



## Student Technology Responsible Use Agreement School Year 2019-20

All DCPS students must use DCPS computers and other DCPS technology (“DCPS devices”) and the DCPS network responsibly, under the guidance of teachers and DCPS staff, as follows:

### **I am responsible for keeping DCPS devices in good condition.**

- I will treat my DCPS device with pride and respect, taking care not to drop it.
- I will follow school rules about checking out and returning my DCPS device.
- I will not eat or drink near my DCPS device.
- I will not write, draw, or put stickers on my DCPS device.
- I will protect my DCPS device’s screen by closing it when carrying it from place to place.
- I will not lean on or place anything heavy on top of my DCPS device that could damage the screen.
- I will not damage accessories such as headphones, stylus pens, and keyboards.
- I will immediately report to a teacher or staff member if my DCPS device is damaged or not working properly.

### **I am responsible for my DCPS accounts.**

- I will not share my username or password with anyone.
- I will save my work and log out of all of my accounts and programs when I am finished working.
- I am responsible for all activities done through my accounts.
- I will tell a teacher if I think or know someone has used my account.

### **I am responsible for helping to protect the security of the DCPS network.**

- I will not download, install, or run any type of files, including music and video files, websites, software, apps, browser extensions, or media, unless a teacher gives me permission.
- I will not download or install applications or browser plug-ins to bypass the internet content filter, try to change security settings or internet content filters, or interfere with the network in any way.
- I will not insert USB drives (also known as flash drives, thumb drives, jump drives, data sticks, or other names) into my device unless specifically approved to do so by my teachers.

### **I am responsible for my use of the DCPS network.**

- I will not search for, retrieve, save, circulate or display hate-based, **offensive lewd, vulgar,** or sexually-explicit material.
- I will not search for, retrieve, save, circulate or display images or information about weapons or illegal drugs unless a teacher gives me permission as part of a school assignment.
- I will not use the DCPS network to engage in any illegal or criminal acts, including, but not limited to, gang or crew activity, threatening the physical safety of another person, or computer hacking.
- I will not access online games unless these activities are related to a school lesson or coursework and a teacher or staff member is supervising the activity.
- I will not access social media, messaging apps, or group chats unless it is related to schoolwork and a teacher gives me permission. This includes, but is not limited to, Facebook, Twitter, Instagram, TikTok, Snapchat, WhatsApp, Kik, Telegram, and Tumblr.

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### **I am responsible for my language and how I treat other people online.**

- ~~I will be respectful of my peers by not writing anything or posting images that may be mean or hurtful to or about another person online or in my course work.~~
- I will not create, display or transmit any images, sounds, or messages, or other material that are sexually explicit, pornographic, obscene, or use profane language.
- ~~I will not create, display or transmit any images, sounds, or messages, or other material that could create an atmosphere of harassment or hate.~~
- I will not bully or harass other people by sending, sharing or posting hateful, ~~or~~ harassing messages, ~~or make~~ discriminatory or derogatory messages. ~~remarks about others online while in school or out of school.~~
- ~~I will not use social media, messaging apps, group chats, and other websites outside of school in a way that negatively impacts my school community.~~
- I will tell a teacher or staff member if I see bullying or anything hurtful or dangerous to another student online. [ ← “DCPS will ... make[] it clear that students are ‘encouraged’ to report any such infractions ... that all reports are handled confidentially, and that retribution against them for making a report will not be tolerated in any manner... .”]

### **I am responsible for being honest while I am online.**

- I will not pretend to be ~~anyone else online~~ any specific other person online with the intent to deceive. This means I will not send an email, create an account, or post any words, pictures, or sounds ~~using someone else’s name or picture~~ account, name, or picture in order to make anyone believe I am that person.
- I will not use another person’s login name or password.

### **I am responsible for respecting other people’s property online.**

- I will not plagiarize or use others’ work without properly referencing it.
- I will not download materials that are owned by other people without permission (e.g. protected by copyright), including books, music and movies.
- I will not read, modify, or remove files owned by teachers or other students without permission.
- If I see another person’s work on a computer screen or see that another student is logged into the computer, I will notify a teacher or staff member and wait to use the computer until the other student has been logged off.

### **I am responsible for following school rules whenever I post anything online using a DCPS Device or the DCPS network.**

- I will not post any material on a school website, wiki, blog, podcast, social media account, or discussion group without permission from a teacher or staff member.
- I will not post pictures or recordings, including my picture or videos of me, with my name or any other identifying information.
- I will not create or post pictures, audio recordings, or video recordings of anyone else without permission.

### **I understand that DCPS may be able to access my DCPS Device, files, and accounts.**

- I understand that under certain circumstances, DCPS staff may be allowed to search and access all files located on the DCPS network or saved on DCPS Devices at any time.
- I also understand that under certain circumstance, DCPS staff may be authorized to search my personal media account or device, or require me to produce data from my personal media account or device if:
  - DCPS staff has a reasonable suspicion that I am or have been using the account or device to violate DCPS policy (e.g., Bullying Prevention Policy) and a reasonable suspicion that my account or device contains evidence of the suspected violation; or
  - It is necessary to do so in response to an imminent threat to life or safety.



## Student Technology Responsible Use Agreement

### ACKNOWLEDGEMENT FORM

#### STUDENTS:

I have read the Student Technology Use Agreement, or someone has read and explained it to me. I agree to use DCPS devices and the DCPS network responsibly under the rules listed in the Agreement. I understand that if I do not follow these rules, I may face consequences under DCPS discipline rules and policies, including Chapter 25, and my use of DCPS devices and the DCPS network may be restricted.

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

#### PARENTS/GUARDIANS:

I have read and discussed the Student Technology Use Agreement with my student. I understand that if my student fails to follow any of these rules, they may face consequences under DCPS discipline rules and policies, including Chapter 25, and their access to DCPS devices and the DCPS network may be restricted.

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_