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www.pacificasd.org

Preparing Students for an Evolving World

Please Sign and Return this Page

Agreement to Adhere to PSD Technology Acceptable Use Policy

By signing this Acceptable Use Policy I acknowledge the importance of personal responsibility in adhering to these policies. If I am a student, my parents have explained to me the contents of this policy. I understand and agree to comply with this district and school policy and procedures and their supporting Administrative Regulations.

Note to parents and students: A summary of the *Technology Acceptable Use Policy* is provided on the following page. The full text is available on the District website (www.pacificasd.org), under the "Parents" tab. Your school's office can also provide you with a hard copy of the full text. By signing this you are acknowledging that you have received and reviewed the full text of the *Technology Acceptable Use Policy*.

Student Signature

Date

Print Name

School

Parent's Signature

Date

Optional Withholding of Permission to Use Internet

Please initial only if you **do not want** your child to use the Internet on school computers. (If you *want* your child to be able to use the Internet on school computers, please leave blank):

_____ I would prefer that my child not use the Internet on school computers.

Summary of PSD Technology Acceptable Use Policy

These guidelines will help you treat others respectfully and act responsibly as you use technology at and from school. For the full text of the policy, visit www.pacificasd.org, or ask your school office for a copy.

1. Respect others

- Do not use a computer to harm other people. Don't use a computer to do anything that could hurt someone else's feelings, or make them feel angry or afraid. Doing any of these things is called *cyberbullying*. There are serious consequences for cyberbullying, up to and including expulsion from school.
- It is everyone's responsibility to prevent cyberbullying. If you are aware of cyber-bullying, whether it happens to you or someone else, you need to report it to your parents, a teacher or the principal.

2. Respect the school's technology

- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by downloading or installing illegal software, shareware, or freeware.
- Do not change any computer settings, including the desktop, without express permission from a teacher or staff member.
- Do not waste limited resources such as disk space or printing capacity.

3. Respect other people's work

- Do not share other people's work online. That's *their* job.
- Do not trespass in another's folders, work, or files.
- Do not violate copyright laws. Give proper credit when you use other people's words or pictures. Do not use a computer to share music or anything else you have to pay for.

4. Respect other people's privacy

- If you wish to post pictures or videos that show other students at *any* school function, as a courtesy to those students' privacy, you are encouraged to ask their parents for permission first.
- Do not use or share anyone else's login or password.

5. Be safe

- Do not communicate online with *anyone* unless you already know them in person or your teacher or parents give you permission.
- Do not share your login or password with another person.
- Tell an adult if someone makes you or other people feel unsafe.

6. Keep it clean

- Do not view, send, or display offensive messages or pictures. If you wouldn't feel good about sharing it with your parents or teacher, don't look at it, and don't send it.
- *Do* notify an adult immediately, if by accident, you encounter materials that violate the rules of appropriate use.

7. Do not use chat rooms, social media sites, or games. They are not acceptable uses of the system *unless specifically* assigned by a teacher or staff member as academic support.

8. If your parents, your school, *and* your teacher allow you to bring personal technology (such as a smart phone) to school, all these rules apply to your device. The District is not responsible for your device if it gets damaged, lost, or stolen.

9. BE PREPARED to be held accountable for your actions and for the loss of privileges and even discipline, including suspension or expulsion, if the Technology Acceptable Use Policy is violated.



Optional:

Media Opt-Out Form

Dear Parent or Guardian,

From time to time, the school may wish to publish examples of student projects photographs of students, and other work on an Internet accessible server. We understand and respect that some parents do not want the images or work of their children to be shared in this way.

There are also times when one of our schools may be featured in a news story. Reporters, photographers, and/or film crews from television or radio stations, newspapers, or magazines may wish to interview and/or photograph your child in relation to a story about public schools. Your child's name, grade, and the name of the school may be included in the report. Classrooms may also participate in video conferencing on the Internet.

Please sign and return the attached form only if you do not want your child's work or image to appear in District communications (including the District website), and/or if you do not want your child to have media contact. We will make every effort to honor your request, but please be aware that there may be circumstances when the press is on campus and your child may be inadvertently interviewed, photographed, or filmed beyond our control.

PLEASE SIGN AND RETURN *ONLY* IF YOU WISH YOUR CHILD TO OPT OUT

___ I do **not** want my child's image or work to be posted on District communications, including on the Internet; nor do I want my child to have contact with the media at

_____ School.

Child's Name

Grade

Teacher's Name

Name of Parent/Guardian

Signature of Parent/Guardian

Date