

Lewis-Palmer School District 38

Student Technology Resource Usage Agreement

Academic Year 2025-2026

Purpose

Lewis-Palmer School District 38 provides students with access to technology resources, including computers, Chromebooks, tablets, software applications, internet connectivity, and district network systems to support learning and prepare students for success as local, national, and global digital citizens. This agreement outlines the expectations, responsibilities, and guidelines for appropriate use of these resources.

Scope of Agreement

This agreement applies to all students in Lewis-Palmer School District 38 and covers:

- District-owned devices (Chromebooks, tablets, desktop computers)
- Personal devices used on district networks or for school purposes
- District network and internet access
- Educational software, applications, and online platforms
- Cloud-based tools and digital learning resources
- Email and communication systems provided by the district

Student Responsibilities

Appropriate Use

Students are expected to use technology resources in ways that support learning, demonstrate respect for others, and comply with all applicable laws and district policies. Appropriate use includes:

- Using technology for educational purposes and assigned classroom activities
- Accessing only materials and websites that are relevant to school assignments
- Respecting intellectual property by following copyright laws and fair use guidelines

- Giving proper credit and attribution when using the work of others
- Communicating respectfully and responsibly in all digital environments
- Reporting inappropriate content, cyberbullying, or safety concerns to a trusted adult immediately

Care of Equipment

Students are responsible for the proper care and maintenance of district technology resources:

- Keeping devices clean, dry, and protected from damage
- Transporting devices safely in protective cases when provided
- Charging devices at home and bringing them to school fully charged when required
- Reporting lost, stolen, or damaged equipment to school staff immediately
- Not attempting to repair, modify, or alter district-owned devices
- Using devices only with clean hands and keeping food and drinks away from equipment

Note: Students and families may be held financially responsible for damage caused by negligence, misuse, or intentional harm to district technology resources.

Privacy and Security

Students must protect their own privacy and the privacy of others:

- Keeping usernames, passwords, and login credentials confidential
- Never sharing account information with other students or unauthorized individuals
- Logging out of accounts when finished using shared or public devices
- Not accessing, modifying, or sharing another person's files, accounts, or personal information without permission
- Reporting suspected security breaches or unauthorized account access immediately

Prohibited Activities

The following activities are strictly prohibited and may result in disciplinary action, loss of technology privileges, and/or legal consequences:

Illegal or Harmful Conduct

- Accessing, creating, storing, or transmitting illegal, obscene, or harmful materials
- Engaging in cyberbullying, harassment, threats, or intimidation of any kind
- Accessing or attempting to access restricted networks, systems, or files
- Hacking, bypassing security systems, or using proxy servers to circumvent filters
- Installing unauthorized software, applications, or browser extensions on district devices

- Using technology to cheat, plagiarize, or engage in academic dishonesty

Misuse of Resources

- Using district technology for commercial purposes, political campaigns, or personal financial gain
- Excessive personal use that interferes with educational activities or network performance
- Intentionally introducing viruses, malware, or other harmful code
- Downloading or streaming entertainment content (games, videos, music) unrelated to school assignments
- Sharing copyrighted materials illegally or violating licensing agreements

Privacy Violations

- Taking, sharing, or posting photos, videos, or recordings of other students or staff without permission
- Disclosing personal information (addresses, phone numbers, locations) about oneself or others
- Accessing or distributing private or confidential information
- Impersonating others or creating fake accounts

Internet Safety and Digital Citizenship

Lewis-Palmer School District 38 is committed to providing a safe online learning environment. The district employs internet filtering and monitoring systems in compliance with the Children's Internet Protection Act (CIPA). However, no filtering system is perfect, and students may encounter inappropriate content.

If students encounter inappropriate, unsafe, or concerning content online, they must:

- Immediately close the browser or application
- Report the incident to a teacher, school staff member, or parent/guardian
- Not share, forward, or screenshot the content

Students are expected to demonstrate digital citizenship by:

- Thinking before they post, share, or send digital content
- Understanding that online actions create a permanent digital footprint
- Being kind, respectful, and inclusive in all online interactions
- Standing up against cyberbullying and supporting peers who experience it
- Recognizing that copyright protects creative work and respecting the rights of creators

Data Privacy and Security

The district is committed to protecting student data and privacy in accordance with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and Colorado state law.

District Commitments

- The district carefully evaluates all educational technology tools and platforms to ensure they meet privacy and security standards
- Student data is collected and used only for educational purposes
- Third-party vendors with access to student data are required to comply with privacy laws and district policies
- The district maintains appropriate technical safeguards to protect student information

Student and Family Rights

- Families have the right to review their child's educational records and data
- Families may request corrections to inaccurate information
- Families may request information about third-party tools and services used by the district
- The district will not sell or share student data for commercial purposes

Monitoring and Enforcement

The district reserves the right to monitor, access, and review all use of district technology resources, including:

- Internet activity and websites visited on district networks
- Files stored on district-owned devices or cloud storage systems
- Email and communications sent through district-provided accounts
- Application usage and digital learning activity

Students should have no expectation of privacy when using district technology resources. Monitoring is conducted to ensure safety, security, appropriate use, and compliance with district policies and applicable laws.

Consequences for Violations

Violations of this agreement may result in disciplinary action, including but not limited to:

- Loss of technology privileges (temporary or permanent)
- Parent/guardian notification and conference
- Detention, suspension, or other school disciplinary measures
- Financial responsibility for repair or replacement of damaged equipment
- Referral to law enforcement for illegal activities

- Other consequences as outlined in the district student handbook and code of conduct

The severity of consequences will depend on the nature, frequency, and impact of the violation, taking into account the student's age, intent, and prior conduct history.

Acknowledgment and Agreement

By signing below, the student and parent/guardian acknowledge that they have read, understood, and agree to comply with the Lewis-Palmer School District 38 Student Technology Resource Usage Agreement. This agreement remains in effect for the entire time the student is enrolled in the district.

Student Agreement:

I have read and understand the Student Technology Resource Usage Agreement. I agree to use district technology resources responsibly, respectfully, and in accordance with district policies and applicable laws. I understand that violations may result in disciplinary action and loss of technology privileges.

Student Signature Date

Student Name (printed)

Parent/Guardian Agreement:

I have read and discussed the Student Technology Resource Usage Agreement with my child. I understand the district's policies regarding technology use, internet safety, and data privacy. I agree to support my child in following these guidelines and understand that violations may result in disciplinary action.

Parent/Guardian Signature Date

Parent/Guardian Name (printed)

For Office Use Only:

Teacher/Homeroom: Grade:

Date Received:

Questions or Concerns?

If you have questions about this agreement, technology policies, or data privacy practices, please contact:

- Your child's teacher or school administrator
- Lewis-Palmer School District 38 Information Technology Services