

## LETTER TO PARENTS REGARDING USE OF ONLINE TECHNOLOGY RESOURCES

Dear Parents:

Your child has access to a variety of technology resources through the District, including online applications for use on or off campus. Resources such as online encyclopedias, instructional videos, interactive tutorials, and many other applications offer teachers, students, and families an unprecedented variety of tools to enhance effective teaching and learning.

All websites, digital subscriptions, and technology tools made available to students through the District have been vetted by the District's technology team for quality, appropriateness, online security, and data privacy. The specific resources available to your child will depend on your child's age and grade level and are outlined in the attached Student Agreement for Acceptable Use of the District's Technology Resources.

Additionally, the District contracts with certain providers of online educational services to provide District services and functions, including essential instructional and logistical programs such as the District's online grade book and the online lunch account management system. Where personally identifiable student information is implicated, service providers act as District officials and access only the information needed to perform the contracted service. A list of such services and the nature and type of student information used will be provided on request by sending an e-mail to [webmaster@wfisd.net](mailto:webmaster@wfisd.net).

It is important that you and your child read the enclosed District policy and student agreement form and discuss these requirements together.

Sincerely,  
Campus Principal



## STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT'S TECHNOLOGY RESOURCES

You are being given access to the District-provided technology resources listed below.

With this educational opportunity comes responsibility. It is important that you and your parents read the applicable District policies, administrative regulations, and agreement form and contact the campus principal if you have questions. Inappropriate use of the District's technology resources may result in revocation or suspension of the privilege to use these resources, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

The following guidelines apply to all District networks, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

Additionally, the District prohibits bullying or harassment through electronic means regardless of the device used, the network used, or the location of use. [See District policies FFH and FFI]

You may be given access to the following technology resources:

- A District e-mail account (grades 6–12), including access to cloud-based (online) document storage and collaboration space (pre-kindergarten–grades 12).
- District computer hardware, software, and printers on your school campus.
- District networks, including document storage space.
- Access to District-owned technology resources for use at home.
- District-filtered Internet access.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for responsible use.

If you are being issued a District-owned technology device, you will be given additional materials addressing the proper use, care, and return of these devices.

### **RULES FOR RESPONSIBLE USE**

- District technology resources are primarily for instructional and educational purposes. Limited personal use is allowed only if the rules in this agreement are followed, and the use does not interfere with school work.
- If you are issued your own account and password, you must not share your account information with another person.

- You must remember that people who receive e-mail or other communication from you through your school account might think your message represents the school's point of view.
- You must always keep your personal information and the personal information of others private. This includes name, address, photographs, or any other personally identifiable or private information.
- Students will not download or sign up for any online resource or application without prior approval from their teacher or other District administrator.
- Students age 13 or younger will not sign up for individual accounts, but will use a District or classroom account, as applicable.
- When communicating through e-mail or other electronic means, you must use appropriate language and etiquette as you would when communicating face to face. Always be respectful.
- You must be sure to acknowledge the work and ideas of others when you reference them in your own work.
- You must immediately report any suspicious behavior or other misuse of technology to your teacher or other campus administrator.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

### **INAPPROPRIATE USES**

The following are examples of inappropriate uses of technology resources that may result in loss of privileges or disciplinary action:

- Using the resources for any illegal purpose, including threatening school safety.
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy.
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable.
- Disabling or attempting to disable or bypass any Internet filtering device.
- Using someone else's account credentials.
- Pretending to be someone else when posting, transmitting, or receiving messages.
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media.

- Using resources to engage in conduct that harasses or bullies others.
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes cyberbullying and "sexting."
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting personal information about yourself or others, such as addresses, phone numbers, or photographs without permission, or responding to requests for personally identifiable information or contact from unknown individuals.
- Making appointments to meet in person people met online. If a request for such a meeting is received, it should be immediately reported to a teacher or administrator.
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder.
- Wasting school resources through the improper use of the District's technology resources, including sending spam.
- Downloading unauthorized applications or software or gaining unauthorized access to restricted information or resources.

### **REPORTING VIOLATIONS**

- You must immediately report any known violation of the District's applicable policies, Internet safety plan, or responsible use guidelines to a supervising teacher or the technology coordinator.
- You must report to a supervising teacher or the technology coordinator any requests for personally identifiable information or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

### **STUDENT**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

I understand that my use of the District's technology resources is not private and that the District will monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement and agree to abide by their provisions, including the District's guidelines for responsible online behavior and use of social networking websites. I understand that violation of these provisions may result in suspension or revocation of access to the Dis-

trict's technology resources or other disciplinary action in accordance with the Student Code of Conduct.

**I understand that this user agreement must be renewed each school year.**

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

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PARENT

I do not give permission for my child to access the District's technology resources.

**OR**

I have read the District's technology resources policy, associated administrative regulations, and this user agreement. In consideration for the privilege of my child using the District's technology resources, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, these resources, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

I understand that my child's use of the District's technology resources is not private and that the District will monitor my child's activity.

I understand that the District uses certain cloud-based (online) applications, meaning applications (*such as Google Apps for Education or online grade books*) that allow authorized individuals to access student information, including assignments and grades, through the Internet for school-related purposes. A list of online applications and the nature and type of student information used will be provided on request by sending an e-mail to [webmaster@wfid.net](mailto:webmaster@wfid.net).

I give permission for my child to access the District's technology resources, including District-approved online applications, and certify that the information contained on this form is correct.

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Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_