

# Student Technology Use Agreement

Saint Paul Public Schools provides students with access to District technology resources for educational purposes. Students must adhere to all District policies, accompanying procedures, and guidelines in order to maintain access to those resources. Relevant policies and guidelines include but are not limited to the following: Technology Usage and Safety (520.00), Anti-Harassment and Violence (415.00), Bullying Prohibition (505.00), Hazing Prohibition (501.00), Student Discipline (506.00), Guidelines for Acceptable Use of Technology by Students, the Student Rights and Responsibilities Handbook, and the Student and Families iPad Handbook. These documents are linked at [spps.org/personalizedlearning](http://spps.org/personalizedlearning), Resources for Families. Failure to comply with these policies, procedures, and guidelines may result in the loss of privileges, including the ability to take home an iPad.

## STUDENT AGREEMENT

### I WILL BE RESPONSIBLE

- I will keep my iPad in the District-issued case, not placing anything between the case and display.
- I will carry my iPad carefully and keep it on top of other items.
- I will keep my iPad and case clean and free of stickers, writing, and other damage. I will leave District labels in place.
- I will protect my iPad. I will keep it away from food, beverages and other liquids, using only a dry, soft cloth to clean it, and storing it in places where the temperature is between 32 and 95°F.
- I will only use the apps approved by the school District and school-appropriate web sites.
- I will use only the District device operating systems and security profiles and will only install apps authorized by Saint Paul Public Schools. I will not use technology to gain unauthorized or inappropriate access to District technology resources.
- I will not use District technology resources or my personal electronic device to get or give answers to tests; search for and/or copy answers or information on the internet or other electronic resources contained on or in any technology resource or device; copy and submit someone else's information or assignment as my own; or conduct other similar forms of electronic cheating.

### I WILL BE SAFE

- I will always supervise my iPad, and when I am not using it in school, it will be stored in the required classroom location or in my locked locker.
- If I can take my iPad home, I will keep my iPad in my school bag or backpack when traveling to and from school, while at the bus stop or train station, or on the Metro Transit bus or light rail train.
- I will protect my personal information, including username and passwords, and will not share personal information about myself or others in online spaces.
- I will immediately tell a teacher or other adult staff if I receive an electronic communication that makes me feel uncomfortable, or if I accidentally access inappropriate materials, pictures, video, or websites.

### I WILL BE PRODUCTIVE

- I will always make sure my iPad battery is charged.
- I will use my iPad and other technology to do my own work. I will not intentionally copy, damage, or delete another user's work. I will properly cite my sources when I use someone's information, pictures, media, or other work in my own projects and assignments.
- I will always have enough storage on my iPad to download, access, and create any educational applications or files required by my teachers.

### I WILL BE RESPECTFUL

- I will treat others with respect and use appropriate language in all of my electronic interactions.
- I will not use my iPad or other technology to bully, harass, harm, or spread lies or misinformation about others.
- I will use my iPad to access, submit, post, publish or display only material that is legal, true, non-threatening, free of racial- or gender-offensive content, and does not hurt someone's reputation.
- I will not use the camera in a bathroom or locker room or use, retrieve, store, or send improper language, pictures, or other digital content.



## INFORMATION FOR PARENTS/GUARDIANS

### Applications and Web-based Services

Saint Paul Public Schools (SPPS) uses applications (apps) and web-based services operated by third parties to provide students with access to online communication and collaboration and other instructional tools and materials. The District contracts with specific companies for software that helps manage student information. This information is owned by SPPS and stored/managed within a contracted third party server.

SPPS uses additional iPad apps and websites to support a variety of instructional goals. Some of these tools require log-ins so that students can return to the same files or resources over time. The personal information collected by these sites is limited to the log-in name and password, and any student work on the site. A list of District approved apps and websites and their data privacy policies is available online at [spps.org/personalizedlearning](http://spps.org/personalizedlearning). Questions and concerns about these apps and websites can be sent to: [otl@spps.org](mailto:otl@spps.org) or 651.767.8139.

### Internet Filtering

The District provides students with access to educational resources through the internet. The District uses content filtering technology in compliance with the Children's Internet Protection Act (CIPA) while students are on District property to prevent against unacceptable web content.

Outside of school, parents/guardians bear responsibility for providing guidance on internet use, just as they do with other information sources such as television, radio, movies, and other potentially offensive media. Parents/guardians are responsible for monitoring their child's use of the internet and access to District technology resources.

### Parent and Guardian Rights

Parents/guardians have the right at any time to review the contents of their child's electronic and e-mail files. In the event that a parent/guardian has a serious concern regarding their child's safety and wishes to review their child's electronic files, they must submit their request in writing to the school principal. The request must include the student's name, identification number, school name, and a list of files or accounts. The building principal will work with the Office of Technology Services to provide the files.

Parents/guardians also have the right to request termination of their child's technology and account access. Parents/guardians should be aware that their decision to limit or eliminate access to technology resources will significantly affect their child's ability to work collaboratively on projects and assignments, and will hamper the development of skills necessary to live and work in an increasingly digital world. Parents/guardians who wish to terminate their child's access to specific District technology resources must complete the PK-12 Technology Opt-Out Form, and submit the form to the main office of their child's school. A separate form must be completed for each child and must be submitted each school year. To get a copy of the PK-12 Technology Opt-Out Form, contact the school or find it online at [it.spps.org/policies/guidelines-for-acceptable-use](http://it.spps.org/policies/guidelines-for-acceptable-use).

## SIGNATURES

**Students:** By signing below, I acknowledge that I agree to the conditions for iPad and other technology use.

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

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

**Parent / Guardian:** By signing below, I acknowledge that I have reviewed this information, and I give permission for my child to receive an iPad, use District technology resources, and access the Internet.

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

