

404.01 Responsible Technology Use**Student User Agreement of Understanding**

Access and use of the MSD of Mt. Vernon provided electronic-based communications technology systems (from this point on referred to as technology) and all of its components, (i.e. computers, servers, telephones, copy machines, video equipment, computer networks, Internet services, electronic learning devices, related equipment, software and connections, including access to student owned personal devices) are student privileges, not rights. Students have the same responsibilities while using technology that are expected in any other school activity. Responsible use of technology is ethical, academically honest, respectful of the rights of others, and consistent with the Board's mission. Technology should be used by students to learn and communicate in correlation with the curriculum while under a teacher or supervisor's direction. Student owned personal devices and district owned technology can be used by students under teacher supervision with the objective of improving instruction and student learning. MSD of Mt. Vernon is not responsible for any loss of data, theft, damage, or loss of student owned personal devices.

The MSD of Mt. Vernon has developed a Responsible Technology Use policy. This agreement will be accepted by the student and/or parent at initial student enrollment or upon entering a new school facility and is legally binding. Students must have a current signature sheet for the Responsible Technology Use policy on file in order to gain access to any technology.

Instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services will be provided. Such instruction shall include, but not be limited to: the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. The MSD of Mt. Vernon recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites with reference to cyberbullying. Therefore, students shall be provided four (4) annual Internet safety lessons concerning appropriate online behavior, including interacting with others on social networking sites and in chat rooms and cyberbullying awareness and response.

STUDENT ACCEPTANCE OF RESPONSIBILITY

1. I understand that all electronic files stored on school-based technology are school property and shall be treated as such.
2. I know if I intentionally alter, damage, or cause loss of data or loss of time as a result of technology misuse, hacking, or mischief involving MSD of Mt. Vernon technology I may be required to make full financial restitution to correct the damage and/or loss.
3. I have no expectation of privacy with regard to the use of the district's technology and understand that all communications are subject to public access.
4. I understand that technology is to be used for school related purposes by authorized users and that incidental personal use of school technology is permitted with staff permission as long as it does not occur while I am performing classroom assignments and the use does not interfere with system operations, other system users, waste system resources, or violate provisions of this or any other district policy.
5. I understand the district has the right and may deny or alter accounts at any time without notice.
6. I understand that district technology shall not be used to advertise the sale of items for personal gain.
7. I understand that the district has the software and the capability to monitor and/or block any computer activities harmful to students or deemed non-instructional and obtain detailed usage reports. I also understand the district has the right to monitor all district owned hardware and software without warning.
8. I will not install any technology (hardware or software) not owned by the district on any MSD of Mt. Vernon technology system unless it has been approved, in advance, by the Information Systems Department.
9. I will not adjust, change, alter, remove, or add any equipment, software, cables, or connectors on any physical workstations.
10. I understand that I will have access to communication technology and people all over the world, as well as access to material that may not be considered to be of educational value in the context of the school setting. While the MSD of Mt. Vernon has taken precautions to restrict access to controversial materials, I understand that on a global network it is impossible to control all materials, and an industrious user may discover controversial information. I agree with the MSD of Mt. Vernon that the valuable information and interaction available through electronic communication far outweighs the possibility that I may procure material that is not consistent with the educational goals of the district.
11. I understand that any recording made on school grounds is subject to copyright laws and the protection of the privacy right of others, including personally identifiable information about a student protected by the Family Education Rights and Privacy Act ("FERPA"). I also understand that any recording, data, or image in violation of this standard may be confiscated and deleted by the district and that any use of a personal recording device to invade the privacy of another person may result in sanctions for the person making the recording.
12. I understand that wireless network connectivity on non-district owned devices will be allowed for instructional use while under teacher supervision. When I am connected to the district guest wireless network, I understand the guidelines of this Responsible Technology Use policy still apply. I further understand that the district reserves the

right to search and inspect private equipment without notice if there is reasonable suspicion that school policies are being violated, whether or not the equipment is connected to the wireless network; that any physical connection of non-district equipment to district network requires approval from the Information Systems Department; and that student connections to the Internet other than through the district networks, such as via a personal cell phone data plan or with a separate router or personal hotspot, are never allowed.

NOTIFICATION TO PARENTS

1. I understand my child's photo, artwork, or writing may be published on the district website and/or school maintained social networking sites. When using the aforementioned services I have been notified that students shall only be identified by initials or first name by district staff. Also, I understand that when necessary, my child may be given access to district provided or personal email sites and/or social networking sites for instructional collaboration and/or communicating with colleges or other outside entities. If I prefer my child not participate in the above mentioned activities, I will make that request in writing and deliver the request to my child's principal.
*Some school mandated services may not be eligible.

STUDENT REQUIREMENTS

1. I will be responsible for saving data in the assigned location in the cloud or on MSD of Mt. Vernon servers.
2. I will log on to the computer using my assigned username and password. Further, I understand that my password is not to be given to anyone else or be accessible to others.
3. I will only make use of approved outside media (flash drives, CDs, etc.) that have been checked by the lab manager.
4. I understand that while on MSDMV buses (or other district transportation) I may use a technology device as long as it is being used appropriately and responsibly as determined by my bus driver and/or other MSDMV staff.

PROHIBITED USES

1. I will not attempt to access, upload, download, copy, or distribute pornographic, obscene, or sexually explicit material or any other material which can be considered to be inappropriate.
2. I will not transmit obscene, abusive, adult humor, or sexually explicit language.
3. I will not violate any local, state, or federal law.
4. I will not bully, defame, intimidate, threaten, and/or harass others (including students and staff).
5. I will not vandalize, damage, or disable the property of another person or organization.
6. I will not access another person's materials, information, or files without the permission of that person.
7. I will not violate copyrights or otherwise use another person's intellectual property without their prior approval or proper citation.
8. I will not allow someone else to use my personal student account.
9. I will not make any attempt to circumvent district Internet security.
10. I will not assume the online identity of another person or disclose, use, or disseminate the personal information of another person.

eLEARNING REQUIREMENTS

The MSD of Mt Vernon is leading the way with our eLearning program (in designated areas) which is designed to enhance the curriculum by providing an electronic learning device to each student for use at school and at home. Your child will be trained to utilize this new technology as a tool and valuable resource in order to enhance learning.

The electronic learning device that your child is receiving can be used for word processing, access to the Internet, and to run a variety of applications that enhance the educational process. As we move forward, many classroom materials, including electronic textbooks, will be added to the electronic learning device. Teachers will communicate with students through the electronic learning device and will distribute and collect many classroom papers and documents.

Finally, we encourage your child to be innovative with the electronic learning device. We encourage you to support your child in learning to use the new technology, to ask questions, and to have your child teach you what they are learning.

STUDENT RESPONSIBILITIES

1. I will use the electronic learning device for educational purposes, innovation, and creativity. I understand that responsible use of the electronic learning device is expected. I will fully participate and use the electronic learning device in all classes as directed by my teachers.
2. I will abide by all school rules as outlined in the Student Handbook and Responsible Technology Use policy.
3. I understand that playing games or communicating with others through chatting, emailing, or instant messaging during instructional time will be considered digital truancy from class which will result in school discipline outlined in this Responsible Technology Use policy.
4. I agree to participate in all class activities and assignments as directed by my teachers.
5. I will bring my electronic learning device to school every day, fully charged, and ready for use
6. I agree that Internet browsing histories will be enabled at all times and shall not be deleted.
7. I will not exchange electronic learning devices with other students.
8. I will not remove the electronic learning device from the protective case.

9. I will keep the electronic learning devices in a well-protected temperature controlled environment when not in use. I will not leave the electronic learning device in a car.
10. I will not sync my electronic learning device through iTunes with any computer.
11. I will keep the electronic learning device away from food and drink.
12. I will clean the screen with approved soft, lint free cleaning towels. I will not use spray cleaners or other liquids for cleaning.
13. I will set a security pass code on my electronic learning device and the pass code will only be known by myself and my teacher. I understand that the MSD of Mt. Vernon reserves the right to bypass the security code when necessary (For IOS Devices Only).
14. I will report technical issues to my teacher, school lab manager, or student led support group as soon as practical.
15. I will not use personal accounts (such as iTunes) to load applications. (For IOS Devices Only).
16. I agree to use any/all wireless projection systems only when instructed to by my teacher or other school staff. I understand and agree that any misuse of these devices will result in school discipline outlined in this Responsible Technology Use policy.
17. I understand that student electronic learning devices will be preloaded with key applications. I will not load any other applications. I understand that it is the responsibility of the MSD of Mt. Vernon to install and uninstall applications. If there is an application I would like installed, I may discuss the educational merits of the application with the teacher. Once an application is deemed appropriate by the teacher for the classroom, it may be installed.

STUDENT AND PARENT RESPONSIBILITIES

1. We understand that MSD of Mt. Vernon personnel may search the school-issued electronic learning device; and at no time should a student expect a right to privacy of materials on the electronic learning device.
2. We understand that any inappropriate use of the electronic learning device will result in school discipline outlined in this Responsible Technology Use policy.
3. We agree to be responsible for proper care of the electronic learning device, and that any damage or loss beyond normal wear and tear will result in the following financial liability:
 - a. Parents will pay up to a \$100 deductible to the school district for the device to be repaired or replaced.
 - b. Habitual or purposeful offenders, as deemed by the principal, may be required to make full restitution for the replacement of the electronic learning device.
4. We understand that any violation of the MSD of Mt. Vernon’s Responsible Technology Use policy may result in sanctions that can include, but are not limited to:
 - Loss or limited use of technology privileges
 - Removal from course at the appropriate level
 - Restriction/prohibition from taking future courses at the appropriate level
 - Suspension
 - Expulsion
 - Expulsion with legal involvement in court system (According to IC 35-43-1-4 Computer tampering and IC 35-43-2-3 Computer trespass)

Student User Agreement of Understanding

In consideration for the privilege of using the MSD of Mt. Vernon’s technology and in consideration for having access to the information contained on it, I hereby release the MSD of Mt. Vernon, its faculty and staff, and all organizations, groups, and institutions with which the MSD of Mt. Vernon is affiliated from any and all claims of any nature arising from my use, or inability to use the MSD of Mt. Vernon’s technology. I have been provided a copy of the MSD of Mt. Vernon’s Responsible Technology Use policy and hereby agree to abide by all rules, guidelines and regulations described in that policy.

Student Name (Please print)

We have read and understand the above provisions and penalties. Our signatures below indicate that the student named above agrees to abide by these acceptable usage requirements. We also understand that no computer access will be allowed until this document is signed and on file at the school that he or she is currently attending.

Signature of Student

Date of Acceptance

Signature of Parent/Guardian

Date of Acceptance