

MONONGALIA COUNTY SCHOOLS
STUDENTS' TECHNOLOGY ACCEPTABLE USE FORM
Grades 3-Adult
2019-2020

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 abide by all West Virginia State and Monongalia County Schools policies including the following guidelines.

☛ **Student responsibilities with all 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. **If anything is improperly used, your principal, teacher and parent/guardian will be notified.**
- ✓ I will 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 (TIS).
- ✓ I may only use a few 'decals' (no stickers) that can be easily removed. 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 insurance fee that is collected at the 3rd-12th grade levels will cover accidental damage only and **only once during their time at that school.** See last page.
- ✓ 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 **can and will** affect my grades.
- ✓ I will treat all equipment with care and respect. I will not purposely damage equipment – including Chromebooks. I know if I **damage my Chromebook, I may not get a replacement or a loaner.** I know this **can and will** affect my grades.
- ✓ 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 and to create approved logins required for instruction when appropriate. This email account **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.
- ✓ I will not search for inappropriate things online. I know I am being monitored and that I may lose privileges if I do.
- ✓ 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, Chromebook, 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. **This information can and will be shared with principals, teachers and/or parents/guardians.**
- ✓ I will not knowingly create, distribute, or execute any virus, worm, 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, Chromebooks, 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 state/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://qoo.q1/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~

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MONONGALIA COUNTY SCHOOLS
Technology Acceptable Use Policy Signature Page
 Grades 3 – Adult
 2019-2020

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

Student Name _____ Student ID# _____
(Please print)

Homeroom Teacher's Name _____ Grade: 3 4 5 6 7 8 9 10 11 12 Adult

A small fee is required to cover one accidental damage. Chart below indicates what we are asking. A check needs to be made out to your child's school to cover a one-time accidental damage to the Chromebook or case. Students in grades 6th-12th are getting brand new Chromebooks in 2019. Their one-time coverage fee is a small increase. (If child moves to another Mon County school, they will be asked to pay fee again because they will be getting a different Chromebook.)

2019-2020 Grade Level	Fee to cover one accidental damage to be paid at beginning of 2019-2020
3	\$10 – will cover one accidental damage while at the same school for 3 rd , 4 th and 5 th
4 & 5	\$0 Fee (no fee)
6	\$20 – will cover one accidental damage while at the same school for 6 th , 7 th & 8 th
7	\$15 – will cover one accidental damage while at the same school for 7 th & 8 th
8	\$10 – will cover one accidental damage while at the same school for 8 th
9	\$20 – will cover one accidental damage while at the same school for 9 th , 10 th , 11 th & 12 th
10 & 11	\$15 – will cover one accidental damage while at the same school for current year until end of 12 th
12	\$10 – will cover one accidental damage while at the same school for 12 th

This fee does not cover missing, stolen or lost chargers or missing, stolen or lost Chromebooks. This fee does not cover intentional damage to one's own or another student's Chromebook. This fee only covers one-time accidental damage. Any additional damages will be billed to the family. **Damaged Chromebooks may not be repaired for a week or more and with intentional damage student may not get a loaner device. Not having a Chromebook can and will have a direct impact on a student's classroom performance, homework and grades.** Some price quotes for repairs include (prices may be higher with our new Chromebooks): Base enclosure - \$30, Palm rest cover-\$55, Keys-\$55, Bezel-\$15, Chromebook replacement-\$200, charger-\$20. (In some cases such as the charger – it is cheaper to buy it yourself from Amazon.)

I have read and discussed this Monongalia County Technology Acceptable Use Policy with my child. I have stressed with my child to always take care of the Chromebook and protect it at all times. If there are any problems my child should discuss it with his/her teacher and/or the school TIS.

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.

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 device (including personal ones such as a cell phone) during the time at school.

Parent/Guardian Name _____

Student Signature _____

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.

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