

**TAHOLAH SCHOOL DISTRICT №77**  
**TECHNOLOGY AND CHROMEBOOK USE AGREEMENT**  
**SOCIAL MEDIA RELEASE**



## Dear Student & Parents/Guardians

As part of Taholah School District's continuing effort to provide all students, families, and employees with high quality, up-to-date educational resources, we strive to increase access to technology at school and at home. Administration and staff of Taholah School District are committed to providing students with meaningful opportunities to learn and communicate with others, in a safe environment, through a wide range of technology. During school activities teachers and other staff will guide students toward appropriate materials. With the increased access to web content and resources, schools are committed to monitoring appropriate use in and out of the classroom. That said, students are expected to be responsible stewards of the hardware, Internet access, and the content they share and consume online.

Taholah School District is committed to fostering an environment where our students can develop into contributing citizens, on and offline. Schools will regularly review the Responsible Use Agreement with students during the school year. We request that you, too, take the time throughout the year to review this policy and agreement with your child to reinforce the importance of an appropriate and responsible online presence.

### I. Responsible Use Agreement

#### Overview

Taholah School District No. 77 provides its students and staff access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond our campuses. Some of these tools include Google Apps for Education learning management systems, and other online resources. With the privilege of access comes the responsibility of students, teachers, staff and the public to exercise personal responsibility in their use of these resources. School district policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information & communication tools. Taholah School District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The school district maintains a system of Internet content filtering on district provided devices at school and at home. While every attempt will be made to block inappropriate sites, no Internet Filter is perfect and Taholah School District cannot guarantee students will not intentionally or unintentionally access content that is inappropriate.

#### Digital Citizenship

Taholah School District No. 77 Staff and Students use technology in meaningful, safe, and responsible ways while at school and at home. Digital citizenship means:

- Respect for one's self: Users will nurture an appropriate and respectful online presence, and will purposefully consider information and images before and after posting online.
- Respect for others: Users will refrain from using technologies to bully, tease, or harass other people.
- Respect for Intellectual Property: Users will suitably cite any and all use of websites, books, media, etc. while adhering to Fair Use practices.

- Protect one's self and others: Users will protect themselves and others by immediately reporting abuse and by not forwarding inappropriate materials or communications.
- Protect one's personal data: Users will not share personal logins and passwords and are urged to update passwords regularly. Users should not share personal information (name, address, phone number, etc.) in online forums or other electronic communications.

## Expectations

Responsible use of Taholah School District №77 technology resources is to be ethical, respectful, academically honest, and supportive of the district's mission. Each user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system in accordance with school district policy. Users should not expect that files stored on district servers, within Google Drive, or on hard disks will be private. Users also should understand that school servers regularly record Internet activity in log files.

*Some activities are expressly prohibited by law.* Users are expected to abide by the generally accepted rules of network etiquette while at school and at home. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

- Use of electronic devices should be consistent with Taholah School District's educational objectives, mission and curriculum.
- Transmission of any material in violation of local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- Intentional or unintentional use of networked resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the school's administration.
- Use of computer resources for commercial activities, product advertisement, or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on district-managed networks, Google Apps for Education accounts, or on district assigned devices may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

## Policy Violations

Taholah School District reserves the right to deny or limit access to technology and/or Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The School Department may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

## II. Chromebook Use Agreement

Taholah School District №77 will provide its students chromebooks to use at school. Our chromebook use agreement is for our students to use technology effectively to increase student engagement and provide flexible learning opportunities. Taholah School District expects that all students keep chromebooks safe, secure, and in good working conditions. Chromebooks will be assigned to Middle School and High School students by class period. K-6 and ALE students will get their own assigned chromebook for the SY 21-22.

### **Student Responsibilities:**

1. Student is expected to abide by the Responsible Use Agreement. (In student Handbook)
2. Chromebooks for K-12 will NOT be taken out of the school building.
3. Chromebook will have full charge every school day.
4. Student will place Chromebook in the charging station at the end of day.
  - a. Each classroom will have a designated charging cart/station with chromebooks.
  - b. Each charging station will have each chromebook listed, each chromebook will have a student assigned to that class period.
5. Protect from liquids and extreme temperatures.
  - a. NO food or drinks
6. Student will notify their teacher immediately if the chromebook needs repair, is lost or stolen.
7. Student will always sign in with THEIR login credentials
8. Student will use Chromebook for academic purposes only.
9. Student will Communicate responsibly following Digital Citizenship.
10. Student will Report any instance of cyberbullying, harassment, personal attacks or threats to school staff
11. Student will make chromebook available for inspection by the administrator or teacher.
12. Students will understand all files,online communication (email) and activities accessed on our District network or devices are NOT private.
  - a. Chromebooks Monitored at all times.
13. If the student is part of the ALE program they will get an assigned chromebook to take home.

- a. Student in ALE will follow the same student responsibilities and abide by the Responsible Use Agreement. (In student Handbook)
- b. Student will receive a chromebook charger.
- c. If the chromebook is not working properly but powers on, students will need to email IT support [jgarnica@taholah.org](mailto:jgarnica@taholah.org).
- d. If chromebook does not power on, students will need to contact the school and set up a time to bring in chromebook for technical support.

**Student Restriction- Student will NOT:**

1. Mark or remove school asset tags or identification labels.
2. Give out any personal information online. (Name, address etc.)
3. Cyberbully, harass, or harm others through electronic communications
4. Search, possess, view, or share inappropriate pictures or information
5. Tamper with chromebook physically or by loading software, apps or extensions
  - a. This includes the removal of keys on keyboard
6. Personalize chromebook. No stickers or drawings on chromebook.
7. Take a chromebook home. ONLY ALE students will have assigned chromebooks at home.

**Ownership:**

I have read and will abide by the Taholah School District 77 Chromebook Use Agreement of Taholah School District No. 77. I understand that the devices and resources provided to me are to assist and enrich my learning and for district use. Upon request of Taholah School District or termination of this agreement, I will return my assigned chromebook in the same condition it was received. Any reasonable wear and tear is expected.

The Taholah School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator**  
 Athletic Director  
 PO Box 249  
 600 Chitwhin Dr.  
 Taholah, WA 98587  
 P: 360-276-4780

**Section 504/ADA Coordinator**  
 Special Education Director  
 PO Box 249  
 600 Chitwhin Dr.  
 Taholah, WA 98587  
 P: 360-276-4780

**Compliance Coordinator for State Law**  
 (RCW 28A.640/28A.642)  
 Superintendent/Principal  
 PO Box 249  
 600 Chitwhin Dr.  
 Taholah, WA 98587  
 P: 360-276-4780

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# STUDENT AND PARENT/GUARDIAN Signature Page

I have read and will abide by the **Responsible Use Policy and Agreement and Chromebook Use agreement of Taholah School District №77**. I understand that the devices and resources provided to me are to enrich and expand my learning. I also understand that should I commit any violation my access privileges may be revoked and school disciplinary action and/or appropriate legal actions may be taken.

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Student Name Print

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Grade

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Student Signature

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Date

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Parent/Guardian Name Print

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Parent/ Guardian Signature

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Date

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# STUDENT MEDIA RELEASE FORM

## Signature Page

Dear Parent/Guardian:

This year Taholah School will be displaying exhibits of classroom activities on our website. The purpose of this project is to engage parents/guardians in the daily activities of their child(ren)'s educational progression. In the course of the web project your child's photograph or samples of their work may appear. No student's last name will appear on any materials that are utilized. The form below will be used to document your permission for these activities.

**Please note that if we do NOT receive a response from you within two weeks, we will assume that we have your permission to use your child's image and classwork on the website.**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

I am the parent/legal guardian of the child named above. I have received and read your letter regarding the website project.

\_\_\_\_\_ DO give permission to include my child's image on the website as he or she participates in a class conducted at Taholah School and/or to reproduce materials that my child may produce as part of classroom activities. No last names will appear on any materials submitted by the teacher.

\_\_\_\_\_ I DO NOT give permission to include my child's image or to reproduce materials that my child may produce as part of classroom activities.

Signature of Parent/Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_