



## **Student and Parent/Guardian Digital Citizenship AUP Contract**

The Elmwood Park School Board recognizes that as new technology changes the way that information may be accessed and communicated by society, those changes may also alter instruction and student learning. The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship. Internet access is consistent with the goals and objectives of the district, including preparing our students to be citizens of the 21st century. District 401 continues to provide this access to teachers, students, and the community in order to facilitate resource sharing, innovation, and communication.

Elmwood Park CUSD 401 educators will provide guidance and instruction to the students in the appropriate use of such resources. The board of education expects that students will use appropriate and responsible behavior on the school network and in the accessing of all electronic information as independent researchers. Elmwood Park CUSD 401 retains the following rights and recognizes the following obligations:

- To monitor the use of online activities. This may include real-time monitoring of network activity, file storage and/or maintaining a log of all activity for later review. EPCUSD 401 reserves the right to restrict online destinations through software or other means.
- To supervise students, control electronic equipment, or otherwise have occasion to observe student use of equipment online. Staff members shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of EPCUSD 401.
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to EPCUSD 401-owned equipment and, specifically, to exclude those who do not abide by the District Acceptable Use Policy, Board Policy Section 6:235, and any other policies governing the use of school facilities, equipment, and materials.

Access to the Elmwood Park CUSD 401 network is a privilege, not a right; therefore, students will be permitted to use these resources upon the submission of an agreement form signed by the student and the student's parent/guardian upon entry to the school district. The signed Digital Citizenship AUP Contract will be kept on file as a legal binding document. Failure to comply with the agreement for acceptable use may result in the student's loss of access to the network as well as other disciplinary actions, up to and including out-of-school suspension and/or expulsion, and referral to law enforcement authorities where appropriate.

Technology use in EPCUSD 401 is governed by the Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). More information can be found

at: <https://www.ftc.gov/privacy/coppafaqs.shtm> and <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

### **G Suite for Education**

Elmwood Park CUSD 401 is excited to utilize G Suite for Education for its students, teachers and staff. As with any educational endeavor, a strong partnership with families is essential to a successful experience. G Suite includes free, web-based word-processing, calendar, presentation, drawing, email, forms, and spreadsheet programs which are now available for all EPCUSD 401 students. Using these tools, students collaboratively create, edit, and share files and websites for school-related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any internet-connected device. Collaboration and communication will be restricted

to only accounts within the epcusd401.org portal. Students will not be able to receive communications or documents from outside this password-protected portal.

Google's terms of use can be found at: [https://www.google.com/apps/intl/en/terms/user\\_terms.html](https://www.google.com/apps/intl/en/terms/user_terms.html)

Students will follow school and district policies for appropriate use when using Internet based services like G Suite for Education. These services are considered an extension of the school's network. Students have no expectation of privacy in their usage on their school account. Service administrators have the right and ability to monitor users accounts for policy and security enforcement. School staff will monitor student use of applications when students are at school. Parents/guardians are responsible for monitoring their child's use of applications when accessing Google Apps from home. Students are responsible for their own behavior at all times. For more information on EPCUSD 401's network guidelines for students please refer to the District Acceptable Use Policy and [Section 6:235](#) of the EPCUSD Board Policy.

Students will use these tools available to all Google Account Members (these tools include, but are not limited to):

- Custom Gmail address (Grades 3-12 only)
- Calendar to enter school assignments and activities
- Drive for creating or sharing online documents (with tools similar to Microsoft Word, PowerPoint and Excel)
- Google Sites, Earth and Maps

### **Student Email (Grades 3-12 only)**

All student Electronic Mail (email) accounts are property of Elmwood Park Community Unit 401. Email activities must comply with the District Acceptable Use Policy and the Board of Education Policy 6:235. The user accepts all responsibility to understand the policy. The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related school assignments, and fellow students to collaborate on school activities. Account usernames and passwords will be provided to parents so those parents can monitor the account and communicate with teachers. Use of the district's email system is a privilege. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.

- Use of the email system will align with the school's code of conduct and the code will be used for discipline purposes. Communication through the district's email system will exhibit common sense and civility. It will abide by the community's mode of acceptable behavior. Students are responsible for messages sent from their accounts. Students should not share their passwords.
- Electronic mail from the 401 domain can be checked from home or from school computers. Messages posted on the district's email system which are reasonably foreseen to cause disruption to the school environment or normal and acceptable school operations will be subject to disciplinary actions, up to and including out-of-school suspension and/or expulsion, and referral to law enforcement authorities where appropriate.
- The email system cannot be used to operate a personal business. The account may not be sold or otherwise re-assigned without written consent of the District 401 Director of Technology. The account may be revoked if used inappropriately.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults or other students to lure them into inappropriate and/or dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.
- Electronic mail sent or received by the 401 domain is not confidential. Although the Board of Education does not make a practice of monitoring electronic mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to investigate allegations of violations of the school's code of conduct or other wrongful acts, or to recover from system failure.

**EPCUSD 401**  
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STUDENT LAST NAME	STUDENT FIRST NAME	
GRADE	STUDENT ID NUMBER	SCHOOL

**Student Terms of Agreement:**

1. I have read and understand the information contained in the Student and Parent/Guardian Digital Citizenship AUP Contract.
2. I understand that my access to and use of District 401's technology is a privilege, not a right, and that inappropriate use in or outside of school will result in disciplinary actions, up to and including out-of-school suspension and/or expulsion, and referral to law enforcement authorities where appropriate. The administrator of the domain maintains the right to turn off my services based on items stated in the District Acceptable Use Policy, the Board Policy Section 6:235, and this AUP Contract.
3. I understand that Internet use outside of school is my responsibility.
4. I will report violations of this AUP Contract or other inappropriate or wrongful use of District technology to a responsible adult in District staff.

STUDENT'S NAME (Printed)	STUDENT'S SIGNATURE	DATE
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**Parent/Guardian Terms of Agreement:**

As a condition of my Student above being permitted to use the EPCUSD 401 network, I understand that access to electronic information, which includes the Internet, is designed for educational purposes. I understand that by participating in G Suite for Education, my Student above will have the ability to store and collect his/her classroom information electronically. I understand that my student's classroom information stored in G Suite for Education may be accessible to someone other than my student and the EPCUSD 401 School District by virtue of the online environment. Policies and procedures which require classroom teachers and library/media specialists to monitor and restrict access to inappropriate material are in place, but EPCUSD 401 cannot monitor users at all times and thus cannot guarantee that students will not gain access to educationally-inappropriate material. The use of online information retrieval and sharing is a privilege, not a right. Inappropriate use may result in a cancellation of this privilege and/or disciplinary actions, up to and including out-of-school suspension and/or expulsion, and referral to law enforcement authorities where appropriate.

My signature below confirms my consent to allow my student to access the EPCUSD 401 network and to be assigned a full EPCUSD 401 G Suite for Education account.

PARENT/GUARDIAN'S NAME (Printed)	PARENT/GUARDIAN'S SIGNATURE	DATE
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