



## Cedar Falls Community School District Responsible Use Procedures

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Dear Parent or Guardian:

Cedar Falls Community School District encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with policy and regulations that have been established for technology use in the district. The district's Electronic Technology Acceptable Use Policy is available on the district web site, <http://www.cfschools.org> in the School Board pull down section. The policy is Code No. 605.4 and can be found by clicking on School Board Policies under the School Board pull down menu and then clicking on the Series 600 link.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

### User Agreement:

- Students and parents who have a Chromebook go home with a student are required to acknowledge this user agreement and sign it electronically or with paper version. While there is no cost for the use of the Chromebook, it is imperative that the device the student is issued be maintained and handled in a responsible way. In the case of an accidental or intentional incidents, the family will be responsible for the cost of repairing the device. The repair cost will be equal to the cost of the replacement parts needed for the device. If a power cord, sleeve or other accessory is damaged or lost the student is responsible for the full cost of replacement.
- Students will be responsible for the entire cost of repairs or replacement to the Chromebook damaged through student misuse, neglect, intentional damage or loss. In case of theft, an official police report will be required.

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My child and I have read, discussed and agree to **Cedar Falls Community School District Responsible Use Procedures (RUP)** and information found within the **Technology Handbook for Parents and Students**.

Student Name (print): \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID# \_\_\_\_\_

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

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