

# Technology Appropriate Use Agreement

## Distance Learning Guidelines -- 2020-21

North Eugene High School's expectations for how students conduct themselves in a school building or at a school-sponsored event also apply when students are in school in a distance-learning environment, or are using the district's technology system. The technology system includes but is not limited to school-issued learning devices, tablets, laptops, access to and content in digital classrooms and programs such as Canvas, Zoom, or Flip Grid, online course materials, digital accounts, the district network, servers and wireless technology, whether accessed through district owned or personal electronic devices. This Agreement summarizes the expectations for technology appropriate use and describes expectations during distance learning. A complete copy of the district's technology use guidelines is in administrative regulation IIBGA-AR, at [www.4j.lane.edu/board/policies/](http://www.4j.lane.edu/board/policies/)

When engaged in distance learning classrooms or using the district's online and digital technology system, **I will be a good member of my school and classroom digital communities.** This means that when using the technology system:

- I will practice positive digital community membership, including appropriate behavior and contributions on all digital programs that I am asked to use.
- Out of respect for the privacy of all and to support a safe learning space, I will not record, take pictures, screen shots, or videos of the distance learning classroom without my teacher's advanced permission or instruction to do so.
- I will not disrupt classroom or school activities, or compromise school safety and security.
- I will be safe and promote safety for others when using the school technology system by not posting my or others' personal contact information (such as names, addresses, email and phone numbers) or images or pictures on public platforms or social networking sites. I will not use the technology system to arrange to meet a person without my parents' permission. I will share with a school staff member and parent communications I receive that make me uncomfortable
- I will use school appropriate language in all digital communications.
- I will not send and/or distribute hateful, discriminatory, or harassing digital communications.
- I understand that bullying in any form, including cyber bullying, is unacceptable.
- I will abide by copyright laws. I may not post course materials or content provided by the school or teacher online because it does not belong to me and I do not have permission to do so. I will not share course materials with anyone not enrolled in the class or helping me. Unauthorized distribution of distance learning content, including sharing video recordings, or screenshots on the internet or social media, is strictly prohibited. This applies to all platforms.
- I will support the integrity and security of the technology system by refraining from actions that degrade or disrupt it, including but not limited to hacking, installing unauthorized applications, sharing my password, and vandalism.

- I will use the technology system for educational purposes only. I will not use the system in a manner that violates the student code of conduct, school board policy and regulation, and the law.

### **Academic Integrity Guidelines**

I will follow academic integrity guidelines. I understand that I am expected to exemplify honesty, honor, and a respect for the truth in all of their academic classes. Behavior that violates this value includes but is not limited to:

- Academic Dishonesty: Acts of academic dishonesty include but are not limited to cheating, plagiarism, and other forms of academic dishonesty.
- Cheating: Cheating includes, but is not limited to use of any unauthorized assistance in all “classroom” assignments, tests, and quizzes.

### **Virtual Meeting Guidelines**

I acknowledge that my teacher expects the following of me when meeting on Canvas, Zoom or other virtual platforms:

1. To be on time; or to communicate with my teacher if something comes up.
2. To not share the online classroom link, except to another student enrolled in that class.
3. If there is a waiting room before entering the Zoom classroom, I will wait patiently until I am admitted to the conversation.
4. To type first and last name as it appears in Synergy. If this is not my preferred name I will notify the teacher.
5. If I turn my video off, to leave the screen blank with my name. I understand I am not to substitute a picture in place of my name.
6. If muted upon entering a virtual meeting, to remain muted until requested by the teacher.
7. To not engage in private chats within school Zoom conversations unless the teacher directs.
8. Out of respect for the privacy of all, and to support a safe learning environment, to NOT record, take pictures, screen shots, or videos within school Zoom conversations.
9. To locate myself in an appropriate place (be aware of what will show on the screen and who else might be inadvertently broadcast).
10. To wear school appropriate attire.

If a student’s behavior is disruptive to the learning environment, violates this agreement or the student code of conduct, consequences will vary depending on the seriousness of the situation. Consequences may include: temporarily disabling the student’s video in Zoom; redirection and re-teaching; referral to an administrator; a behavior contract; parent contact or conference, detention, suspension, and expulsion.

**The expectations in this Agreement have been provided to students and will apply in all circumstances.**