

Marshall County Central Schools Technology Acceptable Use Policy

Learning is enhanced through technology's endless possibilities. Students at MCC have the opportunity to use technology to enhance their learning by gathering information, collaborating with fellow students and faculty, communicating with people all over the world, and by producing high quality academic work. Marshall County Central Schools is proud to provide students with the use of iPads, Chromebooks, computers, internet use, e-mail, printers, digital cameras, and other technology tools.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. The technology equipment and software available to MCC students is designed to be used as a tool to assist with the instructional objectives of the school district. **The use of the technology Marshall County Central Schools provides is a privilege, not a right.** If a person violates any of the User Terms and Conditions named in this document or the Marshall County Central Schools Chromebook Handbook, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Marshall County Central Schools' Student Discipline policy shall be applied for all student infractions.

MCC Schools:

- Provides internet, e-mail access, Google apps accounts, and online storage to its students.
- Provides internet blocking of inappropriate materials as able. (Parents should also set internet controls at home).
- Supervises and monitors student's computer usage at school.
- Provides students with understanding and skills needed to use technology in an appropriate manner.

Students must:

- Use school issued technology in the appropriate manner.
- Obey general school expectations concerning behavior and communication when using school technology.
- Use all technology appropriately as it is intended to be used
- Help MCC Schools by reporting any security problems or abuse by others to a teacher or school administrators.
- Keep any school issued technology safe and secure.
- Reporting any derogatory/inappropriate e-mails or messages to a teacher, a parent, or a school administrator immediately.
- Return any technology equipment and accessories checked out to them in good working condition

Parents:

- Talk to your children about values and standards they should follow when using the internet just as you do with use of other information sources such as television, movies, and radio.
- Help the school district by ensuring your child is using school issued e-mail, software, or technology equipment appropriately at home
- **Parents/Guardians must sign the form found at the end of this policy, which requests that the student may participate in the use school technology & software before students will be able to use a school computing device.**

Prohibited uses of technology and software include, but are not limited to:

1. Copying, distributing, plagiarizing, copyrighted materials or accessing any site selling or sharing student school work.
2. Revealing personal information of others and or themselves, such as home address, phone number, etc.
3. Sending, accessing, uploading, downloading, or displaying offensive, defamatory, inaccurate, abusive, obscene, profane, sexually explicit, threatening, racially offensive, harassing, or illegal materials.
4. Downloading inappropriate/unauthorized apps or software.
5. Bypassing Marshall County Central Schools internet filter through a web proxy.
6. Password sharing or gaining access to other students accounts, files, and/or data or using another student's user accounts.
7. Vandalism of school equipment & network (attempt to harm or destroy hardware, software, data; i.e. distributing a virus).
8. Use of school's internet/email accounts for financial gain, commercial gain, financial fraud, forgery, or for any illegal activity.
9. Leaving an account or device open or unattended.
10. Anonymous e-mail/chat without the approval of the school district.
11. Removing/defacing any identification labels or serial numbers of any school issued equipment.
12. Use of internet games/computer games without teacher permission.
13. Spamming (sending mass or inappropriate e-mails).
14. Any action that violates existing school board policy, local, state, or federal law.

MCC Schools Rights and Responsibilities:

1. The school district reserves the right to monitor all activity and use of all devices on the school network.
2. The school district reserves the right to block any material on the internet made available at school.
3. The school district reserves the right to deny access of school technology and software to any individual.
4. Security of the school network and school devices is a high priority. The superintendent or designee shall establish procedures that will maximize the computer system security.
5. No warranties are given with respect to any service, data, or software contained within the school network and its systems.
6. Opinions, advice, services, and all other information expressed by students, staff, information providers, service providers, or any other third-party personnel on the Network provided are those of the individual and do not represent the position of MCC Schools.
7. Accounts which are inactive for more than 30 days may be removed along with the user's data without prior notice.
8. School district staff members are responsible for supervising student use.
9. School district reserves the right to search school owned devices at any time
10. MCC Schools reserves the right to limit storage usages by an individual to any of its servers.

E-mail/Internet/Applications

- To use school equipment and the school network the school has in place, students must have their parent/guardian sign the technology usage permission found at the end of this policy. Students grades 3-12 will receive a school district e-mail account. Teachers may provide access to other online accounts necessary for completion of assignments in class (i.e. Typing programs, spelling programs, Accelerated Reader, Star Testing).
- The School District Network administrator may monitor e-mail and computer usage at any time, so proper etiquette should be followed at all times. Any student(s) found misusing this e-mail system and school technology shall suffer the loss of computer privileges for a specified amount of time, or further punishment as directed by the school administration.

Cyberbullying

- Students are reminded that using electronic devices or the internet to target another student may be considered cyberbullying under the district policies #413 (Harassment and Violence), #514 (Bullying Prohibition), and #524 (Internet Acceptable Use).

Discipline

Student discipline for violation of any part of this policy shall be based on the student's age and the severity of the infraction. Student and/or any guest disciplinary action includes, but is not limited to the loss of any or all computer privileges, loss of the ability to take school issued equipment home, termination of the user's accounts, removal from class, or suspension and/or expulsion. Parent(s)/guardian(s) and/or students(s) may be billed for damages to equipment. Illegal activities will be referred to the appropriate law enforcement agency.



MARSHALL COUNTY CENTRAL SCHOOLS TECHNOLOGY USE AGREEMENT – STUDENT

Student

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer systems, school owned devices, e-mail, applications, and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Student's Full Name (please print):

Student's Signature: _____ Date: _____

Desired E-mail Password: _____ (High School Students only)

Parent or Guardian

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system, school owned devices, e-mail, applications, and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision and hold the school harmless if and when my child's use is not in the school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Your child has been assigned an e-mail account. I have read and do understand the school district policies and district rights and responsibilities. I am specifically aware of prohibited use of the school network and I accept full responsibility for supervision and hold the school harmless if and when my child's use is not in the school setting.

Parent or Guardian's Name (please print):

Parent's Signature: _____ Date: _____

Use of photos for School News on School Web Site or Classroom Web Sites

We take pictures of our students at school events and in their learning environment to share school news and to maintain memories for our Yearbook. Those pictures are occasionally shared on our school Web Site, school Facebook, school Twitter Account, school Instagram Account, and on classroom Web Sites maintained by the teachers. We also occasionally share photos with the Honker, Northern Watch/TRF Times newspapers, and organizations that partner with the school for projects. If you wish to opt out of having your child's photo shared please contact the school office and request and complete a student privacy photo form.

This page must be signed and returned to school before student will be able to use a school computing device or school accounts.