Technology Acceptable Use & Internet Safety Agreement

Grades 6 - 12

Introduction

Use of the district owned technology, our internal network, Email, and Internet access at Milan Area Schools is not a right but a privilege extended to students for collaboration, enhanced educational information exchange, and to foster 21st century learning experiences.

This agreement is designed to ensure that all technology users will comply with all network, equipment, email, and Internet use policies approved by the district.

Prior to gaining access to our network, Email, or the Internet, all technology users are required to read the Technology Acceptable Use & Internet Safety agreement in its entirety and then, located on the last page of the agreement, sign the Agreement & Permission section. Students must review this policy with their family and obtain a parent signature.

Network & Equipment Use Policies

In exchange for the use of the Network or District provided technology either at school or away from school, the Student understands and agrees to the following:

- The use of the Network is a privilege which may be revoked by the District at any time and for any reason. The District reserves the right to remove files, limit or deny access, and refer the Student for other disciplinary actions related to misusing the network or provided equipment.
- The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believes may be objectionable. Students will not use district computer accounts/access to obtain, view, download, or otherwise gain access to such materials. **In compliance with the Children's Internet Protection Act (CIPA) and Michigan PA212, the District maintains an Internet filter that protects children from child pornography, obscene materials or materials harmful to minors, and adults from child pornography and obscene materials at schools and libraries.**
- All computers and network resources are intended for educational use. Any other use is expressly forbidden.
- The Student is responsible for the use of their account, password, and access privilege. Any problems which arise from the use of a Student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- The District is not responsible for any potential data loss as a result of hardware or network failures. The District does not guarantee the functions of the systems will meet any requirements the Student may have.
- Each Student will have a predefined amount of disk space on the student file server. The Student will delete old files from their network storage space to avoid excessive use of storage space and potential data loss.
- The District and/or Network reserve the right to log Internet use and to monitor electronic mail space utilization by users.
- The Student is permitted to transfer files from the internet and network resources, but understands the District is not liable for any data loss as a result of files infected with viruses or malware being copied onto the District network. Should the Student maliciously

and purposely install a virus, the Student may be subject to disciplinary measures including liability for any and all resultant repair costs.

- The Student may not install or copy program files from the internet or other network services without express written consent from the Technology Director. Any software found that has been installed without consent will be immediately removed through a computer reimage and the district is not responsible for any data loss as a result of the computer reimage.
- The District reserves the right to log computer use and to monitor file server space utilization by users. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.
- The Student agrees to abide by the rules of copyright law and guidelines as well as trademark laws and licensing in the copying of text, images, or files from the internet or other resources.
- The Student agrees not to tamper with or modify the hardware provided by the district for educational use. Any Student who attempts to do so will be subject to disciplinary measures as determined by the district. This may include being responsible for the costs associated with repairing any damaged equipment.
- The Student may not use personal technology within the District for inappropriate activities. This includes, but is not limited to, using personal technology like cell phones while in the vicinity of bathrooms or locker rooms.

Email User Agreement

Acceptable uses of email are devoted to activities which support teaching and learning. I understand the school email environment is actively scanned and monitored with services like Gaggle to prevent unauthorized use and inappropriate messages. I want to use my Google Apps account so I agree:

- To use the email account provided by Milan Area Schools solely for educational purposes.
- To protect the privacy of my username and password from others.
- To follow the rules of copyright law and guidelines as well as trademark laws and licensing agreements in the copying of text, images or other files from the Internet or other resources.
- To adhere to all items listed in the Online Safety Pledge (below)

Online Safety Pledge

I want to use the computer and the Internet. I understand that there are certain rules about what I should do online. I agree to follow these rules:

1. I will not give my name, address, telephone number, school, or my teachers'/parents' names, addresses, or telephone numbers, to anyone I meet on the Internet.
2. I will not give out my email password to anyone (even my best friends) other than my teachers/parents.
3. I will not send a picture of myself or others over the Internet without my teachers'/parents' permission.
4. I will not fill out any form or request online that asks me for any information about my school, my family, or myself without first asking for permission from my teachers/parents. This includes creating accounts of any nature.
5. I will tell my teachers/parents if I see any bad language or pictures on the Internet, or if anyone makes me feel nervous or uncomfortable online.
6. I will never agree to get together with someone I "meet" online without first checking with my teachers/parents. If my teachers/parents agree to the meeting, I will be sure that it is in a public place and that I am accompanied by an adult at all times.
7. I will not use any articles, stories, or other works I find online and pretend it is my own.
8. I will not use bad language online.
9. I will practice safe computing, and check for viruses whenever I borrow a disk from someone, download something from the Internet, or receive an attachment.
10. I will be a good online citizen and not participate in any activity that hurts others, bullies others, or is against the law or my school's policy.

Disciplinary Action

Users may be disciplined for violating any of the above Network & Equipment Use, Online Safety Pledge, or Email User Agreement items.

- Users will be required to make full financial restitution for any damages or unauthorized expenses that the District incurs from violation of this agreement.
- Users violating any of the responsibilities may face additional disciplinary action deemed appropriate in accordance with the District disciplinary policy.
- Users found in violation of the Technology Acceptable Use & Internet Safety agreement may be subject to the following disciplinary actions as deemed appropriate by the building administration:
    - suspension or revocation of access privileges
    - the loss of District technology for 3 days. The offense will be recorded in the user's file. The user will review the Technology Acceptable Use & Internet Safety agreement and re-sign it before privileges are reinstated.
    - the loss of District technology for up to 9 weeks. The offense will be recorded in the user's file. The user will review the Technology Acceptable Use & Internet Safety agreement and re-sign it before privileges are reinstated.
    - the loss of all technology privileges for the remainder of the school year.
- The District is not liable for any interference to school work as a consequence of the disciplinary measure.

Web Publishing

To publicize the achievements of our students, Milan Area Schools staff likes to occasionally publish students' names, photographs, and academic/extracurricular achievements in a variety of media formats. We take precautions and abide by the Safety Procedures below.

Formats may include:

- Photographs
- Videos
- Presentations - Parent Programs, Professional Development activities, fundraising, and newspaper
- Classroom or District Public Relations, Staff Blogs, Staff Webpages, Staff Facebook Pages

Safety Procedures:

- Use only first names unless the parent/guardian has submitted written permission.
- Personal information (full names, address, phone number, etc.) about students will not be included anywhere online.

Technology Acceptable Use & Internet Safety Agreement

Grades 9-12

Agreement & Permissions

Student Name: _____

Student Number: _____

Grade: _____

Student Agreement & Permission:

As a user of technology at Milan Area Schools, as I initial and sign below, I confirm that I have read and agree to the Technology Acceptable Use & Internet Safety agreement in its entirety.
Please initial the appropriate items below:

_____ I agree to comply with the Network and Equipment Policies

_____ I agree to comply with the Email User Agreement and use my school issued email account responsibly.

_____ I agree to comply with the Online Safety Pledge

_____ I have read the Disciplinary Action section and understand that there are consequences for violating any of the above Network & Equipment Use, Online Safety Pledge, or Email User Agreement items.

_____ I grant permission to have my photographs and other media published to the Internet.

Student Signature: _____