allows students to access a wide variety of information to supplement academic endeavors. The Western Sierra Charter Schools (Mountain Home School, Glacier High School and Endeavor Charter School), hereafter individually and collectively referred to as "Charter Schools" provides students with technology capable of accessing the Internet to further their education and research. Technology, and thus the Internet, provides access to people across the world which includes access to materials that do not have educational value in a school setting. As such, students may encounter information and ideas they may consider obscene, controversial, abusive, or otherwise offensive. Despite these risks, the Charter School believes that the value of the educational information available on the Internet outweighs the risk that students may access information that is not consistent with educational principles, goals and purposes.

Western Sierra Charter Schools has developed and adopted this Student Technology Use Agreement Policy ("Policy") to ensure that student access to technology and use of the Internet is consistent with the educational goals and purposes of the Western Sierra Charter Schools. This Policy sets forth student responsibilities and duties when technology issued and maintained by Western Sierra Charter Schools is employed to access and use the Internet, applicable educational tools and productivity resources, regardless of setting and location. Western Sierra Charter Schools has deemed certain uses of the Internet inappropriate for an educational setting and therefore not appropriate for use with Charter School equipment and resource networks. Western Sierra Charter Schools stresses that an inappropriate use does not always mean that the use is in itself "bad" or illegal, but only that the use does not further the educational goals and purposes of any Charter School.

In addition to the below identified policies, Western Sierra Charter Schools will employ technology protection measures that protect against Internet access (by both minors and adults) to visual depictions that are sexual in nature, obscene, child pornography, harmful to minors. These measures may include, but are not limited to, installing a blocking system to block specific internet sites, setting Internet browsers to block access to adult sites, using a filtering system that will filter all Internet traffic and report potential instances of misuse to administration and using a spam filter.

Students are reminded that their use of Charter School equipment and technology resources reflect upon the Charter School, and Students should guide their activities accordingly

Western Sierra Charter Schools
TECHNOLOGY USE POLICY AND AGREEMENT

Google Workspace for Education

Western Sierra Charter Schools, uses Google Workspace for Education, Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Western Sierra Charter Schools, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills. A summary of these tools and others can be found at:
https://workspace.google.com/terms/user_features.html

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “Additional Services”: YouTube, Blogger, Google Maps, Google Earth, App Maker, Google Photos

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html

Student Responsibilities

1. Use Limited to an Educational Purpose

The Student acknowledges that access to the Internet via Charter School technology and campus resource networks is intended to serve and pursue educational goals and purposes. Student use of the Internet is therefore limited to only those activities that further or enhance the delivery of education. The Student recognizes that he or she has a duty to use Charter School technology and campus resource networks only in a manner specified in the Policy.

a. Educational Purpose

“Educational purpose” means classroom activities, research in academic subjects, career or professional development activities, research in matters of civic importance or that further citizenship in a democratic society, Charter School approved personal research activities, or other purposes as defined by the Charter School from time to time.

b. Inappropriate Use

An “inappropriate use” is one that is inconsistent with an educational purpose or that is in clear violation of Charter School policy.

2. Plagiarism and Academic Fraud (Cheating)

Researching information and incorporating that information into a student’s work is an acceptable educational use, but students have an obligation to credit and acknowledge the source of information. Accordingly, the Student acknowledges that plagiarism is

Western Sierra Charter Schools
TECHNOLOGY USE POLICY AND AGREEMENT

inappropriate and unacceptable and is considered cheating. Plagiarism means the copying of a phrase, a sentence, or a longer passage from a source written by someone else and claiming the written work as the student's original work. Student agrees that when quoting from information obtained on the Internet, he or she will acknowledge the source through quotation or any academically accepted form of notation.

The teacher's first assumption will be that work a student turns in is the student's own and that what a student says is true. However, WSCS teachers keep a close eye on academic fraud (cheating) and the consequences are severe. WSCS maintains what could be called a "Zero Tolerance" policy regarding cheating. For more examples of cheating refer to the Parent/Student Handbook. The consequences are as follows:

1st time caught cheating

- A. Student receives a Non-Compliance notice
- B. Student receives a failing grade on the assignment
- C. Student's semester grade in that course is automatically lowered by one grade

2nd time caught cheating

- A. Student is dis-enrolled from school with the Non-Compliance exit letter in CUM file stating reason
- B. Student receives a failing grade in the class in which he or she cheated

3. Copyright

Student agrees that he or she will not use Charter School technology or campus resource networks to download or print text, music, or pictures for the purpose of selling or giving the files to others unless specifically authorized by the Charter School and the owner of the copyrighted material.

4. Communication

Student agrees that he or she will use Charter School technology and internet resources or campus resource networks to communicate in a lawful, polite, and respectful way to others. This means that all of the following examples are not allowed:

- A. Student will not post on newsgroups, social media, or other message posting systems any communication containing profanity, racially disparaging remarks, or lewd and/or obscene language.
- B. Student will not at any time use speech that is not appropriate for an educational setting. Examples of speech that is not appropriate for an educational setting includes, but is not limited to, inflammatory language, profanity, personal attacks, harassment, threats to do personal harm or other criminal activity, and language that is intended to be racially derogatory.
- C. Student will not make threats against others.
- D. Student will not reveal personal information about others.
- E. Student will not use email to send chain letters or "spam" email to a list of people or to an individual. Excessive email use may constitute grounds for suspecting misuse.

Western Sierra Charter Schools
TECHNOLOGY USE POLICY AND AGREEMENT

- F. Student will not place illegal information on the Internet, nor will Student use the Internet or technology in any way that violates federal, state, or local law.
- G. Student will not give out to any other Internet user or post on the Internet his or her name, address, or telephone number unless expressly authorized by the Charter School in writing.

In instances of misuse or suspected misuse, in addition to any disciplinary actions appropriate, the Student's parent or guardian may be granted access to the Student's email files.

5. Illegal, Dangerous Activities and Hacking

Student shall not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law. Student shall not access information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to the Charter School, other students, or the community. Additionally, Student shall not damage, debilitate or disable computers, computer networks or systems. Whether through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs. Student shall not engage in any unauthorized online access to other computers by means of hacking into other computers, downloading hacker tools such as port scanners and password crackers. Student shall not use any web browser or other tools to evade restrictions or circumvent security settings on what programs or websites Students can run on the Charter School's computers or other technology resources.

6. Obscene Materials

Student acknowledges that obscene materials do not further an educational purpose. Accordingly, Student shall not use the Internet to access, upload, download, distribute, or transmit obscene materials or images. Obscene materials include, but are not limited to, materials that offend generally accepted social standards. This includes the access of or retrieval of any sexually explicit materials, and materials that are pornographic, abusive or threatening. Students are to exercise their best judgment when encountering sexually explicit or obscene materials. As a general rule, if the material could not be openly displayed in a classroom setting without violating generally accepted social standards, the material is obscene for purposes of this Policy and must not be accessed. Student further agrees that he or she will not access any Internet site which requires the Student to state that he or she is eighteen years of age or older as a condition of accessing the site.

7. Supervision and Student Privacy

Students shall have no expectation of confidentiality or privacy with respect to any usage of a school-owned equipment, school email account or school document storage (ie Google Drive), regardless of whether that use is for school-related or personal purposes (which is prohibited), other than as specifically provided by law. In order to comply with the Children's Internet Protection Act (CIPA), the WSCS shall filter student internet access when using the Chromebook. Internet filtering shall be in place both when the Chromebook is being used in school, as well as when it is being used away from the WSCS network.

Western Sierra Charter Schools
TECHNOLOGY USE POLICY AND AGREEMENT

WSCS will log, monitor and supervise use of WSCS- owned Chromebooks and applications (ie. Google Classroom, Email, Docs, Drive) and google applications at any time. By using a school-owned Chromebook and applications, students acknowledges this logging, monitoring, and supervision of their use.

WSCS shall not, at any time, remotely turn on or operate a students camera or microphone without the students knowledge.

Student acknowledges that computer equipment, Internet access networks are owned by the Charter School and provided to students for educational purposes. Student acknowledges that technology and equipment issued by The Charter School may be tracked using geo-location tracking technologies (“Geo Tracking”). The Charter School will provide staff to monitor and supervise all Student access to computer equipment, campus access networks and Internet access networks. To facilitate monitoring of activities, computer screens will be positioned so that they are visible to the staff member supervising the students. The Charter School also reserves the right to access stored computer records to assure compliance with this Policy. Student is aware that communication over Charter School owned networks is not private and acknowledges that email and records of Internet activities will be accessed under, but not limited to, the following circumstances:

- A. Routine system maintenance.
- B. General inspection or monitoring, with or without notice to Student.
- C. Specific review of individual files or monitoring of individual activity, with or without notice to Student, if there is suspicion that Student is engaging in inappropriate use.

8. Responsibility for Chromebooks or Computers, School Equipment, and Related Peripherals

Student is solely responsible for the School Equipment assigned to them and shall adhere to the following terms and conditions:

- A. Student shall be actively enrolled in a WSCS school.
- B. Student shall comply with Technology Use Policy and student handbook for Staff and Students” when using School Equipment.
- C. Student participating in workshops or classes should bring their Chromebooks or Computer to school and make sure it is fully charged. (Note, a fully charged Chromebook should last the length of a school day). If the Chromebook or Computer is missing from school for an extended period of time, the device shall be considered stolen and a police report may be filed.
- D. Student shall be the exclusive user of this device and shall not grant access to any other individual or student.
- E. Student shall sign into the Chromebook or Computer using their WSCS assigned Google Apps for Education account.
- F. Student shall treat their device with care and never leave it in an unsecured location.
- G. Student shall keep their device in a protective case when traveling.
- H. Student shall not remove or interfere with the serial number and other identification tags on the School Equipment.
- I. Student shall not attempt to disassemble, remove or change the physical

Western Sierra Charter Schools
TECHNOLOGY USE POLICY AND AGREEMENT

structure of the Equipment, including the keys, screen cover or protective casing.

- J. Student shall not attach stickers or labels to the Equipment or add any markings to the Equipment or school provided shell.
- K. Student shall not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school or whatever operating system on the provided computer.
- L. Student shall keep the device issued to them clean and shall not touch the screen with anything (e.g., finger, pen, pencil, etc.) other than approved computer screen cleaners.
- M. Student shall promptly report any problems with their equipment to one of their teachers or by directly emailing support@wscsfamily.org
- N. Student shall return School Equipment and additionally issued peripherals in good working order to WSCS at the end of each school year, at the request of the Administration of the Western Sierra Charter Schools, or at the time of transfer or withdrawal from the Charter School. Failure to return the computer or equipment in good working order shall result in the student/parents/guardian being responsible for the full replacement cost of the computer, equipment, and peripherals.
- O. Charter School shall repair or replace damaged equipment and/or peripherals resulting from normal use. The cost of all other breakages, accidental or intentional, shall be the responsibility of Student. These instances shall be reviewed on a case by case basis by the school principal and Director of Technology. Charter School shall make its best attempt to purchase replacement parts at the best possible price.
- P. Loss or theft of the device or equipment is the responsibility of the student/parent/guardian and shall result in the student/parent/guardian being charged the full replacement cost.
- Q. Optional insurance through a third party provider shall be made available for Student to purchase. Some items may be covered by an existing homeowners/renters policy. It is the responsibility of the parent and/or guardian to check insurance agent about this possibility.

9. Spare Equipment and Lending

If the Chromebook or computer issued to a student is inoperable, the school has a limited number of spare devices for use while the original Chromebook or device is repaired or replaced. This agreement shall remain in effect and is applicable to loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing classwork due to loss or damage. If a student does not bring his/her Chromebook or computer to school, the student may be required to borrow a device from the school based on direction from his/her teacher.

10. Digital Citizenship

Student must follow the six conditions of being a good digital citizen as follows:

- A. **Respect Yourself.** “I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.”

Western Sierra Charter Schools
TECHNOLOGY USE POLICY AND AGREEMENT

- B. **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. I will protect passwords, accounts and resources.”
- C. **Respect Others.** “I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites; I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private accounts, spaces or areas.”
- D. **Protect Others.** “I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist or inappropriate.”
- E. **Respect Intellectual Property.** “I will request permission to use resources. I will suitably cite any and 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.”
- F. **Protect Intellectual Property.** “I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.”

11. Commercial Activities

Student agrees that Student will not use the Internet to buy or sell, or attempt to buy or sell, any service or product unless authorized by the Charter School in writing.

12. Information About Others.

Student agrees that he or she will not make any statement or post any communication on the Internet about another person that he or she knows or suspects to be untrue.

13. Violation of Policy

The Student acknowledges that violation of this Policy can result in a loss of all Internet access and email privileges. If Student violates this Policy, or in any other way uses Charter School technology in a manner that is not consistent with educational uses, the Student will be promptly notified that he or she has violated the Policy. The Student will be given the opportunity to explain why the Charter School should deem the activity in question a use consistent with the educational purposes stated in this Policy. If the Charter School deems that the use is inconsistent with the educational purposes stated in this Policy, the Charter School may terminate the Student's Internet and computer privileges. However, because one of the educational purposes in providing technology is to teach students to use such technology, including the Internet, appropriately and responsibly. The Charter School reserves the right to fashion penalties to specific concerns or specific violations and Student acknowledges that he or she may receive penalties less than full termination of technology, Internet or email privileges. Such penalties may include, but are not limited to, restricted

Western Sierra Charter Schools
TECHNOLOGY USE POLICY AND AGREEMENT

access to technology, restricted access to Internet or supervised access to Internet and email.

Student also acknowledges that the Charter School will contact the proper legal authorities if the Charter School concludes or suspects that the Student's use of school issued technology is a violation of any law or otherwise constitutes an illegal activity.

ACKNOWLEDGEMENT OF THE TERMS OF THE CHARTER SCHOOL'S INTERNET USE POLICY

I, _____, parent or guardian of _____ have read and understand the Student Technology Use Policy and Agreement and agree to the terms and conditions that are set out in the Policy.

Parent's Signature

I, _____, have read and understand the Student Technology Use Policy and Agreement and agree to the terms and conditions that are set out in the Policy.

Student's Signature

Adopted: 1/20/2010

Revised: 5/5/2017

Revised: 4/7/2021 (pending approval)