

Fontana Unified School District  
Student Acceptable Use and One to One Laptop Distribution Agreement  
Early Education Programs thru Grade 12

**LARK**

**Legal, Appropriate, Responsible, Kind**

The Fontana Unified School District (District) supports instruction through the use of technology to provide students with access to people and material from all over the world. The District believes that information and interaction promotes educational excellence that is consistent with the goals of the District. To this end, the Board of Education encourages the responsible use of computer, telephone, and other electronic systems and resources (Information Systems) including the Internet, in support of the mission and goals of the District and its schools. The District complies with federal and state laws including, but not limited to, the Children's Internet Protection Act (CIPA), Neighborhood Children's Internet Protection Act (NCIPA), and Children's Online Privacy Protection Act (COPPA).

The District expects all students to use Information Systems, including the Internet, responsibly in order to avoid potential problems and liability. Efforts are taken to protect students from inappropriate materials, but it is impossible to completely protect students from material that is not consistent with District goals. The District may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

The use of District Information Systems is a privilege, not a right. This privilege may be withdrawn if it is not used responsibly. Each student who is authorized to use District Information Systems and his/her parent/guardian shall sign this Acceptable Use Agreement (AUA) on an annual basis as an indication that they have read and understand the agreement.

**LARK** provides general principles and guidelines that students are expected to follow:

**Legal** – My student and I will

- Respect copyright laws
  - by copying text, pictures, music, and videos only with permission
  - by showing where I found information (text, pictures, music, videos)
  - by getting permission to take pictures or videos of others

**Appropriate** – My student and I will

- Use all computer, telephone, and other electronic systems and resources (Information Systems) including the Internet with the teacher's permission and for educational purposes only.
- Use District Information Systems as a tool for learning.
- Only use applications and visit websites that are assigned by my teacher for educational purposes.
- Follow online safety guidelines that my teacher has taught me.

**Responsible** – My student and I will

- Be a responsible Digital citizen.
- Keep all personal information private, including passwords, user IDs, full name, date of birth, home address, and phone numbers. I will also keep private the address, phone number, or names of other students or teachers.
- Respect, care for, and use appropriately all computer, telephone, and other electronic systems and resources (Information Systems) including the Internet.

- Tell an adult if I see, read, or hear anything on the computer or Internet that is inappropriate or that makes me feel uncomfortable, sad, scared, or unsafe.

**Kind** – My student and I will

- Be polite to others who I communicate with using the computer or Internet.
- Use appropriate language at all times when writing or communicating with others. I will be respectful by showing that I care about another person’s feelings.
- Tell an adult if I see, read, or hear others teasing, embarrassing, or bullying.

## **FUSD Rights and Responsibilities**

It is the policy of the District to maintain an environment that promotes ethical and responsible conduct of Information Systems activities by students. Accordingly, the District recognizes its legal and ethical obligation to protect the well-being of students and employees in its charge. To this end, the District retains the following rights and recognizes the following obligations:

1. To monitor usage and log network activity to determine, from time to time, whether specific uses of Information Systems are consistent with Board Policy 4040 and this AUA. Monitoring consists of the following:
  - a. Real-time monitoring of Internet, web, e-mail, and network activity and/or maintaining a log for later review.
  - b. Inbound and outboard District electronic mail for viruses and/or offensive material.
2. To provide guidelines and make reasonable efforts to train students in acceptable use policies and practices.
3. To remove user access to Information Systems for violation of District policy.
4. To prosecute criminal violators to the fullest extent of the law.

## **Student Acceptable Use**

The following practices are acceptable:

1. Use District provided or personal electronic devices and the Internet to research and complete assigned classroom projects.
2. Use District provided or personal e-mail to send electronic mail to other students and staff members. The purpose of these communications should be educational. This may include collaborating with students, communicating with teachers, or submitting assignments electronically.
3. Ensure account information (i.e. username and password) is used only by the authorized student for an authorized purpose. Student shall not provide access to another individual, either deliberately or through failure to secure his/her access.
4. Student is to store information in his or her District provided storage. This storage is intended for classroom assignments and other school related materials. It should not include personal programs, files, photos, or videos.
5. Be informed that the records and/or e-mails of students that are maintained, sent, or received on any personal device that is being used for school purposes may be subject to disclosure pursuant to a subpoena or other lawful request.

## **Student Unacceptable Use**

The following practices are prohibited:

1. Logging in for another student or user. All users must login under their own username and password.
2. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, hateful, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political belief.
3. Bullying, harassing, intimidating, or threatening other students, staff, or other individuals (“cyberbullying”).
4. Disclosing, using, or sharing personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person.
5. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials (including music or videos) without the specific written permission of the copyright owner is a violation of U.S. Copyright Laws.
6. Copying the work or ideas of another person, including copying from printed sources or downloading material from the Internet, and representing it as your own without properly citing all sources.
7. Other prohibited usage of Information Systems includes:
  - a. Bypassing the District Internet filtering system.
  - b. Use of District Information Systems to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law.
  - c. Intentionally seeking information on, obtaining copies of, or modifying the files, data, and/or passwords belonging to other users.
  - d. Hate mail, chain letters, harassment, discriminatory remarks, profanity, obscenity, and other offensive, antisocial behaviors.
  - e. Accessing of social networks, such as, but not limited to, Facebook.
  - f. Disruptive use of systems by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.

## **Consequences for Violations**

Violations of the law, Board policy, or this agreement may result in revocation of a student’s access to District Information Systems and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

## **Disclaimer**

The District is not responsible for any damages students may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by student’s own negligence, errors or omissions.

## **Resources for Parents/Guardians**

Privacy and Internet Safety for Parents available online at <https://www.common sense media.org/privacy-and-internet-safety>.

## Fontana Unified School District

### Student Acceptable Use and One to One Laptop Distribution Agreement

Providing and issuing a laptop to the students of the Fontana Unified School District is an essential goal of our district's "One to One Initiative". The student will use the device every day to support and guide his or her learning. Certain guidelines are necessary to protect the device and the District's network. These guidelines are also in place to ensure that the technology serves as an effective instructional tool.

#### **STUDENT/PARENT RESPONSIBILITY**

- It is the district's hope that the students/parents see this One to One Initiative as a privilege, not a right, and that by having access to the technology they are able to see firsthand how this opportunity could improve their child's educational experience.
- Student will use the laptop responsibly and solely for educational purposes. The laptop is being provided to expand the student's learning opportunity. The laptops are the property of the Fontana Unified School District unless otherwise notified.
- Any activity on the laptop that is in contrast to the district's Student Acceptable Use Agreement may result in the student losing his/her right to use the laptop and have all network privileges revoked. Anything pertaining to illegal activities is strictly forbidden.
- Student may not install or use any software other than software owned by and/or approved by the school and/or district. No attempts should be made to modify or reconfigure the software image or configuration of the laptop. In accordance with federal regulations, the student's internet activity will be filtered to restrict access to controversial or inappropriate material.
- Student may not deface or destroy this property in any way. Identification and inventory labels/tags have been placed on the laptop. These labels/tags should not be removed or modified.
- Each student will be responsible for the laptop and accessories that they have been assigned. Laptop and accessories will be returned to the school when requested, with the withdrawal from course or the school, or upon completion of the device lifecycle.
- If the laptop and/or accessories are damaged or become inoperable the student/parent may be responsible to pay up to \$50 per incident toward the replacement/repair cost of the laptop or accessories.
- If the laptop and/or accessories are lost, missing, or not returned then the replacement fee for the first incident is up to \$50. If a second laptop or accessory is lost or missing it will be charged at the full replacement cost to the district.
- Laptops that are not returned when a student leaves, transfers, or withdraws from school will be considered stolen.

#### **ACKNOWLEDGEMENT OF RESPONSIBILITY**

- The school and district are not responsible for any damage caused by the use of this laptop to the student's school files, home network, or any peripheral devices.
- Education Code 48904 allows the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of or failure to return school property. Student acknowledges their responsibility to protect and safeguard the laptop and to return it in the same good condition as it was received within reason.
- I acknowledge that I am financially responsible for the laptop that has been issued to me/my student.
- I understand the district has taken precautions to restrict access to controversial or inappropriate materials and that it is my responsibility to inform the Principal if my student accesses such material. I will not hold the district responsible for such materials acquired by my student at school or at home.

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Signature Form

My student and I have read and understand the Student Acceptable Use and One to One Distribution Agreement and agree to the terms. I further understand that I am responsible for any damage or lost laptop and/or laptop components.

**Student Information**

Student Full Name (Printed) \_\_\_\_\_ Student I.D. Number \_\_\_\_\_

Student Signature (If student is 18 or over) \_\_\_\_\_

**Parental Agreement**

My student and I have read, understand, and agree that my student shall comply with the principles outlined by LARK, the terms in the above Acceptable Use Agreement, and the One-to-One Laptop Agreement. By signing this Agreement, I give permission for my student to use District Information Systems and/or to access the school's computer network and the Internet. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my student's use of District Information Systems or the failure of any technology protection measures used by the District. Further, I accept full responsibility for supervision of my student's use of his/her access account if and when such access is not in the school setting.

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

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

Parent/Guardian E-mail Address \_\_\_\_\_ Date \_\_\_\_\_

**If the laptop is lost or stolen contact the Fontana Unified School Police at (909) 357-5020.**

\*This signed form will be entered into Q and kept in the student's cumulative folder.