

MONROE COUNTY SCHOOLS
Secondary Technology Acceptable Use Agreement Form



OVERVIEW

The appropriate use of technology helps students become life-long learners and positive and effective digital citizens. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world and use technology responsibly. They understand that information posted to the Internet is public, permanent and may have a long-term impact on their lives and careers.

Monroe County Schools and the West Virginia Department of Education provide a variety of technology tools, resources and services, including Internet and e-mail accounts, to students who understand how to use them in a responsible manner. The intent of Monroe County Schools is for technology resources to be used as a valuable educational tool.

Monroe County Schools and the WV Department of Education reserve the right to monitor, inspect and investigate information about the content and usage of any technology device, resources or services which they provide. No student should have any expectation of privacy when using the Internet; we reserve the right to disclose any information to law enforcement or third parties as appropriate.

USE OF TECHNOLOGY RESOURCES WITHIN MONROE COUNTY SCHOOLS IS A PRIVILEGE, NOT A RIGHT.

USER RESPONSIBILITIES

As the user of technology resources provided by Monroe County Schools (MCS), each student must read, understand, and accept all of the following rules stated below and any additional rules posted at school. Failure to abide by these rules may result in loss of technology privileges and/or disciplinary actions involving local, county, state, or federal agencies. Disciplinary actions will apply to all sites when students have multiple schools or community based learning experiences outside of the home school.

1. I will demonstrate good work ethics by using server software and online resources responsibly.
 - I will use the school's network and Internet only for educational purposes as directed by my teachers.
 - I will not download or play any non-educational games on a school computer.
 - I will only use school-sponsored blogs, wikis, web 2.0+ tools, social networking sites and online groups as part of an educational activity.
 - I will not access my personal social networking sites at school.
 - I will only stream any multimedia content from the Internet that supports the educational process.
 - I will manage my files and e-mail messages so that I do not overuse available server space.
 - I will not disrupt users, services, or equipment by downloading huge files during the school day, sending mass e-mails, annoying other users, etc.

2. I will be a responsible user of technology equipment and devices.
 - I will use school and/or county owned technology in a responsible, ethical and legal manner.
 - I will not destroy, deface, damage any equipment or move it from its proper location.
 - I will be a responsible user of printers and other technology supplies and conserve paper and other supplies.

- I will only use personal devices according to school and classroom rules; I will only use personal devices on the MCS network or Internet with the written permission of MCS.
 - I will not use personal devices to circumvent or bypass filtering devices, security features, or acceptable use rules.
 - I will not use personal devices to harass or bully another individual.
3. I respect personal privacy for myself and others.
- I will use extreme caution about revealing my personal information (including but not limited to home address, phone number, age, or images) on websites, blogs, podcasts, videos, e-mails, or as content on other electronic media.
 - I will not reveal any personal information about another individual on any electronic medium. I understand that posting such information about a person without his/her permission is a form of bullying and harassment.
 - I will not share any of my school account usernames or passwords with anyone else.
 - I will only use my account information to access the network and online resources.
4. I will use technology to improve my communication skills with others.
- I will only use a school provided e-mail account while at school, and I understand that the communications on this account are for educational use only.
 - I will follow the rules of network etiquette, which include use of appropriate language and polite responses.
 - I will not use telecommunication resources for any illegal, unethical, immoral, harassment, or unacceptable purposes.
5. I respect and protect the intellectual property of others by observing copyright laws.
- I will not copy information received from any source and say that it is my work.
 - I will cite all sources of information that I use in my projects and work, acknowledging the creator's work.
 - I will not make copies of any software belonging to MCS and its community-based learning sites to keep, give, or sell.
 - I will not install any personal software onto any school device.
6. I will follow school rules, the MCS Code of Conduct and state and federal rules when using technology.
- I will not access or attempt to access another user's e-mail, ID/passwords, personal files or data without that person's permission.
 - I will not download, install or execute any file unless it specifically relates to an educational assignment and I have received permission from the teacher.
 - I will not attach unauthorized equipment to the network.
 - I will not try to bypass any security measures or content filtering devices to gain unauthorized access to programs, equipment, or the Internet.
 - If I identify a security issues on the system, I will notify the principal. I will not demonstrate or share the problem with other students.
 - 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 not seek, view, create, send or distribute unethical, illegal, immoral, inappropriate, or unacceptable material of any type through e-mail or telecommunication resources.
 - I will not hack, crack, vandalize or participate in other unlawful online activities.
 - I understand that CIPA requires that all Internet access for students be filtered; therefore, I will not use broadband capabilities on any personal device to access the Internet while on Monroe County Schools' property.

STUDENT

I, _____, have reviewed the information in the Monroe County Schools Technology Acceptable Use Agreement Form with my parent or guardian and my teacher. I understand the rules that I am to follow. I also understand that failure to follow these rules will result in the loss of my technology access and privileges and/or disciplinary action.

Student Signature _____ Date _____ Grade _____
Signature

PARENT or GUARDIAN

As the parent or guardian of _____ (student), I have reviewed the Monroe County Schools Technology Acceptable Use Agreement Form with my child and understand the terms, rules, and guidelines as stated in the document. I also understand that information distributed through the Internet and other online services cannot be entirely controlled by Monroe County Schools. I therefore realize that during the course of educational studies and/or communication projects there is potential for the student to encounter controversial or offensive material. I give Monroe County Schools permission to grant technology access to my child. I understand that my child may maintain access as long as the procedures and guidelines described above are followed. I also understand that failure to abide by these rules may result in the revocation of my child's access and/or disciplinary action.

Parent or Guardian Name (please print) _____

Parent or Guardian _____ Date _____
Signature

**THIS SIGNATURE PAGE MUST BE ON FILE AT THE SCHOOL BEFORE THE
STUDENT IS PERMITTED TECHNOLOGY ACCESS**

For Office Use Only

Training Date Completed _____ Trainer's Signature _____