

TAF@SGH Appropriate Use Policy

TAF@ considers the use of digital technology to be essential in delivering STEM based instruction. It is the policy of TAF@ to create a learning environment that promotes safe, ethical, and responsible use of digital resources.

TAF@’s Appropriate Use Policy – What does it mean?

In General-

- Laptops and digital tools are the property of TAF@SGH.
- The privilege of access to the school network and Internet is tied to responsibilities.
- Students are held accountable to all school, district, state and federal laws.
- Any and all activity on laptops and network is tracked by school and district.
- Students are expected to follow all guidelines set forth by staff regarding digital technology usage.
- Laptops will be audited on regular basis for state of repair, and appropriate use.

TAF@ User Guidelines-

Student Expectation	Examples of Appropriate Behavior	Examples of Inappropriate Behavior
Respect Digital Technology	<ul style="list-style-type: none"> ● Using two hands when carrying laptops. ● Making sure that the laptops are on a flat, stable surface while in use. ● Shutting down and charging computer each day. ● Using care when inserting power adapter into laptop and removing from sockets. 	<ul style="list-style-type: none"> ● Defacing the laptop in anyway- marring, marking, drawing on any surface. ● Removing rubber parts, stickers or labels. ● Removing keys from keyboards. ● Pulling power cord out by cord instead of plug end.
Use digital technology in an ethical manner	<ul style="list-style-type: none"> ● Obeying copyright laws. ● Being respectful of content created in team projects. ● Saving content in appropriate areas on network or web spaces. 	<ul style="list-style-type: none"> ● Disrupting or harassing other users: hacking, abusing software, downloading or altering files, introducing viruses. ● Creating or accessing material that includes: obscene language/images, firearms/weapons, drugs/alcohol, and gang logos/materials.
Respect Privacy and others’ property	<ul style="list-style-type: none"> ● (Each student) using his/her own laptop. ● Keeping logins and passwords private (except sharing with parents/guardians.) 	<ul style="list-style-type: none"> ● Sharing personal information including logins or passwords (except with parents/guardians or TAF@ staff.) ● Using anyone else’s laptop for any reason. ● Making any additions, modifications or deletions except in the student’s own document folders. ● Sharing files unless directed by the teacher.
Practice responsible use of digital resources and the Internet	<ul style="list-style-type: none"> ● Following TAF@ Digital Citizenship guidelines. ● Bringing to attention of staff any concerns about safety or repair of laptops promptly. ● Using shared spaces to help fellow students and community. 	<ul style="list-style-type: none"> ● Accessing social media or sites unrelated to classroom work or academic achievements. ● Viewing pornography. ● Sending e-mails, instant messages, (unless directed by a staff member.) ● Playing online games (unless directed by staff member.) ● Use of a proxy server is unacceptable at all times.

TAF@ Technology Discipline Hierarchy-

TAF@ integrates technology into school so extensively, it is essential that each student have access to technology to be successful. Discipline will be applied in a manner that educates the student on proper use, and modifying behaviors. If a student chooses to violate of the TAF@ Appropriate Use Policy in any way, the following discipline hierarchy will be applied.

Important point to review-

- Laptops, internet and network activity will be monitored and tracked.
- Throughout the duration of the disciplinary sanction:
 - Students may not use anyone else's laptop.
 - Work must be completed regardless of length of discipline.
 - Students must prove trustworthy before earning back privileges.

Level of Discipline	May be given when the student places any technology item at risk of damage or loss, exhibiting the following behaviors:
Verbal Warning	<ul style="list-style-type: none"> ▪ Commits a minor violation. ▪ Needs a reminder or redirection to follow rules. ▪ Deserves another opportunity to improve behavior.
Processing (student reflects in writing)	<ul style="list-style-type: none"> ▪ Repeats behavior after a verbal warning was given. ▪ Needs time to think or cool down in order to change the behavior.
School Detentions, Office Referral or revocation of laptop privileges. ❖ Note: A school administrator reserves the right deem any student action 'gross negligence' following proper investigation. Gross negligence violations are subject to a greater school sanction.	<ul style="list-style-type: none"> ▪ Repeats behavior after a verbal warning and processing was given. ▪ Demonstrates negligence with care, use, safety, or respect for technology and both verbal warnings and processing has not proven effective. ▪ Demonstrates gross negligence (intentional in nature) with care, use, safety or respect for technology.

Student Name (printed) _____ Student ID # _____

Student Signature _____ Date- _____

Parent/Guardian Name (printed) _____

Parent/Guardian Signature _____ Date- _____

FWPS Electronic Information System

User Agreement for Students

Access to the District network and its electronic information system, including Internet access and email, will enable students to explore thousands of online libraries, databases, and other resources. The District network, both wired and wireless, is provided for students to conduct research and collaborate with others in building 21st century skills aligned with the educational goals of the District. Access is a privilege – not a right. Students are responsible for acceptable behavior online just as they are in a classroom or on school grounds. Being a digital citizen demands responsible engagement by individuals with their personal conduct.

Use of the electronic information system is not confidential and District staff may access electronic files or communication for any reason. To support the District's purpose of making system resources and Internet access available to further educational goals and objectives, filtering and monitoring systems will be utilized to prioritize use of the District network. All use of the electronic information system must conform to State and Federal law, network provider policies, and these guidelines:

RESPONSIBLE USE GUIDELINES

1. Do not share any personal information or user logon information with others.
2. Do not use logon information of other students or staff, or otherwise circumvent security measures in place.
3. Treat content created by others as the private property of the creator. Respect copyrights laws and privacy of other users and cite all resources used.
4. Do not destroy, modify, vandalize or abuse the hardware, software, or District network in any way. Do not perform any action that could disrupt operation of the electronic information system by others.
5. Do not send, access or publish inappropriate material, which includes, but is not limited to, illegal, abusive, bullying, harassing, obscene, discriminatory, or pornographic material.
6. Use the District network strictly for educational purposes consistent with the District goals. Use for personal profit (selling or purchasing), commercial or political purposes is prohibited.
7. Protect your personal equipment and use it in compliance with these guidelines and all District policies. The District is not responsible for any loss or damage to personal devices.
8. Remember that there are long-lasting implications to publishing in the online environment.

Violations of the above Responsible Use Guidelines may result in loss of access privileges, progressive discipline according to District policy, and/or legal action. All students under the age of 18 must obtain parent/guardian signed permission and return this form to their school. Students 18 and over may sign their own forms.

We have read and understand these Responsible Use Guidelines. By signing this document I consent for my student to appropriately use the District electronic information system that is designed for educational purposes. Your child may have schoolwork that will be published on the Internet. By agreeing to these guidelines, you agree to allow the District to publish your child's schoolwork on District resources.

Student Name (Please Print)	Signature	Student ID #	Date
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Parent/Guardian Name (Please Print)	Signature		Date
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