



Richland School District Two Responsible Use Procedures

Dear Parent or Guardian:

Richland School District Two 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 Acceptable Use Policy is available on the district web site, www.richland2.org, in the Board of Trustees section. The policies are IJND and IJND-R and can be found by clicking on Board Policies and then using the search feature for the policy manual.

Students must:

1. Respect and protect their own privacy and the privacy of others.
 - a. Use only assigned accounts.
 - b. Keep personal information such as: name, address, phone number, etc., offline.
 - c. Keep passwords secret.
 - d. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices.
 - b. Conserve, protect, and share these resources with other students and Internet users.
 - c. Richland School District Two is not responsible for damages to personal digital technologies or electronic communication devices.
 - d. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
 - a. Cite all sources appropriately.
 - b. Follow all copyright laws.
 - c. Use electronic communication devices appropriately to assure academic integrity.
4. Respect and practice the principles of community.
 - a. Communicate only in ways that are kind, responsible, respectful and lawful.
 - b. Use electronic communication devices for schoolwork only.
 - c. Richland School District Two email should be used for schoolwork only.
 - d. Report threatening or offensive materials to a teacher or administrator.

----- (Detach and keep top portion for your records.) -----

I have read and agreed to the terms above. I know that failure to follow these rules or **Richland School District Two's Board Policy IJND and IJND/R** could result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Student Name (print): _____

Homeroom Teacher: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____