

eResponsible User Agreement :: Woodburn School District

The device program at Woodburn School District provides tools and resources for students and staff members. The policies, procedures and information within this document apply to all devices used at Woodburn School District. Teachers may set additional parameters for use in their classroom. Principals may set additional parameters for use in their buildings.

The use of the Woodburn School District’s resources is a privilege. Students and staff may not give anyone else permission to use a Woodburn School District device. Student use of Woodburn SD devices terminates when a student is no longer enrolled in the district. Staff use of WSD devices terminates when a staff member is no longer employed by the district. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, and the appropriate disciplinary action shall be taken.

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1 Device Responsibilities

1.1 Parent/Guardian Responsibilities

Talk to your children about your values, standards, and expectations. These values, standards, and expectations should apply to their use of devices and media in and out of school. Be clear with your children. The school district cannot be responsible for enforcing your family values and standards due to the variety in thoughts and opinions of our community.

1.2 District Responsibilities

- Provide filtered Internet to staff and students at school.
- Provide online storage areas. Woodburn School District reserves the right to review, monitor, and restrict information stored on or transmitted via Woodburn School District owned equipment and spaces and to investigate inappropriate use of resources.
- Help ensure compliance of the Responsible User Agreement.
- Repair and reissue devices owned by the district. If you choose to use your personal devices at school, maintenance, repair and replacement will be your responsibility and not that of the district technology department or your school.

1.3 Student Responsibilities

- Take proper care of district devices. Purposely breaking or dismantling devices will have consequences.
- Use devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication.
- Help Woodburn School District protect the computer system and devices by contacting a member of the technology department about security problems.
- Monitor activity on your accounts.
- Secure your device.
- Report inappropriate, questionable, and abusive content in communication and online.
- Students who transfer, withdraw, are suspended or expelled, or otherwise terminate enrollment at Woodburn School District for any reason must return the device and accessories on the date of termination.

2 Receiving and Returning Your Device

2.1 You and your guardian must read the Responsible User Agreement and Student/Parent Acknowledgement and Student Pledge documents before the device is issued. If you choose to use your personal devices at school, maintenance, repair and replacement will be your responsibility and not that of the district technology department or your school.

2.2 If you fail to return the device at the end of the school year or upon termination of enrollment, you may be subject to fees associated with the replacement of the device.

3 Device Care

Devices that malfunction or are damaged must be reported to district tech support immediately. The school district will be responsible for repairing devices that malfunction. See Section 8 of this Agreement for costs to families for damaged devices.

Devices that are stolen must be reported immediately to the Woodburn School District technology department and the Woodburn Police Department. The family notifies police and then contacts the district. Please include a police report number.

3.1 General Precautions

- The device is district property.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Woodburn School District.
- Keep your device secured at all times.
- Consistently charge your device battery.

3.2 Student devices must always be in the district-provided sleeve and/or bag when transported.

3.3 The screen is particularly sensitive to damage from excessive pressure.

- Do not lean on the device.
- Keep only the device in the protective sleeve and only the charger in the outer pocket.
- Clean the screen with a soft dry cloth.

4 General Care and Information about Services

4.1 Devices must be brought to school fully charged each day and brought to applicable classes.

4.2 If you leave your device at home, you are still responsible for getting the course work completed. A loaner device will not be provided. Loaner devices may be issued if you leave it for repair.

4.3 Email is provided for everyone in the district. There is no expectation of privacy. All emails are kept for a period of time. The district reserves the right to view patrons' messages. Use of the email system for harassment, bullying, or any other inappropriate use is prohibited and will result in disciplinary actions.

4.4 You may not take photos or videos of anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. In addition, photos and video

taken with the device may not be used to slander, bully, or denigrate any student, staff member, or anyone on or off the campus at any time. Law enforcement will be involved as necessary.

4.5 Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures anywhere on district devices will result in disciplinary actions.

5 Data Management - Students

5.1 The school district only enters into agreements requiring student data based on the best interest of the child's learning. By signing this agreement, parents give permission to have their child's Woodburn username, password, birthdate, and district identification number shared with third parties. A full list of contracted companies can be found along with any service and privacy policies on the district website.

5.2 Woodburn SD provides effective web-based tools and applications for learning. Our district uses several web-based services operated not by Woodburn, but by third parties. In order for our students to use these services, certain personally identifiable information must be provided to the web site operator. Under a federal law entitled the Children's Online Privacy Protection Act (COPPA) these websites must obtain parental consent before collecting personal information from children. The law permits school districts to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. We are seeking your permission regardless.

5.3 Third party solutions may include large language models using artificial intelligence. Teachers are guided to be aware of how these models learn and what kind of data they should and should not be uploading.

5.4 Students in Woodburn School District are taught to keep their passwords secure. Every effort is made to be consistent about this instruction. It should be reinforced at home. Parents can find resources about media literacy and citizenship at [Common Sense Media](https://www.common sense media.org/) <<<https://www.common sense media.org/>>>

6 Apps, Extensions, and Software

6.1 The apps and extensions originally installed by Woodburn School District must remain on the device in usable condition and be easily accessible at all times. The school may add apps and/or extensions.

6.2 If technical difficulties occur, the device will be restored from a Woodburn backup. All personal apps and extensions will be lost. The Woodburn School District is not responsible for the loss of apps or documents deleted due to a reformat, repair, or re-image.

6.3 You may be required to check in your device for periodic updates and syncing.

7 Student and Staff Expectations

7.1 Activities strictly prohibited

- Illegal installation or transmission of copyrighted materials
- Breaking or dismantling a district device
- Any action that violates Board policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Plagiarism
- Sending or posting mass or inappropriate messages
- Gaining access to other patron accounts, files, and/or data
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity
- Anonymous and/or false communications
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior
- Vandalism
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass/demean others
- Bypassing the district's content filter or surveillance systems
- Taking photos or video of other students, staff, or anyone without their permission

7.2 Legal Propriety

- Comply with trademark, copyright laws, and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, parent, or administrator.
- Plagiarism is illegal. Give credit to all sources used, whether quoted or summarized. This includes all forms of media.
- Use or possession of hacking software is strictly prohibited and violators will be subject to applicable state or federal laws that may result in criminal prosecution or disciplinary action by the Woodburn School District.

7.3 Offenses will be handled on a case-by-case basis. Discipline will follow school district policy.

8 Cost of Repairs

8.1 The family will be billed a fee and/or another consequence shall be ordered by the school or district administration in accordance with the discipline policy.

NOTE: Full cost for repair or replacement may be charged when damage occurs due to gross negligence, intentional destruction, or willful misconduct as determined by the administration.

Costs for damage will be billed as follows:

Screen replacement: \$35

Keyboard/key replacement: \$35

Camera/microphone replacement: \$35

Port replacement: \$250

Device replacement: \$250

iPad replacement: \$279

In the event the device, cover, sleeve or cables are lost or stolen, the family may be billed the full cost of replacement as determined by the school district administration.

9 Responsible User Agreement :: Staff, Student, and Parent Acknowledgement

STUDENTS: I have read and will abide by the device Responsible User Agreement. I further understand that any violation of the agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and district/school disciplinary action and/or appropriate legal actions may be taken.

PARENTS/GUARDIANS: I have read and agree to assist my child in understanding and abiding by Woodburn School District's Acceptable Use Agreement.

I authorize the District to provide consent to third parties under COPPA including Google Apps for Education.

I recognize that some materials on the Internet may be controversial and objectionable and that, while every attempt will be made to block inappropriate sites, it is impossible for the Woodburn School District to restrict access to all controversial and objectionable materials.

I understand that improper or inappropriate use of technology equipment and the district system by my child may result in revocation of his/her technology privileges and the imposition of school discipline, criminal penalties, or civil penalties.

I accept all financial and legal liabilities that may result from my child's use of the Woodburn School District equipment and technology system. I release the Woodburn School District, its officers, employees, agents, representatives, and all organizations and individuals related to the Woodburn School District's technology system from any and all liability or damages that may result from my child's use of the district's equipment and electronic communication system. I specifically agree to indemnify and hold the Woodburn School District, its officers, employees, agents, and representatives harmless for any actions, claims, costs,

damages, or losses, including, but not limited to, attorney's fees, incurred by the Woodburn School District relating to, or arising out of my child's use of such equipment and system.

Woodburn School District Staff and Student Pledge for Device Use

I will never leave the device unattended.

I will never loan out my device.

I will charge my device battery daily.

I will keep food and beverages away from my device.

I will not disassemble my device or attempt any repairs.

I will protect my device by only carrying it while in the sleeve and bag provided.

I will use my device in ways that are appropriate and meet Woodburn School District expectations.

I will not deface the serial number or device label.

I understand that my device is subject to inspection at any time without notice and remains the property of the Woodburn School District.

I will follow the policies outlined in the device Responsible User Agreement while in and out of school.

I will file a police report in cases of theft and vandalism.

I will be responsible for all damage or loss caused by neglect or abuse.

I will return the device, sleeve, bag, and power cords in good working condition.

I will protect my personal information and that of others in the school district.

In the case that you do not agree with the stipulations above, please state so in a letter by September 15 of each year your student is enrolled at Woodburn School District. The letter should be addressed to Woodburn's ITS Department: 1390 Meridian Drive; Woodburn OR 97071 and should include the following:

Your name and relationship to the child (where applicable)

The name of the child (where applicable)

A statement acknowledging your desire to forgo your and your student's use of technology including any digital curricula and other third party services

Your signature