

## Escuela Plus Technology Reasonable Use Policy

**Parents, please read this agreement in its entirety. Be advised that by utilizing and participating in the Escuela Plus Google Classroom Platform and associated applications, you are confirming that you have read and agree to the terms of use as outlined herein.**

### Purpose

The purpose of the Escuela Plus Responsible Use Policy (“RUP”) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of, or access to, sensitive information, and to comply with legislation including, but not limited to, the Children’s Internet Protection Act (CIPA), Children’s Online Privacy Protection Act (COPPA), Family Educational Rights and Privacy Act (FERPA), and the California Electronic Communications Privacy Act (CalECPA). Furthermore, the RUP clarifies the educational purpose of Escuela Plus technology. As used in this policy, “user” includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by Escuela Plus (the “network”) regardless of the physical location of the user. The RUP applies even when Escuela Plus-provided equipment (laptops, tablets, etc.) is used off Escuela Plus property. Additionally, the RUP applies when non-Escuela Plus devices access the Escuela Plus network or sensitive information. “Parent” is defined as a biological or adoptive parent, legal guardian, or educational rights holder who has rights to access pupil record information. **Only parents of current students are authorized to use the Escuela Plus Google Classroom Platform and associated applications.**

Escuela Plus uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. Escuela Plus can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Users should have no expectation of privacy regarding their use of Escuela Plus equipment, network, accounts, and/or Internet access or files, including electronic communications with Escuela Plus accounts. Users understand that the Escuela Plus has the right to take back possession of Escuela Plus equipment at any time. Escuela Plus will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to Escuela Plus applications, including, but not limited to, email, data management and reporting tools, and other web applications outside the United States and Canada.

### Parent Responsibility

***By using the Escuela Plus platform and applications, you acknowledge that you understand the following:***

#### **I am responsible for practicing positive digital citizenship.**

- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- I will be honest in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.

#### **I am responsible for keeping personal information private.**

- I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- I will be aware of privacy settings on websites that I visit.
- I will abide by all laws, this Responsible Use Policy and all Escuela Plus security policies.

#### **I am responsible for my passwords and my actions on Escuela Plus accounts.**

- I will not share any school or Escuela Plus usernames and passwords with anyone or directly or indirectly allow another person to use them.

- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.
- I will be aware of privacy settings on websites that I visit.

**I am responsible for my verbal, written, and artistic expression.**

- I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, and video conferencing.

**I am responsible for treating others with respect and dignity.**

- I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
- I understand that bullying in any form, including cyberbullying, is unacceptable.
- If I become aware of bullying, I am strongly encouraged to report it to the school.

**I am responsible for accessing only Escuela Plus-related content when using Escuela Plus technology.**

- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent.
- I understand that the use of the Escuela Plus network for illegal, political, or commercial purposes is strictly forbidden.

**I am responsible for respecting and maintaining the security of Escuela Plus electronic resources and networks.**

- I will only use software and hardware that has been authorized by Escuela Plus.
- I will not try to get around security settings and filters, including using proxy servers to access websites blocked by the Escuela Plus.
- I will not install or use illegal software or files, including copyright or trademark protected materials, unauthorized software, or apps on any Escuela Plus computers, tablets, smartphones, or other new technologies.
- I will not use the Escuela Plus network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.
- I will report system security weaknesses or security events to the school.

**I am responsible for taking all reasonable care when handling Escuela Plus equipment.**

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will respect my and others' use and access to Escuela Plus equipment.

**I am responsible for respecting the works of others.**

- I will follow all copyright (<http://copyright.gov/title17/>) guidelines.
- I will not download illegally obtained music, software, apps, and other works.

**Consequences for Irresponsible Use**

Misuse of Escuela Plus devices and networks may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to legal action.

**Disclaimer**

Escuela Plus makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or Escuela Plus accounts.

Users are responsible for any charges incurred while using Escuela Plus devices and/or the network. Escuela Plus also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of Escuela Plus, its affiliates, or employees.

**Summary**

All users are responsible for practicing positive digital citizenship. Positive digital citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. What Escuela Plus community members do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security.

**Instructions:**

Read and initial each section above and sign below.

I have read, understand, and agree to abide by the provisions of the Responsible Use Policy of Escuela Plus Elementary School.

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

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

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

Please return the signature page of this form to the school electronically. You may also submit the original signature page to the school. It is required for all parents that will be using Escuela Plus network, applications, account, and/or Internet access.

