



1211 Hawaii Ave.  
Alamogordo, NM 88310

Phone: 575-812-6031

## **Alamogordo Public Schools Acceptable Use of Technology Resources Agreement**

### **Overview**

At Alamogordo Public Schools, we believe that every child should have access to technology to develop digital skills that will prepare them for a successful future in education and the workplace. As a part of our commitment to providing students, teachers, and staff with access to digital resources that will promote educational excellence, innovation, and communication, we provide computing systems, internet connectivity, and a variety of hardware and software otherwise known as, electronic information services (EIS). Before being permitted to use (EIS) provided by the school district, students and staff must review the Acceptable Use of Technology Resources Agreement and agree to the terms of use. Students will be required to review the policy with a parent or guardian as cosigner.

### **Internet Safety**

In effort to protect our students from potentially harmful or inappropriate internet materials, APS utilizes technology protection measures. The internet filtering system in place on all school computers and content controls used by APS meet federal standards established in the Children's Internet Privacy Act (CIPA). Additionally, it is the responsibility of APS staff to actively monitor student use of (EIS) when on the school premises. APS expects all users of (EIS) to be responsible, ethical, and safe digital citizens.

### **Digital Citizenship**

APS teachers and staff members are committed to educating students on how to use the internet and technology safely and responsibly. Each student will receive instruction on ethical online behavior, appropriate online communication with others, how to recognize and report cyberbullying, and overall internet safety.

### **Acceptable Use. *Each user must:***

- Use the (EIS) to support personal educational objectives consistent with the educational goals and objectives of the School District.
- 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 by obtaining written permission from the author or publisher to use copyrighted material as well as refrain from plagiarizing other's work. (agree not to submit other's work as your own.)



(Cont.)

- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private. All messages, whether composed, sent, received, or housed in the email account provided by APS are subject to be monitored by district employees.
- Not use the network in any way that would disrupt the use of the network by others.
- Understand that users may be held responsible for any intentional damages to the (EIS) provided by the district.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Not use the (EIS) for commercial purposes.
- I understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

*In addition, acceptable use for District employees is extended to include requirements to:*

- Maintain supervision of students using the (EIS).
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance, file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

**Policy Violations:**

- I understand that inappropriate use or any violations of this user agreement may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

**Personal Responsibility.**

I will report any misuse of the (EIS) to the administration or system administrator, as is appropriate. I understand that many services and products are available for a fee and acknowledge my Network etiquette.



**Network Etiquette.**

I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

*Be polite and use appropriate language.*

- I will not send, or encourage others to send, abusive messages threatening another person or participate in cyber bullying.

*Respect privacy.*

- I will not reveal any home addresses, personal phone numbers, or personally identifiable information.

*Avoid disruptions.*

- I will not use the network in any way that would disrupt use of the systems by others.

**Services.**

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) is used and bears the risk of reliance on the information obtained.

**References:**

Legal Ref.:20 U.S.C. 9134, The Children's Internet Protection Act 47 U.S.C. 254, Communications Act of 1934 (The Children's Internet Protection Act)

Board Policy Cross Ref: I-6400 IJND-Use of Technology Resources in Instruction

I-6411 IJNDB-R Regulation Use of Technology Resources in Instruction

I-6431 IJNDB-E Exhibit Use of Technology Resources in Instruction

J-2550 JCID Cyberbullying Prohibition and Prevention



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## **Parent and Student Notification of Use of Technology Resources in Instruction Acceptable Use Agreement**

I have read and agree to abide by the School District policy regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the stated terms and conditions may result in disciplinary action and the revocation of my use of electronic information services.

The user agreement of a student who is a minor must have the signature of a parent or guardian who has read and will uphold this agreement.

### **Parent or Guardian Cosigner**

As the parent or guardian of the above named student, I have read this agreement and discussed it with my child. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the (EIS) to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.) I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.



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## **Alamogordo Public Schools Parental Consent for Online Educational Services**

Dear Parents/Guardians,

As you know, technology skills are essential understandings needed for all learners to become future ready. At Alamogordo Public Schools, we strive to use technology in ways that will enhance learning and provide students with skills that they will need in higher education and their future careers.

Our teachers and staff use many applications, platforms, software, and websites (otherwise known as online educational services) to allow students to collaborate on school projects, communicate with their teachers and one another, as well as to continue learning, regardless of their location.

Included below is a link to the district approved list of possible online educational services that your child's teacher may utilize within his/her classroom this school year. Several online services require the school to receive parental consent in order to add students as users. To access the comprehensive list identifying the parameters set by each service within their privacy policies and terms of service please go to <https://bit.ly/20-21-OES>



## **Device Usage Terms and Conditions**

**I understand that my child will be issued a school-owned device and will ensure that the following terms and conditions are followed.**

### General Use

- I have read and agree to follow the APS Acceptable Use Policy and all other district policies related to technology and information security.
- I understand I am permitted to take my device home, but am responsible for its safety and security when I do so.
- I understand that leaving the device in a car can promote theft and damage from temperature extremes, and I will protect my assigned device from these dangers.
- I understand I am expected to protect my device from misuse, damage and theft.
- I agree to carry my device in a manner that minimizes the chance of damage.
- I will not share any passwords related to my device or District-Owned software.
- I understand if my device is lost or stolen, I will immediately notify my Principal and file a police report.
- I understand if my device is lost, stolen, or willfully damaged, I may be responsible for reimbursing the District for costs of replacement or repair of my device based on fair market value.
- I understand that I assume accountability and responsibility for any equipment I check out.
- I understand that I am responsible for backing up any and all files on my Chromebook.

### Connectivity and Repairs

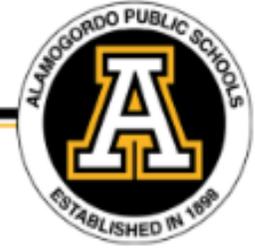
- I understand this device can be connected to my home Wi-Fi.
- I understand the APS Technology Support Services staff is not responsible for my home access or for setting up connections outside of the District.
- I understand I am not to install any software on this computer without written permission from the Technology Support Services Department.
- I understand APS is not responsible for any failure, service interruptions, loss of data, loss of use, or any other consequences whatsoever resulting from any cause.
- I understand I am responsible for the appropriate use of my device, including anything stored on the machine by anyone, for any length of time.
- I understand any repair will be handled through the APS Technology Support Services Department.
- I also understand some devices are beyond repair and there may be a gap in availability of a device. The Technology Support Services Department will make every effort to provide a replacement unit based on the availability of reserve equipment or budget.

I understand I must return my device to the school office/department if I disenroll.

I understand that I must return my device to school upon disenrollment or at the end of the school year.

I understand and agree to the APS Acceptable Use Policy and the terms and conditions that govern the operation of my device.

\*If the student is a minor, the parent/guardian may agree on the student's behalf.



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## **NOTICE REGARDING PARTICIPATION IN VIRTUAL SMALL GROUP LESSONS/TELESERVICES/TELEPHONIC INSTRUCTION**

Dear Parent,

Your child may be participating in virtual small group lessons/teleservices/telephonic instruction as a part of Alamogordo Public Schools' efforts to continue providing your child's educational services during this time of national and state emergency, and the suspension of Alamogordo Public Schools' normal school operations, all resulting from the COVID-19 Pandemic. It may be necessary for your child to be visible on camera for virtual instruction, or to be heard during telephonic small group instruction, and your child may be seen and/or heard by others at the other virtual/teleservice/telephonic learning locations. Additionally, the email address and name used for the sign-in (if needed) may be retained by Zoom, Google Hangout/Meets, and other Educational Platforms. Through your child's participation in these activities, you agree to the following:

- I agree and consent to my child's participation in virtual small group lessons/teleservices/telephonic instruction
- I agree and consent to any inadvertent release of confidential information about my child that may occur as the result of virtual small group lessons/teleservices/telephonic instruction.
- I agree and consent to the audio or video recording of my child's image and/or voice by the school provider conducting the virtual/teleservice/telephonic session for educational purposes only.

Through your child's participation in these activities, you further acknowledge and agree to abide by the following standards and expectations:

- You may observe your child and other students during small group virtual lessons.
- During the time that you observe a small group virtual lesson, you agree to not interrupt instruction by talking to the teacher or any other person in the virtual classroom or instructional space, and you agree to refrain from any activity that may disrupt the session and will discontinue any such activity if requested by the school provider.
- You agree to not audiotape, videotape, record, or photograph, in any manner, the virtual/teleservices/telephonic group lesson or any communications related to the set up or closing of the session by the school provider.
- You agree to respect every child's right to privacy, and agree to not discuss your observations or any confidential information inadvertently obtained during the virtual group lesson.
- If you have concerns about your child or other students observed, you agree to only discuss your concerns with your child's teacher or therapist, case manager, and/or campus administrator.

In providing consent for my child's participation in virtual small group lessons/teleservices/telephonic instruction, and consent for any inadvertent release of confidential information about my child that may occur as the result of virtual small group lessons/teleservices/telephonic instruction, I acknowledge the following as demonstrated by my initials before each line.



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In providing consent for my child's participation in virtual small group lessons/teleservices/ telephonic instruction, and consent for any inadvertent release of confidential information about my child that may occur as the result of virtual small group lessons/teleservices/telephonic instruction, I acknowledge the following as demonstrated by my initials before each line:

- I understand and agree to my child's participation in virtual small group lessons/teleservices/ telephonic instruction.
- I understand that the granting of my consent is voluntary and may be revoked at any time. If I revoke my consent, I understand that the revocation is not retroactive and does not negate an action that has occurred after my consent was given and before my consent was revoked.
- I have been provided a copy of the Notice of Procedural Safeguards in my native language and my rights have been explained to me.