



Student Acceptable Use Agreement And  
Guidelines for Pathways High  
Technology Resources

**Student Acceptable Use Agreement And Guidelines for Pathways High Technology Resources**

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# Student Acceptable Use Agreement And Guidelines for Pathways High Technology Resources

## Definition of Terms and Acronyms

Digital Citizenship:

- Digital citizenship is demonstrating responsible and appropriate behavior when using technology and technology based resources. Pathways High recognizes its role in developing digital citizens who know what appropriate technology use is, when it is advantageous to use technology and who demonstrate intelligent and respectful technological behavior and security practices. Principles of digital citizenship include digital literacy, ethics, etiquette, online safety, norms, rights, culture and respectful behavior.

PHET (Pathways High Education Technology or 'EdTech'):

- Pathways High Technology EdTech are any resources Pathways High owns, leases, licenses or borrows, that has a technology aspect to it. EdTech Resources include, but are not limited to, user accounts, computers, devices, software and applications, wired and wireless networks, and Internet access.

Technology Coordinator ("TC"):

- The Technology Coordinator is the faculty member designated by Pathways High administration as responsible for the oversight of, and advocacy for, Pathways High Education Technology.

## Overview/Purpose

Technology plays an increasingly important role in the way that students access content, complete and present coursework and communicate. This document is intended to communicate the policies governing students' use of Pathways High Education Technology ("EdTech") Resources. Pathways High Technology EdTech are any resources Pathways High owns, leases, licenses or borrows, that has a technology aspect to it. EdTech Resources include, but are not limited to, user accounts, computers, devices, software and applications, wired and wireless networks, and Internet access.

Pathways High provides technology for educational purposes. Improper use of these resources can have numerous negative effects on its users, including, but not limited to:

1. Exposure to offensive and potentially harmful content.
2. Breaching of confidentiality, integrity, availability, possession, utility, or authenticity of personal and private information.
3. Misinterpretation of information and sources.
4. Improper use of school funds.
5. Denial of services.
6. Exposure of school resources to viruses, malware, and spyware.

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### **7. Non-compliance with state and federal mandates.**

Pathways High uses tools, processes, procedures, and services to help ensure that school EdTech resources are used safely and appropriately. In addition to these measures, safe and proper EdTech resource use also relies on the awareness and integrity of the users themselves. This document contains the common set of rules and guidelines that must be accepted in order to gain access to Pathways High EdTech Resources.

If you are unsure whether an action or activity falls within the acceptable guidelines, Pathways High expects you to seek the advice of a staff member before proceeding with that action.

## **Pathways High EdTech Philosophy**

Pathways High is committed to ensuring that access to school technology is distributed equitably, and to ensuring that all students have the ability to utilize appropriate EdTech resources for educational purposes. We encourage all members of the Pathways High community to utilize our technology resources to inform, enhance, and document learning. We are committed to ensuring the privacy and safety of all users and to maintaining and expanding the variety of resources available to our staff and students.

## **Your Privacy - Pathways High Monitoring**

PHET and all user accounts are the property of Pathways High or licensed to Pathways High. As such, Pathways High reserves the right to monitor and access information on the system and in users' accounts. Network storage areas may be accessed by Pathways High to review files and communications, maintain system integrity, to ensure that users are using the system responsibly and to ensure there are no violations of school policies.

There is no right to privacy nor should any user of PHET have any expectation of personal privacy in any matter stored in, created, received, or sent using PHET. These are subject to review by the schools at any time, with or without notice, with or without cause and without the permission of any student or parent/guardian. Pathways High reserves the right to monitor access, retrieve, download, copy, listen to, or delete anything stored in, created, received or sent over school computer networks, computers, email system or any other PHET, without notice and without the permission of any user.

Moreover, to protect the integrity of PHET and users thereof against unauthorized or improper use of these systems, Pathways High reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of this technology upon authorization of the principal or their designee.

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### **Consequences for Agreement Violations**

PHET is shared and available to the PH community. These resources may not be used in any way that disrupts or interferes with use by others.

Students must respect all copyrights and licenses to software and other on-line information, and may not upload, download, or copy software or other material through PHET.

The following are some of the actions that are not permitted, and violations may result in a loss of access as well as other disciplinary or legal action, including expulsion:

- Damage, vandalism or theft of equipment, systems or networks
- Use of the computer equipment, networks and systems for unlawful purposes, commercial purposes or personal gain
- Violations of copyright law
- Plagiarism
- Theft, piracy, improper downloading or modification of software
- Transmitting computer viruses
- Sending or retrieving information that violates school policies and/or applicable laws (e.g., sending and/or retrieving information that is pornographic, vulgar, racist, sexist, abusive, harassing, offensive or attacking)
- Any attempt to guess passwords, use another's password, break into other accounts, or gain unauthorized access to administrator accounts
- Trespassing in another's computer, portfolio, folders, work or files
- Concealing or misrepresenting one's identity while using the system
- Intentionally wasting limited resources
- Any use which is unlawful under applicable State or Federal law
- Any use which PH determines is objectionable in its sole discretion

### **Copyright Compliance**

Students may not use any PH technology resource, including PH owned email accounts, etc, to copy, download, store, or share any type of copyrighted materials (including music or films) without the owner's permission.

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Unauthorized storing and distribution of copyrighted material is illegal and may subject the copier to substantial civil and criminal penalties. Pathways High assumes no responsibility for copyright or licensing violations by its users. Pathways High will fully cooperate with any law enforcement investigation into copyright or licensing violations by its users.

### Your Digital Identity

PH students will be, or have been, issued one or more accounts by Pathways High. These accounts will include, but are not limited to, email accounts, network login accounts, application logins and security QR codes. A student's identity includes any physical components related to these accounts such as building security access, ID cards, etc.

Students **ARE** expected to:

1. Keep your credentials, in particular your passwords, private and confidential.
2. Always be cautious about "signing in" with your credentials to third party services or if prompted to do so via email, a link in a document, etc.
3. Use your credentials only for activities approved by Pathways High.
4. Always represent yourself accurately with your Pathways High identity.
5. Only include information that is educationally relevant in your identity.
6. Only use avatar images that are acceptable to the community as a whole.

Students are expected **NOT** to:

1. Allow other people to utilize your credentials or access cards.
2. Use other people's credentials, regardless of whether they give you permission.
3. Obtain, or try to obtain, other people's credentials without their knowledge.
4. Pretend to be another person online or otherwise.
5. Advertise a business or other type of non-education related entity within your identity.
6. Use your Pathways High credentials to create or set up **personal** accounts in third party services - i.e Facebook, Instagram, Twitter, etc.

### Passwords

Students are held accountable for any action taken under their UserID and password. When using technology, a password is your signature - it proves who you are. Passwords should never be shared. If anyone asks for your password you must decline that request. We ask our students to protect themselves, protect others, and protect the school by never sharing passwords. If you ever suspect your password is compromised you should change the password.

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## **Accessing Content**

Access to content via email and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are reminded, however, that Pathways High does not control the content of the Internet. Accordingly, Pathways High does not have control over the type of information accessible to students or the quality of the same, though Pathways High does use internet filters, as described in the Internet Safety Policy. Pathways High cannot completely limit access to materials that a parent/guardian or family might consider inappropriate. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

Pathways High believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. Ultimately, appropriate use of this resource is the responsibility of the user.

## **Software**

Students are NOT permitted to install, or attempt to install software on any technology resource without express permission from the Technology Coordinator. Software installation not permitted on PH technology devices includes, but is not limited to, apps, extensions, software intended to bypass monitoring services, “hacking” tools, and anonymity software and/or services.

## **Hardware**

Students are expected to be responsible for the care of any PH technology hardware that has been issued to them or is in their possession, both on and off campus. The care taken should be sufficient enough that the hardware is not damaged through neglect.

Users are to take all reasonable precautions to secure any PH technology hardware that has been issued to them or is in their possession both on and off campus. This includes ensuring that devices are not left unattended in public areas and ensuring that hardware is sufficiently secured if temporarily left in vehicles.



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Students are expected **NOT** to:

1. Vandalize any PH technology hardware.
2. Deface any PH technology hardware issued to them in order to label it (i.e. scratching the user name into the case of a device).
3. Leave issued, or borrowed, hardware unsecured while unattended .
4. Lend or otherwise give their PH issued, or borrowed, hardware to another person without a justifiable, and defensible, educational or professional reason.
5. Sell or give away/donate any PH technology hardware.
6. Attach or connect any personally owned or non-PH-issued hardware.

Pathways High issues chromebooks to our student population to ensure their ability to perform work outside of the school building. Once issued, ensuring the care of the device is the responsibility of the student as outlined in the Pathways High Student Acceptable Use Agreement And Guidelines for Pathways High Technology Resources.

If your Pathways High issued device is broken or no longer functions, please follow the process below:

1. Notify Pathways High Educational Technology staff. You may email Chris at [ckjaer@pathwayshigh.org](mailto:ckjaer@pathwayshigh.org).
2. Arrange time to bring the device to be evaluated.
3. Pathways High Education Technology staff will evaluate device to determine if issue can be resolved via warranty
4. If the device issue is likely to be resolved via warranty, we will exchange your device for a replacement. If it is determined that your device cannot be repaired under warranty or is a result of negligence (screen breakage for example), the user is responsible for replacement. Replacement cost for a Chromebook is \$200 and replacement cost for a Chromebook charger is \$25. Replacement devices must be purchased by Pathways High.
5. If you are unable to pay the replacement cost up front, you may submit a replacement down payment, and agree to a payment plan. Agreement is below, and a ledger to record payments is on the back of this form. A copy of the agreement will be issued as a receipt of payment.
6. If you are unable or unwilling to agree to the replacement plan, students may use a Pathways High owned device when they are inside the school building.

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## **Communications**

Students are responsible for their own behavior on PHET just as they are everywhere in the school environment. Communications on PHET are often public in nature. General school rules for behavior and communications apply.

It is presumed that users will comply with school standards. Aside from the clarification of such standards, PH is not responsible for controlling the communications of individuals utilizing the network. PH does use technology to restrict access to certain harmful websites and it monitors for any online evidence of self harm or attempts to compose or access material deemed explicit by internet filters.

## **Social Media**

Social Media is becoming an important tool for schools to communicate with students and families. Pathways students are welcome and encouraged to participate in interactions with the school online and are expected to behave responsibly in these interactions. Disrespect or abuse directed toward the school, its staff, or students using school owned technology may result in disciplinary action. Students should not post photos of other students without permission.

## **Student Name Changes**

Pathways High cannot change student names in our Learning Management System without a legal name change. Pathways High can change the student email “nickname” and place the students preferred name in parentheses in the Learning Management System.

## **Internet Safety Policy**

It is the policy of Pathways High to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification

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information of minors; and (d) comply with the Children’s Internet Protection Act (“CIPA”) [Pub. L. No. 106-554 and 47 USC 254(h)].<sup>1</sup>

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Pathways High online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Pathways High staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, CIPA, the Neighborhood Children’s Internet Protection Act, and Protecting Children in the 21st Century Act, procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Pathways High IT Administrators or designated representatives.

The Pathways High IT Administrators or designated representatives will provide age-appropriate training for students who use the Pathways High Internet facilities. The training provided will be designed to promote the Pathways High commitment to:

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<sup>1</sup> [http://e-ratecentral.com/CIPA/Childrens\\_Internet\\_Protection\\_Act.pdf](http://e-ratecentral.com/CIPA/Childrens_Internet_Protection_Act.pdf)

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1. The standards and acceptable use of Internet services as set forth in the Pathways High Internet Safety Policy;
2. Student safety with regard to:
  - a. safety on the Internet;
  - b. appropriate behavior while online, on social networking Web sites, and in chat rooms;
  - c. and cyberbullying awareness and response.
3. Compliance with E-Rate requirements of CIPA.

### **Artificial Intelligence**

As technology continues to advance, there are increasing academic and ethical concerns around the use of Artificial Intelligence (AI). AI systems use machine learning to create and synthesize content in a manner that increasingly mimics work produced by humans. This content can include text, music and artistic creations.

Artificial intelligence has potential to greatly increase the efficiency of humans, but simultaneously raises academic and legal concerns around intellectual property such as copyright infringement and plagiarism as well as ethical concerns around bias and misinformation.

The use of AI is not going to go away. It is important that students not only understand how and when to use AI ethically, but also how to evaluate work produced by AI and learn to attribute it properly.

#### **Ethical use of AI**

Instead of an outright ban on the use of AI, Pathways High looks to establish guidelines around the effective and ethical use of this emerging tool.

##### **Dos:**

- Use AI as an effective search tool that will assist you in quickly obtaining information in a format that is clear and easy to understand and allows you to ask follow up questions to deepen your understanding.
- Generate ideas, lists and potential sources for future research.
- Carefully examine the ideas and conclusions reached by AI. Artificial Intelligence can be as biased, inaccurate and full of misinformation as human intelligence.
- Properly cite information that was gained from the use of AI.
- Ask Pathways High staff if you have questions about use of AI on an assignment.

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### **Don'ts**

- Do not assume AI is accurate
- Do not use AI to avoid learning and production of work.
- Do not use content generated by AI without proper citation and attribution.
- Do not use AI when expressly forbidden by teachers or project requirements
- Do not put yourself at an intellectual disadvantage when AI is not available.

Policy around AI and use of AI in the classroom is going to evolve as the technology evolves. Any questions about permitted uses of AI in a seminar should be directed to the seminar teacher.

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### Remote Learning Guidelines and Expectations for Students and Families

The information below is included in the event that circumstances such as widespread illness or dangerous weather conditions require Pathways High to enter a virtual learning modality.

#### Guidelines for Remote Learning Experiences

1. The virtual educational environment is an extension of the regular school/classroom environment. All Pathways High rules and policies apply.
2. Pathways High will create a Google Suite for Education account on behalf of students, using the following student information: first and last initial. Students should not share their login information with others.
3. When participating in video conferencing, students should be located in a quiet environment conducive to learning. Students should wear appropriate clothing, consistent with their school's dress code, and they should be mindful of what is visible in the background. If necessary, parents may wish to be present to assist their child with the technology as appropriate.
4. With parent permission, some teachers/therapists may wish to deliver instruction/therapy in a small group environment, similar to what would occur in the regular school/classroom environment. Families are expected to respect the privacy of other students; group sessions shall not be recorded (including screenshots), and information regarding other students shall not be shared with others outside of the group session.
5. Pathways High staff will not communicate with students between the hours of 10:00 p.m. and 6:00 a.m.
6. If parents have questions or concerns about virtual instruction/services, they should contact a school administrator via email, or phone at (414) 943-2891.

#### Expectations for Remote Learning

- All expectations for learning will be available on [Headrush](#), our Learning Management System. A variety of digital or traditional tools may be used for student learning, but all information about the learning students will be doing each day will be available on Headrush.
- **Students' Attendance includes a student logging into an online seminar session provided by a teacher, or submitting a task in Headrush for their seminar.**

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- **Information about lessons will be available in [Headrush](#) by 8:00 a.m.** on Monday, or the first virtual instructional day of the school week, including an announcement that clarifies what students need to do for that day as well as links to resources/activities.
- If students need support for [Headrush](#), connect with teachers and advisors first.
- All teachers will hold remote office hours between 9 a.m and 3:30 p.m. During office hours, teachers will be available via phone or email. Teachers will also be monitoring student work throughout the day and may also choose to set up specific times for live discussions or sessions to connect with students. When this happens, teachers will communicate that information to students.
- Communicate with teachers using email. You can find contact information on the [Pathways High Website's Staff page](#).
- Verification of attendance on Skyward, the program PH uses to communicate attendance data to the Wisconsin Department of Public Instruction, indicates that students have completed required work for the day in each class.
- Reminder: The expectations of the Acceptable Use Policy and [Off-Campus Technology Policy](#) are enforced during Remote Learning Days.
- In order to protect both our students and our technology, Pathways High will be using GoGuardian to monitor student use of Pathways High technology during any period of extended remote learning. Websites will be filtered exactly as they are during the school day and administration will be checking and responding to alerts during school hours. Parents may be notified of any concerns.
- Students should maintain a healthy work/life balance. Students and their families should work to keep the lines of communication open with teachers and connect with teachers and advisors if they are having difficulty.

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### Remote Learning Support

| ✓ | Student Remote Learning Daily Checklist   |
|---|---|
|   | I have logged in to Headrush and checked the Announcement located at the top of each course's syllabus.   |
|   | <p>I have created a learning plan for the day. This plan includes:</p> <ul style="list-style-type: none"> <li>· list of what is due for each class each day</li> <li>· outline of when I will work on each class</li> </ul> <p>Click <a href="#">here</a> for a daily planner that you can copy and use each day.</p> |
|   | I have completed the required work for each course and submitted it as a record of my attendance.   |

### How can students get the support that they would normally get at school?

|  |   |
|--|---|
| In addition to teachers and advisors, students may require additional assistance from the following Pathways High personnel: |   |
| Steve Gerner<br>Executive Director<br><a href="mailto:sgerner@pathwayshigh.org">sgerner@pathwayshigh.org</a>                 | Alisa Brantz<br>Director of Academics/Principal<br><a href="mailto:abrantz@pathwayshigh.org">abrantz@pathwayshigh.org</a> |
| Julia Mach<br>IMPACT Director<br><a href="mailto:jmach@pathwayshigh.org">jmach@pathwayshigh.org</a>                          | Michelle Raynier<br>Operation Manager<br><a href="mailto:mraynier@pathwayshigh.org">mraynier@pathwayshigh.org</a>         |
| Kristina Jackson<br>Social Worker<br><a href="mailto:kjackson@pathwayshigh.org">kjackson@pathwayshigh.org</a>                | Micaela Brand<br>Special Education Director<br><a href="mailto:mbrand@pathwayshigh.org">mbrand@pathwayshigh.org</a>       |
| Maxwell Dodd<br>Director of Culture<br><a href="mailto:MDodd@pathwayshigh.org">MDodd@pathwayshigh.org</a>                    | Christopher Kjaer<br>Technology Coordinator<br><a href="mailto:ckjaer@pathwayshigh.org">ckjaer@pathwayshigh.org</a>       |



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## Remote Learning Frequently Asked Questions

1. When will lessons be available on [Headrush](#)?
  - a. All lessons will be available by 8:00 am. If remote learning is required for an extended time, work for the week will be available on Monday of each week.
2. What devices will students be using?
  - a. Students who do not have access to technology at home will be allowed access to school-issued Chromebooks and can use those to access their work. Students will need to be able to connect to wi-fi. If you are unable to connect to wi-fi, please contact the school's Technology Coordinator, and Pathways High will work with you to ensure a connection.
3. How will attendance be recorded?
  - a. **Attendance includes a student logging an online seminar session provided by a teacher, or submitting a task in Headrush for any seminar.**
4. How long do students have to complete their work each day?
  - a. Because student submission of work counts as their attendance for that day, students should complete some evidence of learning by 3:30 p.m. each day.
  - b. If students have technical difficulty and are unable to submit work, they need to communicate with their teachers and advisor.
5. What if students have trouble completing a lesson?
  - a. Students should email or call their teachers with questions about the lesson. For immediate contact with teachers, students should email between the hours of 9:00 a.m. and 3:30 p.m. when teachers are available for remote office hours. If students have technical difficulty which prevents them from completing a lesson, they should communicate with the teacher. Students should contact teachers first, who can determine the level of support students need.

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## What can a remote learning experience look like?

### **1. Check in and Expectations**

The learning day will begin with accessing the day's requirements from each seminar's syllabus and Advisory in [Headrush](#). This is similar to the way that seminar would start on a normal school day with a clarification of the learning intentions and expectations for the day.

### **2. Instruction**

Teachers may provide a mini-lesson using a video, a live video conference, an interactive tool such as Pear Deck, or written text that would need to be read.

### **3. Check for Understanding**

Teachers will ask students to submit some evidence of learning to make sure they understand the lesson being taught as well as answer any questions they might have about the learning content.

### **4. Application of learning**

If students are working on a project, paper, or preparation for a summative assessment, they may be asked to apply what they have learned to that task.

### **5. Closure**

Students may be asked to reflect on their learning at the end of the lesson or be given an opportunity to check in with their teacher.

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### Off Campus Technology Use

All students have access to their own Chromebook from Pathways High, which is owned and managed by Pathways High. Pathways High-owned Chromebooks, calculators and equipment may be taken off-campus by all students with proper authorization. When Pathways High-owned equipment has been approved for off-campus use, it is the responsibility of the IT Technology Coordinator (“TC”) to:

1. Ensure the equipment has a Pathways High asset tag affixed to it, and
2. Complete the “[Authorization for Off-Campus Use of Pathways High Technology](#)” form before equipment is removed from campus.

The student will be responsible for safeguarding all assigned equipment while it is in their possession. The conditions under which equipment may be taken off-campus are listed below, and are hereby a part of the agreement signed by the responsible Pathways High Director on the “[Authorization for Off-Campus Use of Pathways High Technology](#)” form:

1. To immediately report lost, stolen or missing equipment to the TC, to the local campus police, and provide related incident information.
2. To be responsible for loss or damage to equipment from negligence or unauthorized use.
3. To ensure equipment is stored in a safe place within a sleeve or backpack.
4. To ensure equipment is charged and ready for use during learning hours.
5. To return equipment on due date, or upon request.

**Technology Requirement:** All Pathways Technology must have an Asset Identification Number affixed to it and an “[Authorization for Off-Campus Use of Pathways High Technology](#)” form on file. This form must be filled out if the laptop will be taken off-campus. Chromebooks or other technology will not be issued by the Technology Coordinator until it has been tagged and the form has been completed.

#### Procedure:

The Technology Coordinator is responsible for maintaining records of Pathways High equipment taken off-campus. A check-out/check-in system must be established, with agreement between the Tech Coordinator and the sponsor, whether off-campus use is for a short time period, or long term. Minimum required information includes a description of the item, the Pathways High identification asset number affixed to it, the equipment’s serial number, the student to whom it is assigned, the off-campus location and verified schedule, the dates checked out (and in), and the signatures of the student, the Director and the Technology Coordinator.

Before the equipment is taken off-campus, there must be an “[Authorization for Off-Campus Use of Pathways High Technology](#)” form completed and any required deposit must be paid. When the equipment is returned to campus, the Technology Coordinator must acknowledge the return of the equipment on the “[Authorization for Off-Campus Use of Pathways High Technology](#)” form

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with return dates and signatures. Any equipment that is lost, missing, stolen or otherwise not available for its intended use, should be referred to the Technology Coordinator for further proceedings.

Students must be aware that GoGuardian monitoring remains in effect during off-campus use, and that all online activity is periodically monitored by GoGuardian. Any personal or private online activity that the student seeks to keep confidential should be conducted using another device. Failure to abide by the Off Campus Technology Policy or the Acceptable Use Policy (AUP) will result in revocation of off-campus privileges.

Authorization for off-campus technology use expires on the last day of the academic year. If a student wishes to utilize school technology during the summer, a new "[Authorization for Off-Campus Use of Pathways High Technology](#)" form must be completed.

**Student Acceptable Use Agreement And Guidelines for Pathways High Technology Resources**

**Acceptance of Pathways High Student Acceptable Use Policy and Guidelines for Pathways High Technology Resource Use**

Please fill out and return this page to the Pathways High office.

Upon request, a printed copy of the guidelines can be provided by Pathways High.

By signing below you agree that you have read and discussed the Pathways High Student Acceptable Use Policy and Guidelines for Pathways High Technology Resource Use with your student(s) and that your student(s) will make every effort to comply with the policies within. You waive any claims against the school, the school board, board officers, officials, agents and employees, which may arise from this choice. Check each box below, enter your name, the name of your student(s), sign and date the form, and return it to the school office.

- I agree with the guidelines found within the Pathways High Student Acceptable Use Policy and Guidelines for Pathways High Technology Resource Use. I have discussed them with my student(s) and they understand their obligations.
  
- I give permission for teachers and staff of Pathways High to communicate with my student(s) using telephone, Zoom, or a similar platform, as described in the Guidelines for Remote Learning Experiences.
  
- I give permission for [insert name of school/district] to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described on the following page.

**Student Name:** \_\_\_\_\_

**Student Grade:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Student Acceptable Use Agreement And Guidelines for Pathways High Technology Resources

## Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

|                |                     |         |
|----------------|---------------------|---------|
| Assignments    | Google Chat         | Keen    |
| Calendar       | Google Chrome Sync  | Maps    |
| Classroom      | Google Meet         | Migrate |
| Cloud Search   | Google Vault        | Sites   |
| Drive and Docs | Groups for Business | Tasks   |
| Gmail          | Jamboard            | YouTube |

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student’s Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Currently approved third party services are:

|               |              |                        |
|---------------|--------------|------------------------|
| Autodesk Inc  | Flip         | Pear Deck              |
| Brilliant.org | GeoGebra     | Pinterest              |
| Buzz          | GoGuardian   | Pixilart               |
| Buzz          | Grammarly    | Prezi                  |
| Canva         | HEADRUSH     | Read&Write by Texthelp |
| Clever        | iCivics      | ReadTheory             |
| CodeHS        | Issuu        | Storyboard That        |
| Desmos        | JSTOR        | TypingClub             |
| Flip          | Khan Academy | Zoom                   |
| GeoGebra      | Kialo        |                        |
| GoGuardian    | macOS        |                        |
| Grammarly     | MTC: Build   |                        |

### What personal information does Google collect?

When creating a student account, Pathways High may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

## **Student Acceptable Use Agreement And Guidelines for Pathways High Technology Resources**

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide

## **Student Acceptable Use Agreement And Guidelines for Pathways High Technology Resources**

personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

### **Does Google use student personal information for users in K-12 schools to target advertising?**

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

[Include this section if your school provides access to Additional Services] Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

### **Can my child share information with others using the Google Workspace for Education account?**

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

### **Will Google disclose my child's personal information?**

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in



## **Student Acceptable Use Agreement And Guidelines for Pathways High Technology Resources**

compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

### **What choices do I have as a parent or guardian?**

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting [insert contact information for school administrator]. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

### **What if I have more questions or would like to read further?**

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Christopher Kjaer at [ckjaer@pathwayshigh.org](mailto:ckjaer@pathwayshigh.org). If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).

## Student Acceptable Use Agreement And Guidelines for Pathways High Technology Resources

### Authorization for Off-Campus Use of Pathways High Technology

Name of Student Checking out Device:

Device Description:

Pathways Asset ID Number:

Serial Number:

Security Deposit Amount (if applicable):

This authorization applies to any technology device owned by Pathways High. This includes Chromebooks, calculators, digital cameras, camcorders and any other technology equipment. All conditions of the Acceptable Use Policy apply regardless of where or by whom this device is used.

You may not take any technology device “off campus” that has not been assigned to you without first receiving permission, completing an **Authorization for Off-Campus Use of Pathways High Technology** form for that technology and submitting any necessary security deposit for the item.

You take sole responsibility for the device and its use during the checkout period, including when you transport it in a personal vehicle or use it at your home or any other non-school location. Submission of this form is an agreement to the following conditions:

1. To immediately report lost, stolen or missing equipment to the Technology Coordinator, to the local campus police, and provide related incident information.
2. To assume responsibility for loss or damage to equipment from negligence or unauthorized use.
3. To ensure equipment is stored in a safe place within a sleeve or backpack.
4. To ensure equipment is charged and ready for use during learning hours.
5. To return equipment on due date, or upon request.
6. To maintain equipment by keeping the antivirus and operating system updated and functioning properly.

Name of Authorizing Staff  
Member:

Date of Written Staff  
Authorization:

Date of Director Authorization:

**Student Acceptable Use Agreement And Guidelines for Pathways High Technology Resources**

**Acceptance of Off Campus Technology Conditions**

I have read and understand the above restrictions and responsibilities.

Parent/Guardian Signature: \_\_\_\_\_

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

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

Checkout Date: \_\_\_\_\_

Security Deposit Received: \_\_\_\_\_

Signature of Person  
Receiving Returned Device: \_\_\_\_\_

Return Date: \_\_\_\_\_

**Student Acceptable Use Agreement And Guidelines for Pathways High Technology Resources**



**Chromebook Repair/Replacement Agreement**

**Pathways High issues Chromebooks for our student population to ensure their ability to perform work outside of the school building. Once issued, ensuring the care of the device is the responsibility of the student as outlined in the Pathways High Student Acceptable Use Agreement And Guidelines for Pathways High Technology Resources.**

**If your Pathways High issued device is broken or no longer functions, please follow the process below:**

7. Notify Pathways High Educational Technology staff. You may email Christopher Kjaer at [ckjaer@pathwayshigh.org](mailto:ckjaer@pathwayshigh.org).
8. Arrange time to bring the device to be evaluated.
9. Pathways High Education Technology staff will evaluate device to determine if issue can be resolved via warranty
10. If the device issue is likely to be resolved via warranty, we will exchange your device for a replacement. If it is determined that your device cannot be repaired under warranty or is a result of negligence (screen breakage for example), the user is responsible for replacement. Replacement cost for a Chromebook is \$200 and replacement cost for a Chromebook charger is \$25. Replacement devices must be purchased by Pathways High.
11. If you are unable to pay the replacement cost up front, you may submit a replacement down payment, and agree to a payment plan. Agreement is below, and a ledger to record payments is on the back of this form. A copy of the agreement will be issued as a receipt of payment.
12. If you are unable or unwilling to agree to the replacement plan, students may use a Pathways High owned device when they are inside the school building.

I, the undersigned, agree to make payments on the specified dates and the agreed amounts stated on the payment schedule below to Pathways High.

---

Signature

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Date

**Student Acceptable Use Agreement And Guidelines for Pathways High Technology Resources**

Total amount owed (beginning balance) \$ \_\_\_\_\_

**Payment Ledger**

| <b>Date</b>    | <b>Payment Amount</b> | <b>Balance</b> |
|----------------|-----------------------|----------------|
| Initial Amount |                       |                |
|                |                       |                |
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