



In today's interconnected world, utilizing digital citizenship skills are essential for future success. Canyons School District employees should take care to conduct themselves in a responsible and professional manner when using technology. These Responsible Use Guidelines (RUG) outline principles and expectations to ensure employees engage with technology in an inclusive, alert, informed, engaged, and balanced manner, fostering a safe and positive environment for all. To help provide a safe environment for all, Canyons School District regulates all hardware, software, and other content accessed or stored on the network, including but not limited to:

- Word-processing, spreadsheet, presentation, database, and other programs
- Network folders, images, video, and accessed or stored files
- Artificial intelligence, research tools, library catalogs, and associated memberships in online resources
- Synced data such as iCloud, Google Drive, and other cloud services on district devices
- Electronic communications, web pages, applications (apps), browser extensions, log files, and cache files
- Access to social networking and other websites through Canyons District networks, including access through the use of personally owned devices.
- Access to a district or school provided device whether utilized on or off a district network

As the digital landscape evolves with advancements in artificial intelligence and other technologies, this RUG ensures employees stay informed and adapt responsibly by agreeing to the following statements:

I agree to be inclusive by:

- Engaging with others online with respect and empathy, using considerate communication.
- Being considerate and respecting the privacy of others by identifying myself as the author of all content created, giving credit to others for their ideas, and citing all sources, including the use of artificial intelligence.
- Respecting the work and privacy of others throughout the CSD network by only accessing my content, drive, or other devices assigned to me.
- Ensuring any resources that are developed or shared are accessible to the appropriate stakeholders.

I agree to be alert by:

- Representing the Canyons School District when using District resources, even when using these resources away from or outside of the District.
- Protecting my user login and password information.
- Being aware of and adhering to federal laws and district policies around student data privacy.
- Being responsible for the content accessed, stored, and sent from my personal electronic devices while on school time, premises, or network.

- Observing all aspects of this RUG when sharing content about CSD anywhere online or social media platforms.

I agree to be informed by:

- Evaluating the accuracy, bias, perspective, and validity of online information.
- Citing sources when sharing data and information.
- Understanding that I may be held accountable if I knowingly enable others to violate any of this agreement (RUG).
- Reporting any inappropriate or suspicious activity that may violate these guidelines to my supervisor and to ITsecurity@canyonsdistrict.org.
- Understanding that the official CSD and school websites represent the District, and any representation of CSD online should be made with the permission of the District or school administration.

I agree to be engaged by:

- Using my technology, applications, electronic communications, social networks, and CSD network space appropriately for work-related activities.
- Accessing, storing, and sending appropriate content from my district assigned electronic device at all times.
- Maintaining and taking care of any district equipment checked out to me, even when using that equipment away from a district location.
- Keeping my district technology free from viruses and other destructive materials, avoiding unauthorized software, and reporting any virus detections to the technology staff.

I agree to be balanced by:

- Regulating what personal information, accounts, data, etc. is synced with, and therefore can be accessed by my district issued device.
- Establishing appropriate boundaries of synced personal information on district devices.
- Making informed decisions about how to prioritize my time and activities online and offline using digital citizenship principles.

Examples of Misuse:

- Storing, posting and/or sharing official school files or documents on a non-CSD website.
- Using CSD technology devices or resources for commercial activity or to seek monetary gain.
- Using district and/or school printers and personal use and printing content unrelated to school/district business.
- Intentionally introduce a virus or other harmful code anywhere on the CSD Network.
- Attempting to circumvent District security systems, including filters and computer policies.
- Accessing, downloading, storing, printing or possessing obscene or pornographic material with District equipment or while on District property. *(This includes content accessed by and/or synced to a district device from a personal device/account.)*
- Using CSD technology resources to store or to transfer software used primarily for hacking, eavesdropping, or network administration.
- Representing CSD on a website, newsgroup, bulletin board, through email or any other means without the permission of District administration.
- Posting content on an official CSD or school website without permission of district or school administration.
- Tampering with CSD technology or another person's work outside the scope of employment.

**Signature of Agreement
Canyons School District**

I have read the Responsible Access and Use Conduct Guideline along with District discipline and safe-school policies, and agree to abide by their terms and conditions. I understand that violation of these policies may result in disciplinary action by the school, Canyons School District and/or legal authorities.

Name (Please print): _____

Date: _____

Signature: _____

Student #: _____

Location: _____

**Parent/Legal Guardian Agreement
(For students under age 18, a parent or legal guardian must sign this agreement.)**

As a parent or legal guardian of this student, I have read and discussed with my child the Canyons School District Responsible Use Guideline. I understand that this access is designed for educational purposes. I also recognize that access to all controversial materials on a worldwide network cannot be controlled and I will not hold the District responsible for materials acquired on the network. I hereby give my permission for access to electronic information resources for my child.

Parent/Legal Guardian Signature: _____

Date: _____