

MONONGALIA COUNTY SCHOOLS

STUDENTS' TECHNOLOGY ACCEPTABLE USE FORM

Grades 3-Adult

2017-2018

Monongalia County Schools (MCS) encourages the use of technology to further its educational mission and to facilitate effective, leading edge educational practices. It is the general policy of MCS that all technology resources are to be used in a responsible, efficient, ethical and legal manner. We want our students to become 'digital citizens' and appropriately and safely learn, work, play and live in today's global society. Please read and discuss with your child the following guidelines. More and more of what is done in the classroom involves the use of technology. MCS will provide various technology platforms and expects that all users will abide by the following guidelines:



It is the student's responsibility to follow these guidelines with all MCS technology when used off-site and on-site.

As a technology user, I will adhere to all West Virginia State and MCS policies including the following acceptable use guidelines.

Student responsibilities **with devices**:

- ✓ I will use all technology (including but not limited to computers, Chromebooks, cell phones, laptops, netbooks, PDA's, MP3 players, iPods/iPads, and other electronic devices) only for educational purposes approved by MCS and with the direction of approved MCS personnel. I understand that all computers, including the Chromebook and all technology are property of MCS; **their use is not private, can, and will be monitored** and all files stored on computers, Chromebooks, laptops, etc., or the server can be reviewed.
- ✓ I may be assigned a Chromebook and a case. I understand I must treat it with care and follow all rules and guidelines provided by teachers and the technology integration specialist.
- ✓ I will only use decals that can be easily removed, if I choose to decorate my Chromebook. I will not remove or cover any tags or stickers that are on the Chromebook.
- ✓ I know that if I damage the Chromebook (or any device), I may be responsible for paying for the repair or a new one. The \$10 insurance fee that is collected at the 3rd, 6th, and 9th grade levels will cover accidental damage only.
- ✓ Having the Chromebook is a privilege. It is not a right. I can lose the privilege of having one for varying length of times. I know this could affect my grades.
- ✓ I will treat all equipment with care and respect. I will not have food or drink near any equipment. I will not interfere with or disrupt other users, service, or equipment.
- ✓ I will not attach devices to school equipment or the network unless I have been given prior authorization; these devices may be confiscated. Devices include iPods/iPads/iPhones, mp3 players, cell phones, tablets, laptops, etc.

Student responsibilities **with use** of any device:

- ✓ I will not access, read, print, create, send or post unethical, illegal, immoral, inappropriate, or obscene materials.
- ✓ I will not send harassing messages, pictures or information of any type to anyone from any device including personal devices –resulting in “cyber bullying”.
- ✓ I will not disclose, or use my personal information (or another person's) unless approved by authorized MCS personnel for a specific educational purpose.
- ✓ I will not misrepresent myself or hide behind an alias (without authorized MCS approval).
- ✓ I will not use another student's username and password; or allow others to use my username and password.
- ✓ I will not access email from a free or unsecured mail server. Email may be accessed through an “stu.k12.wv.us” account and only for educational purposes. This email account **can and may be monitored**.
- ✓ I will not use my Google email for email purposes. It is only to be used as an account manager. This email account **can and will be monitored**.
- ✓ I will not participate in instant messaging or post online (social networking, chat, wikis, blogs, etc.) during school unless assigned for a specific education purpose and under the direct supervision of the authorized MCS personnel responsible for the assigned activity. I will not attempt to access social networking, chat, etc., sites on any device, including personal devices during the school day. Social networking includes sites such as Facebook, Snapchat, Instagram, Twitter, Yammer, and many more.
- ✓ In order to preserve bandwidth for all users, I will refrain from any “gaming” except the use of educational games that have been assigned to me and are supervised.
- ✓ I will not use technology provided by MCS for inappropriate or illegal purposes, buy or sell goods for personal gain, or political lobby. Any inappropriate or unsafe use of MCS technology shall be reported to the adult in charge.

- ✓ I will keep educational files stored on servers to a minimum by utilizing my Microsoft Office OneDrive account or Google Drive account; users should occasionally back up their files.
- ✓ I will avoid excessive printing.

🔊 Student Fair use and Copyright:

- ✓ I understand that all information obtained online is, unless specified, private property; therefore, I will not plagiarize information received in any form.
- ✓ I will adhere to copyright laws (including but not limited to: software, documents, pictures, articles, graphic files, audio, music (CD & online), video, text, etc.) and privacy considerations.
- ✓ I will cite all sources of information that I use in my projects and work, acknowledging the creator's work.

🔊 Student Network Security:

- ✓ I will not download, upload, install, or access any software or files onto any computer or other devices unless I have the approval of the building network administrator or other authorized MCS personnel.
- ✓ I will not delete the history on any device I use, including my Chromebook.
- ✓ I will use only files I have created or files/programs I am authorized to use; therefore, I will not change, copy, rename, delete, view or otherwise access files unless I have prior permission from the creator or network administrator.
- ✓ I will respect network security and not attempt to bypass it. This includes, but is not limited to, "hacking" and attempting to interfere with system security software. If I am aware network resources are being used inappropriately or bypassed, I will report it to the adult in charge.
- ✓ I know there is a filter in place that lets MCS know what I'm searching-whether it is a website or words.
- ✓ I will not knowingly create, distribute, or execute any virus, worm, Trojan horse, malware, spyware, spam, etc. or disable or change tools used to monitor hardware and software.
- ✓ I will use only my assigned user name(s) and password(s). I will not share these or any other system passwords and will notify the appropriate adult of any security problems of which I am aware. I understand I am responsible if anyone else uses my username/passwords in an unauthorized manner.
- ✓ I will respect network resources and will not engage in bandwidth intensive applications (This includes but is not limited to internet radio, TV programs, or streaming videos) without permission of the authorized school personnel.

🔊 Student Personal Devices:

- ✓ I understand that these guidelines include use of personal devices such as cell phones, laptops, iPods/iPads/iPhones, MP3 players, and other electronic technologies.
- ✓ I will not access school network resources with personal devices without the specific permission of the school network administrator. Devices that are connected without permission can and will be banned on the school's network.
- ✓ I will not use such devices for cheating, taking inappropriate pictures/videos, copying of materials that could be used for cheating, text messaging, circumventing the states/county network/internet filtering, cyber bullying, harassment, or any inappropriate communication.
- ✓ I understand that CIPA (Children's Internet Protection Act) requires that all Internet access be filtered; therefore, I will not use personal devices to circumvent these guidelines.



I am personally responsible for my actions in accessing and utilizing the school's technology resources. If I use technology inappropriately, I can have my privileges suspended for a period of time which can impact my grades. Based on the severity of the violation, I could lose technology privileges permanently, including my cell phone. In the case of vandalism or malicious destruction of data or equipment, I or my parents could be expected to pay for repair and/or replacement of damages.

For further information refer to both, West Virginia State Policy 2460 (<http://wvde.state.wv.us/policies/>) and MCS policy and guidelines (<https://goo.gl/mWL5hk>).

These policies are established to ensure safe, appropriate and educational use.

Post this list at home and periodically go over these guidelines.

<https://www.common sense media.org/>

~Together we can better keep your child safe while using technology~

MONONGALIA COUNTY SCHOOLS

Technology Acceptable Use Policy Signature Page
Grades 3 – Adult
2016-2017

I will follow the school policies and rules for using all technology.

Student Name _____ Student ID# _____
(Please print)

Student Signature _____

Homeroom Teacher's Name _____ Grade: 3 4 5 6 7 8 9 10 11 12 Adult
\$10 Fee Included? Yes No

If child is in 3rd, 6th, or 9th grade, please include a \$10 check made out to your child's school to cover accidental damage to the Chromebook or case. This \$10 will cover the entire time your child is at this school. So for example, a 3rd grader's \$10 fee will cover accidental damage while at that school, for their 3rd, 4th and 5th grade year. (If child moves to another Mon County school, they will be asked to pay another \$10.)

I have read and discussed this Monongalia County Technology Acceptable Use Policy with my child.

I understand that Monongalia County Schools provides access to computers, networks, the Internet and other technologies as a tool to facilitate learning and enhance the educational development of all students and that there are consequences if my child does not follow these rules.

I understand my child may be assigned a Chromebook, and that instruction may rely heavily on its use. Therefore, I will discuss with my child best practices to help keep the Chromebook safe and operational.

As the parent (guardian) of _____ (student's name), I have read the aforesaid concerning the use of technology in school and have discussed this with my son/daughter. I understand that this access is for educational purposes only, and that it is the responsibility of my child to restrict his/her use to classroom projects assigned. I have also discussed with him/her, the appropriate use of any personal device (cell phone) during the time at school.

Parent/Guardian Name _____

Parent/Guardian Signature _____
(Student may sign if over 18 years of age)

Date _____



Your child's picture may appear on the school/county web page or newsletter. Guidelines have been set so that a child is not identifiable by name. If you do not wish for your child's picture to appear, please notify the school in writing within five days of signing this form.

RETURN ONLY THIS PAGE
Keep first two pages and periodically review with your child. Thank you.