TECHNOLOGY USAGE AGREEMENT

The Mount Vernon School District 17 – 3 (MVSD 17 – 3) will provide networked resources for all staff and students for educational purposes only, with the understanding that all resources and accounts are the property of the MVSD 17 - 3. **There will be NO EXPECTATION OF PRIVACY for any staff or student computer or account.** Student files will be purged upon the completion of the school year. Students who wish to retain files have a variety of ways to save their files off-site via a USB "thumb" drive or multiple on-line options. Users are asked to NOT place large amounts music or videos onto your "home or network folder" as these files may be deleted if your account limit is approached. Users are not allowed to run applications (download and/or install software) without the consent of the Technology Coordinator or administration unless you have been granted local administrative rights. Your network rights could be removed or restricted by not following MVSD 17 – 3 Technology Usage Agreement.

MVSD 17 – 3 Online Resource Policy (General)

The MVSD 17 - 3 restricts staff, students and community members from using the online resources provided from the school for personal use. The purpose of providing on-line resources is to allow staff and students use the Internet for educational purposes. Anyone caught abusing these resources will have their privileges reduced or revoked. Access for these resources is controlled by login rights which are provided by the technology coordinator. MVSD 17 - 3 network administrator will have access rights over all software and data that is being used on our network.

- MVSD 17 – 3 takes every precaution to protect staff and student files. The network administrator uses NTFS settings to limit staff and student access to particular user folders, files and share drives.
- Student computers will be monitored by selected staff using a control tool allowing "snapshots" or "video records" of any student's desktop and/or screens to be captured.
- Remote reviewing by selected staff will ensure students are engaged will their class assignments and/or homework. Staff members will control software installed will be allowed to engage students in class about appropriate use of on-line resources. Administration will reserve the right to direct the technology coordinator to limit, block or remove on-line (Network, Internet and/or Email) access to students in violation of MVSD 17 – 3 Technology Usage Agreement (Policy) or the State Of South Dakota K – 12 Data Center Policy.
- Staff and students will follow all the policies in the State Of South Dakota K – 12 Data Center Policy Manual which can change at any time with the most current version posted on https://members.k12.sd.us/in/Downloads2/7/491/K12DataCenterPolicyManual.pdf
- Any policy of MVSD 17 – 3 that conflicts with the State of SD K-12 Data Center will be superseded by the State's policy. MVSD 17 – 3 policy will be reviewed annually and updated to reflect such changes through school board review, readings, and approval.
- Only the Technology Coordinator is allowed to join a wireless device to the network.

MVSD 17 - 3 Email Policy

The State of South Dakota provides email accounts for every staff and student in the state. Emails pass through content filtering devices that will not deliver email with offensive language or content. Staff will have the ability to email any student or educator in the K12 system. Students may be restricted to any of the below features by the K12 Data center. Other email accounts or free email accounts will be blocked by the school's content filter and are not accessible unless approved by MVSD 17 – 3 administration.

- MVSD 17 – 3 reserves the right to limit students to any of the following K12 emailing restrictions:
    - *Do not use the Student Send/Receive Restrictions
    - *E-mail anyone
    - *E-mail anyone in the K-12 system
    - *E-mail only K-12 educators
    - *E-mail anyone in your district

*E-mail only educators in your district
- MVSD 17 – 3 reserves right to limit students email reducing the hours on-line some students are spending emailing other students not for school purposes. Since this is a practice with potential for abuse, cheating, or collaboration not intended for the classroom or school purposes the default "E-mail only educators in your district" will be the norm for students. Administration will decide and direct the Technology Coordinator which students will be allowed another option from the list above for other educational reason to fulfill an assignment and/or online course.

MVSD 17 – 3 SharePoint and/or Website Policy

MVSD 17 – 3 staff and students requesting SharePoint or Website space through the technology coordinator on the K12 Data Center system will adhere to MVSD 17 – 3 user responsibilities and those of the State of SD K12 Data Center. SharePoint or Website space is given to staff or students so they may have the opportunity to create, develop, and use SharePoint or Websites for school purposes or collaboration. This site is not for personal use or cheating by exchanging files and not completing the work of an assignment.

MVSD 17 – 3 SharePoint and/or Website User Responsibilities

Staff or students who decide to create or manage a SharePoint or Website on the K12 Data Center system must adhere to the following rules:
- Everything that is placed on the SharePoint/Website must be school appropriate. No inappropriate pictures, language, links, software or files.
- Staff and students will avoid putting personal information on their SharePoint/Website. Try to avoid placing last names, addresses, family information, or other information that might give an individual the chance to stalk or attack one of MVSD 17 – 3 staff or students.
- Staff or students must be respectful of others on their SharePoint/Website. No information should be placed on their SharePoint/Website that might embarrass or hurt another individual or organization.
- It is the right of any administrator at MVSD 17 – 3 to pull a staff or student SharePoint and/or Website off of
  the Internet if inappropriate information is posted. This is for the protection of the school. State officials do monitor these web sites and rules must be followed by the school to ensure proper conduct.

MVSD 17 – 3 Internet Safety Policy

It is the policy of the MVSD 17 – 3 to prevent individuals from accessing inappropriate material over our computer network. It is our intentions to comply with the Children's Internet Protection Act. Users are not allowed to access inappropriate material via Internet, email or other forms of direct electronic communications. MVSD 17 – 3 uses a content filtering device provided by the State of South Dakota to prevent users from accessing inappropriate material. It is the responsibility of all MVSD 17 – 3 staff to report any misuse of the school's network. Any individual caught engaged in activities that would violate the terms of the Children's Internet Protection Act will be reported to the proper authorities.

MVSD 17 – 3 Internet and Email Discipline Policy

Students are not allowed to do the following on school computers:
- Engage in cyber-bullying.
- Search for inappropriate material on the Internet. Examples include but not restricted too pornography, plagiarism, unauthorized installation files, programs, games, viruses, hacking.
- Send or receive inappropriate communication over the network to include viruses, unauthorized programs, files, texting, or email that includes *any data administration determines non-educational or disruptive to the school's network.*
- Play games on the computer during class, locate or use proxy servers, connecting to hot

spots, or visit social networking sites such as but not limited to snapchat, Instagram, Facebook and youtube..

- Download inappropriate material from a portable storage device to include files or programs not authorized to run over MVSD 17 – 3 network.
- Share assignment and/or homework files to complete assignments without completing the classwork assigned and/or cheating.

Students who are caught breaking the above rules may have one or all of the following done to them depending on the severity of the situation:

- Lose their Network, Internet and/or email privileges for an extended amount of time.
- Have their parents contacted and informed about their child's behavior.
- Stay after school and extra duties.
- Be removed from the classroom or school for an extended amount of time. (Extreme situation, sending threatening email to another student for example.)

Staff and Community Violations

Any staff member caught violating the above rules or found to be misusing school technology will be dealt with
the administration. Punishment will be determined by the severity of the violation. Any community member
caught violating MVSD 17 – 3 Technology Usage agreement will have their privileges restricted or revoked. Efforts will be made to restrict the guest account on the network utilized by wireless devices without a login (Examples: i-Pads, Smartphones, etc…) and also the login for community library computer access.

Please have each of your students sign the sheet below accompanied by a parent signature and turn into the office.

Printed
Student Name: _____

Student
Signature: _____

Printed
Parent Name: _____

Parent
Signature: _____

Printed
Student Name: _____

Student
Signature: _____

Printed
Parent Name: _____

Parent
Signature: _____

Printed
Student Name: _____

Student
Signature: _____

Printed
Parent Name: _____

Parent
Signature: _____

Printed
Student Name: _____

Student
Signature: _____

Printed
Parent Name: _____

Parent
Signature: _____

Mount Vernon School District 17 - 3 Laptop Usage Policy

When a Mount Vernon School District student or staff member is provided with a laptop, he/she accept responsibility for safeguarding the laptop itself as well as the data stored on the laptop. Should the laptop become infected or not operate as intended the Technology Coordinator will re-image the computer which will erase all previous data. It is the Student's or Staff member's responsibility to use their network folder for all files they want to have recovered. Saving to a local folder on the hard

drive *"C:"* drive or "My Document" are examples to locations that are not backed up and could be lost if a laptop is re-imaged. While on school grounds "network accessible" home folders should be used. If you want to work on files off school grounds "at home" - purchase your own USB Flash or Thumb drive to copy files to. You can also use a local hard drive folder such as "My Documents" but be sure to keep track of your own files and synchronization. The reason we do not use folder re-direction at our school district will be explained at an annual briefing prior to laptops being issued. Laptops users are expected to exercise reasonable care and take the following

precautions:

*Take appropriate steps to protect and laptop from theft.

*Secure your laptops either in a locked room, locker or have it on you
personally.

*Laptops should not be left unattended.

*Laptops that are not secured or left unattended overnight should be kept in a locked
drawer or cabinet, if available. Otherwise, the laptop should be kept out of plain sight.

*Laptops left unattended in a parked car should be kept out of plain sight or locked in the
trunk.

Do not work on or save sensitive information on a laptop without taking appropriate precautions:

*Sensitive information refers to any data that is protected by policy or software licensed
through the
district, or by any local, state or national laws or regulations. This includes, but is not
limited to,
education records, personally identifiable information, and confidential internal
information.

*I.T. staff will answer any questions regarding what data is considered sensitive and what is
not.

Take care to protect the laptop from damage

*Laptops should not be used in locations that might increase the likelihood of damage.
Examples: rain, dusty or sandy areas, extreme heat.

*Laptops should be kept in a padded carrying case or sleeve during transportation.

*Upon issuing of your laptop it is your responsibility to purchase a book bag or carrying
case to tote your laptop if you are not in a stationary location.

*Laptops should not be stored on top of lockers or on the floor in the hallways.

Report damage, loss or theft as soon as possible

*Reports should be sent to the Technology Coordinator. Please use a work order form
available in the office and place it in the Technology Coordinator's box. In the case of theft,
a report will also need to be made to law enforcement, student, parent/guardian's insurance
company and the school district's
insurance company in order to document and substantiate the theft report.

If a laptop or charger is damaged or lost, the person to whom the technology was provided will be held responsible for assuming part or all of the cost of repairing or replacing the equipment. The determination of responsibility will be made by the Mount Vernon School District Technology Coordinator and Superintendent.
If you have questions about the policy, please contact the Technology Coordinator or Superintendent at the Mount Vernon School District.

BUSING RULES CONTRACT: All students who ride route bus are required to sign the acknowledgement on the enrollment form and return! The Mt. Vernon School District provides busing and the Board of Education has employed reliable, responsible and trained people to drive these buses. The bus driver is an official representative of the school and has full authority to discipline students on the bus. It is the duty of each student who rides the bus to do his/her part to keep the buses in good condition and to abide by the stated rules. Students should be on time. If the bus had to wait as much as one minute at each stop, it would be 20 to 30 minutes late to school.

- All students must be seated while the bus is in motion.
- Arms and hands must be kept inside the bus.
- The aisles must be kept as clear as possible. Traffic through them must not be blocked.
- Boisterous and profane language will not be tolerated.
- The bus driver is responsible for the safety and welfare of the students in the bus and should never be bothered or distracted in any way which will interfere with responsible, safe driving. Rowdiness, pushing, crowding, shouting or unnecessary noises will not be permitted.
- Students will assist the driver in keeping the interior of the bus clean. No food, gum or drink may be consumed on the bus. The throwing of anything on the bus will not be tolerated. It is against the law to throw anything from a vehicle on the streets or highways.
- Students will immediately report to the driver any damage occurring on the bus.
- Each student is expected to inform the driver if he/she is not returning on the bus. If the student fails to do this, the driver is relieved of responsibility.
- Non-bus students are discouraged from riding on an incidental basis and will not be allowed to do so without prior approval from the administration.

Consequences for misbehavior on the bus.
The following consequences will be for all students that ride our buses to and from school. Remember it is a privilege to ride the bus, and it is important that all students follow the bus rules as stated. In the event that a student violates one of the rules, or some other infraction that disrupts the driver or other riders, the following consequences will take place immediately.
1st Offense: If any student is involved in any type of bullying, or misbehavior to and from school, they will be suspended from riding the bus for three (3) days.
2nd Offense: If any student is involved in any type of bullying, or misbehavior to or from school, they will be suspended from riding the bus for one (1) week.
3rd Offense: If any student is involved in any type of bullying, or misbehavior to or from school, they will be suspended from riding the bus for two (2) weeks.

IF BEHAVIOR CONTINUES, PERMANENT REMOVAL FOR THE REMAINDER OF THE YEAR WILL BE DISCUSSED WITH ADMINISTRATION. DURING THE SUSPENSION, IT WILL BE THE PARENT/GUARDIAN'S RESPONSIBILITY TO GET THEIR CHILD/REN TO AND FROM SCHOOL. IF A STUDENT IS REMOVED FROM A BUS, THAT STUDENT WILL HAVE TO OBTAIN OTHER MEANS OF TRANSPORTATION AT NO EXPENSE TO THE SCHOOL DISTRICT.

STUDENT SIGNATURE: _____

STUDENT SIGNATURE: _____

STUDENT SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____