



# Marietta City Schools Acceptable Use Policy

## Purpose

The purpose of this acceptable use policy is to set forth guidelines for access to the school district computer system and acceptable use of the internet for students attending Marietta City Schools (MCS).

## General Statement of Policy

In making decisions regarding student access to the school district computer system and to the Internet, the school district considers its own stated educational mission, goals, and objectives. The district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their usage.

## Student Acceptable Use Policy

Student use of the school's computers, network, and Internet services/connection (the Network) are governed by the following principles and guidelines as well as the Student Code of Conduct.

Students are encouraged to use the Network for educational purposes. Use of the Network is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. General school rules for behavior apply. Unauthorized or inappropriate use of the Network, including any violation of the rules outlined in the AUP or the Student Code of Conduct, may result in cancellation or suspension of student accounts or internet usage, disciplinary action, and/or civil or criminal liability. Prior to accessing the Network or internet, all students and parents/guardians must sign a Technology Agreement.

Users must adhere to the following guidelines. The guidelines below are not exhaustive but are provided so users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network
- B. Students may only access the Network by using their assigned MCS account. Use of another person's account is prohibited.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent others on the Network
- D. Students may not use the Network to engage in "hacking" or other illegal activities (i.e. intellectual property violations, harassment, threatening the life or safety of another, stalking, transmission of obscene materials, fraud, sale of illegal substances, etc.).
- E. Transmission of any material that is in violation of any state or federal law or regulation or Board policy is prohibited.

- F. Any use of the Network for commercial purposes, advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected officials or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies such as email, cell phone, websites, and social media to support deliberate, repeated, and hostile behavior by an individual or group intended to harm others.
  - a. Cyberbullying includes, but is not limited to:
    - i. Posting slurs, rumors, or disparaging remarks about a student or staff member on the internet
    - ii. Sending emails or messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill
    - iii. Taking, sending, or posting embarrassing photos or recordings of students or staff members
    - iv. Posting misleading or fake photographs of students or staff members
  - b. To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or constitute a threat to safety will be considered violations of the Student Code of Conduct and may result in discipline.
- H. Students are expected to abide by the following rules of network etiquette:
  - a. Be polite, courteous, and respectful to others
  - b. Do not use obscene, vulgar, rude, inflammatory, threatening, sexually explicit, or abusive language in communications through the Network
  - c. Do not engage in personal attacks
  - d. Do not harass another person. Harassment is considered persistently acting in a manner to distress or annoy another person.
  - e. Do not post information that could cause damage or a disruption to the learning environment
  - f. Never reveal names, addresses, phone numbers, or passwords for yourself, other students, family members, or staff while on the Internet
  - g. Do not transmit pictures or other information that could be used to establish your identity
  - h. Promptly report any inappropriate or threatening messages to a teacher or administrator
- I. Downloading of information onto the school's hard drive is prohibited without prior approval from a teacher or administrator.
- J. Students shall not access social media accounts for personal use unless directed by a teacher or administrator for educational purposes.
- K. Students may not record video without permission from a teacher or administrator for educational purposes.
- L. Use of the internet to access, process, distribute, display, or print pornographic material, other offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of school computers and/or the school's network is prohibited (i.e. viruses).
- M. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the school's network in such a way that would disrupt the use of the network by other users. Users are responsible for reporting any potential security problems

or violations to an administrator.

- N. All communications and information accessible via the internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected. The illegal distribution of computer files through the internet is strictly prohibited.
- O. School devices are issued for student use in completing assignments and communicating with the teacher. Devices are issued for MCS student use only.
- P. The use of any AI technologies for school assignments is prohibited unless a staff member specifically requests AI usage for an assignment. The use of AI can give students an unfair advantage on assignments and potentially lead to plagiarism, as students may attempt to pass off AI-generated content as their own.
- Q. School devices and accessories are the student's responsibility. Unless proof is provided of another party being at fault, any damaged/missing items provided to the student are assumed to be the assigned student's fault.

## Privacy

Students have no expectation of privacy with respect to any usage of a school-owned device or school account, including content of their personal files and records of online activity. The District may, without prior notice or consent, log, supervise, access, view, and monitor student devices or accounts for inappropriate usage. Administration reserves the right to investigate possible misuses or to monitor any email through a MCS device or school account.

## Internet Disclaimer

The school utilizes software and/or hardware to monitor online activity of students to restrict access to material that is obscene, objectionable, inappropriate, or harmful to minors. While MCS employs an internet filtering service that is compliant with the federally mandated Children's Internet Protection Act(CIPA), no filter is 100% effective. MCS cannot guarantee that all inappropriate material will always be blocked. Users may encounter material which is objectionable, and which users, parents, teachers or administrators may consider inappropriate or offensive. Therefore, the Internet should be used at the risk of the user. Parents of minors assume risk by consenting to allow their child to participate in the use of the internet. Parents are responsible for setting and conveying the standards that their children should follow when using the Internet.

MCS cannot assume responsibility for any of the following:

- Costs that a student incurs if he/she purchases a product or service
- Any consequences of disruption in service that may result in a lack of resources, though every effort will be made to ensure a reliable connection, there may be times when the Internet service is down or slow

Any attempts to initiate access to inappropriate content will constitute a violation of the MCS Acceptable Use Policy and the Student Code of Conduct.

## Damage to District Owned Device

Accidents and normal part failures outside of the control of the student might occur. Students must not attempt to fix the damage on their own. It is a student's responsibility to notify the teacher immediately if a device is not functioning properly or if the device has been damaged in any way.

## Software

Marietta City Schools uses the Google Apps for Education suite of productivity and collaboration tools. The following website provides answers to questions regarding Google and student privacy. [Google for Education Privacy Notice](#)

## Extensions and Apps

Chrome web applications and extensions will be made available as needed by the MCS Technology Department. If additional web applications/extensions are requested by a student, their teacher must place the request on their behalf.

## Pricing for Repairs/Replacements

### Chromebooks

Chromebook: \$294

Screen replacement: \$84

Keyboard replacement: \$106

Power

Supply/Charger:

\$60

Carrying Case: \$30

### iPads:

iPad: \$449.00

Screen replacement: \$180.00

Power Supply/Charger: \$38.00

Cloth

Carrying

Case:

\$30

Otterbox Carrying Case: \$80

## Technology Agreement

### Student Responsibilities

1. I agree to be bound by all Acceptable Use policies and all applicable sections of the Student Code of Conduct while using a school-owned device, school account or school network connection.
2. I agree that I will use school-owned devices with care and caution at all times.
3. I will not download, change or remove any programs on school-owned devices unless directed by a MCS staff member to do so.
4. I agree to use a school-owned device for educational purposes only and will not use it to access any personal sites, apps, or accounts.
5. I agree I will not share personal information while using a school-owned device or from my school account.
6. I agree to keep accounts and passwords secure at all times.

7. I agree to let my teacher know immediately if a school-owned device is not functioning correctly or there is any damage.
8. I agree that any violation of this Agreement, the Acceptable Use policy, or the Student Code of Conduct as it relates to technology may result in disciplinary action.
9. I agree that any provided accessories will be kept together with the provided device at all times, and used as directed by staff members. Devices will be kept in its case if a case is provided.
10. I agree that if my assigned device has been collected for repairs and I require a device for class use, I will pick up a loaner device from my school's specified tech area, at which point the device will be returned at the end of each school day. Failure to return the device by end of day can result in disciplinary action.
11. I agree that if I do not receive a required accessory needed for use with my assigned device, I will report this to my building's administration within two weeks of receiving my assigned device. Failure to notify will result in required payment for the missing accessory.

### **Parent Responsibilities**

1. I agree that technology is a privilege and that my child may have his/her privileges revoked for misuse as outlined by the Acceptable Use Policy or other disciplinary action may be taken for violations of the Student Code of Conduct as it relates to technology.
2. I agree that school-owned devices and accounts will be monitored and that there is no expectation of privacy for my child with respect to any usage of a school-owned device or school account.
3. I understand that the Internet should be used at the risk of the user and that I am responsible for setting and conveying the standards that my child should adhere to when using the Internet.
4. I understand that should my child destroy information or equipment that causes damage to technology resources either through neglect or willful act, I will be liable for any and all costs.
5. I understand that by participating in G Suite for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with the use of Google Apps for Education ([Privacy Policies](#)).

**I have reviewed this Technology Agreement, the Acceptable Use policy, and the Student Code of Conduct and agree to the terms set forth within.**

Student Name (Print Clearly): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Grade: \_\_\_\_\_ Building Attending: \_\_\_\_\_

Parent/Guardian Name (Print Clearly): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_