

**MOUNTAIN VIEW-LOS ALTOS UNION HIGH SCHOOL  
DIGITAL DEVICE RESPONSIBLE USE AND BORROWING AGREEMENT**

The use of digital technology, especially devices that create digital content and access the internet, are essential elements of a high quality educational experience. Greater flexibility and mobility in the use of digital technology enhances learning opportunities. Many classes require students to create and share digital content, and to access and use educational content and materials on the internet.

Many students already have the appropriate technology. We expect those students to bring the device to all academic classes with them every day, as directed by the teacher of each class.

Students who do not have a digital device that meets the minimum requirements for classroom use may sign an agreement and borrow a device for academic use as per the agreement below.

***MVLA Acceptable Use and Agreement for Technology and Internet/Network Access***

Electronic information resources are available to qualifying students in the Mountain View-Los Altos Union High School District (MVLA).

These resources include access to the Internet and other network files or accounts. Our goal in providing electronic services to students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Access to our computer network, which supports our entire learning community, is a privilege. Since all students and staff rely on our computers and network, responsible behavior on the part of all persons using this system is essential.

Only those students who have a signed Responsible Use and Internet Safety Agreement on file will have access to our computers, digital devices and our network.

Please read this document carefully. When signed by you, and if appropriate, your guardian/parent, it becomes a legally binding contract. You will be required to return this signed contract to the school before you will be given access to our computers and network. If you have any questions concerning this agreement, please call your principal's office.

**Terms and Conditions of this Contract**

- The student who utilizes district technology resources is responsible for proper use of those resources at all times. Students shall keep account passwords, home addresses and telephone numbers private. They shall use the system only under their own name.
- Students shall use the district's system responsibly and primarily for educational purposes.
- Students shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
- Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors.
- Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
- Students shall not use the system to engage in commercial or for profit activities.
- Students shall not use the system to threaten, intimidate, harass, bully or ridicule other students or staff.
- Copyrighted material shall not be placed on the system without the author's permission. Students may download copyrighted material for their own use only.
- Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
- Students shall not read other users' email or files. They shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to delete, copy, modify or forge other users' mail or digital files.
- Students shall report any security problem or misuse of the services to a teacher or the principal.
- The district reserves the right to monitor any communications or activity which utilizes district networks, computers and/or other district owned or operated digital devices for improper use. Electronic communications and downloaded material, including emails and other files deleted from a user's account, may be monitored or read by district officials to ensure proper use of the system.

## **Privileges**

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who receives access to the system will participate in a discussion with a school site staff member as to proper behavior and use of the network. The system administrator (operating under the aegis of the principal) will decide what is appropriate use and his/her decision is final. The system administrator or staff of the MVLA District may close an account or deny access at any time deemed necessary. The administration or staff of the MVLA District may request that the system administrator deny, revoke or suspend specific user access and/or accounts.

## **Network Etiquette and Privacy**

You are expected to abide by the generally accepted rules of network etiquette. In our attempt to monitor network use, you should expect your activities to be reviewed. These rules include (but are not limited to) the following:

- BE POLITE. Never send, or encourage others to send, abusive messages.
- USE APPROPRIATE LANGUAGE. Remember that you are a representative of your school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally!
- Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- PRIVACY. Do not reveal any personal information, social security numbers, credit card numbers, passwords or other vital personal information.
- EMAIL. Email (email) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities. The District does not maintain nor assume responsibility for student email accounts.
- DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others.

## **Services**

The MVLA District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The MVLA District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The MVLA District specifically denies any responsibility for the accuracy of information obtained through its services.

## **Security**

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify a staff member at once. Never demonstrate the problem to other users. Never use another individual's account. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.

## **Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses and damaging cabling and hardware components of the network. Any vandalism may result in the loss of computer services, disciplinary action, and/or legal referral.

## **Additional Provisions for students who enter a loan agreement for school equipment:**

- The term "equipment" or "technology" refers to tablets, laptops, batteries, power cord/chargers and cases.
- Each piece of equipment is loaned as an educational resource.
- Students and their families/guardians are responsible for the return of all equipment undamaged and in working order, except for the results of normal use. Failure to do so will result in fines for repair or replacement.
- Students are expected to immediately report damage or loss of their equipment to a teacher or other staff member immediately, no later than the next school day.
- Students may not loan school issued equipment to any other person, for any reason. Students who do so may face disciplinary action.
- Equipment may come with a background image already loaded, as well as other "personalization" settings. Any changes to device settings must be consistent with all elements of this responsible use agreement.
- Mountain View-Los Altos Union High School District reserves the right to demand immediate return of the equipment at any time.

Parents/guardians/students have 30 days to pay any fees or fines for lost or damaged equipment. If fines are not cleared within 30 days, students/parents will be billed for the full cost of repairs, and a claim will be filed by the school. The school may setup payment plans to clear fines, if needed.

**Mountain View-Los Altos Union High School District  
Responsible Use and Internet Safety Agreement  
Required Signatures Please sign and return to your school**

**STUDENT**

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my access, and appropriate legal action. I also agree to report any misuse of the information system to a staff member. Misuse may come in many forms, some of which have been noted and described above.

Student Name (please print): \_\_\_\_\_

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

**PARENT OR GUARDIAN**

Students under the age of 18 must also have the signature of a parent or guardian who has read this contract.

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for the MVLA District to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the information system to a staff member. Misuse may come in many forms, some of which have been noted and described above.

I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for my child to have access to the information system and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

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

Please initial and sign below:

My student will use his/her own digital device. I understand, the Mountain View-Los Altos Union High School District and its representatives and employees are not liable for any damage or loss of the digital device.

My student will check out a digital device from \_\_\_\_\_ High School. I accept responsibility and liability as described above for the use and return of the digital device. **Please print out this form and bring it with you to the TBC (Textbook Center) when you checkout a Chromebook.**

Parent or Guardian's Name (please print): \_\_\_\_\_

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