

Monroe County Schools

One to One Technology Use Policy

MONROE COUNTY SCHOOLS STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY (AUP)

PURPOSE: MONROE COUNTY SCHOOLS may provide and assign students a Chromebook for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about county expectations for students and families who are being issued these one-to-one (1:1) computing devices. In addition to this policy, the use of any county-provided technology or network also requires students to abide by the MCS Technology Use Guidelines as stated in the Student Code of Conduct. Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that students will responsibly use county technology and that they understand the appropriate and acceptable use of both the technology and county network resources. We also expect that students will make a good faith effort to keep their county-issued devices safe, secure and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

RESPONSIBILITIES

The student will:

1. Students will follow Monroe County's Acceptable Use Policy at all times.
2. Adhere to these guidelines each time the device is used at home and school.
3. No one other than the authorized user may use the device for any purpose, and the student and/or parents will be held responsible for any downloaded material or damage that results from use by an unauthorized person.
4. Charge their 1:1 device at home nightly, bringing it to school each day with a full charge (classrooms do not have the capacity for students to charge their devices during the day).
5. Use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either county owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible, ethical and polite manner.
6. Respect the Internet filtering and security measures included on the Chromebook. All student 1:1 computing devices are configured so that Internet content is filtered both when the student is at school and when on any other public or private network.
7. Use technology for school-related purposes only during the instructional day while refraining from use related to personal commercial or political purposes.
8. Follow copyright laws and fair use guidelines and only download or import music, video, or other content that students are authorized or legally permitted to reproduce or use. Students should not download music or videos unless directed and/or authorized by a teacher for an educational project or assignment, and material must be free from obscenity, profanity, etc., in compliance with county and state acceptable use policy.
9. Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using county technology. Files stored and information accessed, downloaded or transferred on county-owned technology are not private insofar as they may be viewed, monitored or archived by the county at any time

RESTRICTIONS

The student will not:

1. Mark, deface, or place stickers on the Chromebooks. Students wishing to personalize their Chromebook may purchase an equivalent protective case that meets county guidelines.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings, or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, files, or games from the Internet or other sources onto any county-owned technology.
7. Tamper with Chromebook hardware or software, attempt unauthorized entry into Chromebooks, and/or vandalize or destroy the Chromebook or Chromebook files. Intentional or negligent damage to Chromebooks or software may result in criminal charges.
8. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of county-provided 1:1 technology. In order to keep Chromebooks secure and damage free, please follow these additional guidelines:

- Do not loan your 1:1 device or charger and cords.
- Do not leave the 1:1 device in a vehicle or leave it unattended at any time.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity.
- Keep your 1:1 device away from precarious locations like table edges, floors, seats or around pets.
- Do not stack objects on top of your 1:1 device, leave it outside, or use near water such as a pool.

Despite these safeguards, we understand that is always a risk that county-provided 1:1 technology may be damaged, lost or stolen. All students receiving 1:1 technology are encouraged to participate in a voluntary MCS Assurance Program, which is available to limit family liability for fines that may be imposed if damage or loss does occur. More details on the program can be found on the "MCS Assurance Program Facts & Enrollment Sheet" provided along with this policy. A MCS Assurance Program enrollment/waiver form must be submitted before 1:1 technology is issued to a student.

MCS is not responsible for any loss resulting from use of county-issued technology and makes no guarantees that the technology or the county network systems that support student use will be available at all times. By signing this policy you agree to abide by the conditions listed above and assume responsibility for the care and proper use of MCS issued technology. You understand that should you fail to honor all the terms of this Policy, access to 1:1 technology, the Internet, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the MCS Student Code of Conduct.

As the parent/guardian, my signature indicates I have read and understand this Required Use Policy, and give my permission for my child to have access to and use the described county-issued technology.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____

Date: _____

As the student, my signature indicates I have read or had explained to me and understand this Required Use Policy, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print): _____

School: _____

Student ID#: _____

Student Signature: _____

Grade: _____

Date: _____