FMES TECHNOLOGY ACCEPTABLE USE AGREEMENT

The Acceptable Use Agreement provides students, families, and staff with an understanding of the behaviors expected while using electronic devices belonging to First Mesa Elementary School (FMES) and personal electronic devices (PEDs) using the FMES network. Signing of the Acceptable Use Agreement indicates acceptance of and agreement to adhere to the expectations outlined in this document. Any use of the schools equipment or accessing of the network implies agreement to and acceptance of the conditions outlined in this document.

General Provisions

- All activities occurring on the FMES network are intended for educational use and are subject to monitoring and retention.
- Access to all online content on the FMES network is subject to compliance with school policies, federal and state regulations, and the Children's Internet Protection Act (CIPA).
- Attempts to circumvent the network filter are prohibited.
- Passwords are not to be shared with others.
- Users who engage in activities that result in the destruction of, loss of, or damage to the school's equipment may be held financially responsible for device repair or replacement. • The school reserves the right to confiscate any electronic devices and to revoke usage privileges for anyone in violation of policies and procedures detailed in and/or in the spirit of the Acceptable Use Agreement.

Device as an Academic Tool

- It is understood that electronic devices are intended for educational use. Additionally, devices must comply with the following:
    - Screensavers, backgrounds, and displays must be in alignment with the generally accepted understanding of school appropriate content. Disputes related to determinations of school appropriate content will be resolved by the site level administrator.
    - Any non-school related music, games, or other activities are prohibited during school hours, unless otherwise authorized by a site level authority.
    - Only games and applications which in no way contradict the accepted understanding of school appropriate content are allowed at any time.
    - Overwriting of content will occur during update and maintenance of devices belonging to FMES. FMES makes no guarantee that content will be preserved.
    - All education related content should be saved on school servers, drives, or other appropriate off-device storage.
    - Storage space will be allocated for educationally related use only.
    - FMES technology staff cannot provide support for off-site technical matters, websites and applications not of its creation, or non-school issued equipment.

Web 2.0 / Social Media Use

FMES may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

- Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline.
- Posts, chats, sharing, and messaging may be monitored.
- Engaging in and/or participating in cyberbullying is prohibited.
    - Cyberbullying is defined as the use of electronic communication to bully a person, typically by sending messages of a threatening or intimidating nature.
    - Cyberbullying will be subject to disciplinary action.

Document and File Storage

FMES offers both local and cloud storage for the students and employees.

- Cloud storage is intended for the convenience of teachers and students as they store classroom work and other publicly available files.
- Local storage is intended for sensitive documents and files including anything specific to a student or employees personal information.
- Examples of files appropriate to store to the cloud include:
    - Student work, lesson plans, assignment details
    - Class notes, newsletters, school calendars

Examples of files that should NOT be saved to cloud storage include but are not limited to: • Any files containing personally identifying information such as social security numbers, addresses, grades, medical data, or behavioral information.

- Should there be a question as to whether a file is appropriate for cloud storage, contact the Technology Department, or err on the side of caution and save only to the local file server.

Prohibited Uses and Right of Inspection

FMES reserves the right to examine the contents of the file server, email, computers, and mobile devices used by FMES students/staff. Random audits of all resources owned by FMES will occur and should be expected by all users. Detailed examination of personal electronic devices will only occur when there is reason to suspect an activity or material that violates any of the school's code of conduct or the law. The following are explicitly forbidden at all times while using any FMES device, and when using any device while on school property, when representing FMES in any capacity, and/or when attending or participating in a school event.

Anyone engaging in any of the following will be subject to disciplinary action:

- Accessing, sending, or distributing materials that may be deemed illegal, defamatory, abusive, offensive, threatening, pornographic, obscene, or sexually explicit.
- Engaging in illegal activities. Engaging in activities in violation of copyright or trademark laws.
- Taking, sending or distributing inappropriate, illicit, or sexually explicit photographs or videos.
- Using devices with the intent and/or result of embarrassing or maligning anyone.
- Taking photos of or recording anyone without their express permission.

- Using any recording device in areas assumed to be private such as bathrooms, locker or changing rooms, regardless of intent.
- “Hacking.” Hacking includes malicious use of the FMES network or property with personal devices or with devices belonging to FMES to develop programs or infiltrate a computer or computer systems and/or damage network or device components.
- Attempting to gain unauthorized access to any wireless network, school owned device, or account.

Limitation of Liability

FMES makes no warranties of any kind, express or implied, that the functions or the services provided by or through FMES will be error free or without defect. FMES will not be responsible for any damage users may suffer including, but not limited to, loss of data or interruption of service.

FMES is not responsible for financial obligations arising through the unauthorized use of the system. The FMES website, intranet, and network are to be used for educational purposes only. These resources will contain links to other sites that may be of educational interest to employees and students. FMES is not the author of or otherwise associated with linked sites and is not responsible for the material contained in or obtained by these linked or searched sites.

Violations of the Acceptable Use Agreement

Violations of this Acceptable Use Agreement may have disciplinary repercussions, including but not limited to:

- Suspension of network, technology, or computer privileges (all users)
- Loss of device use for a determined period of time (students)
- Notification of parents (students)
- Detention or suspension from school and school-related activities (students)
- Legal action and/or prosecution (all users)
- Financial restitution (all users)
- Confiscation of personal electronic devices

Network Etiquette

Students/staff are expected to abide by the generally acceptable rules of network etiquette:

- Be polite and use appropriate language. Do not send, or encourage others to send, abusive messages.
- Be brief.
- Strive to use correct spelling and make messages easy to understand. • Use short and descriptive titles for articles
- Post only to known groups or persons.
- Respect privacy. Do not reveal any home addresses or personal phone numbers or personally identifiable information.
- Avoid disruptions. Do not use the network in any way that would disrupt use of the systems by others.

- Report any misuse to the teacher, administration or system administrator, as is appropriate. • Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Students/staff will keep logins, passwords and personal information confidential.

Signature of Agreement

Staff: I have received and read the Technology Acceptable Use Agreement. I accept full responsibility for use of the electronic information services when not in a school setting.
Staff Name (print) _____
Signature _____ Date _____

I.D./Tag #	Item Description	Serial #	Model Name/#	Color	Qty

Parent: I have received and read the Technology Acceptable Use Agreement. I accept full responsibility for supervision if, and when, my child's use of the electronic information services is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____
Signature _____ Date _____

STUDENT: I understand that violations of the rules stated in the Agreement may result in disciplinary action and my use of the technology resources may be suspended or permanently revoked.
Student Name (print) _____
Signature _____ Date _____

I.D./Tag #	Item Description	Serial #	Model Name/#	Color	Qty