



## **Parent/Guardian & Student Acceptable Use Agreement**

A device, power cord, and protective case will be issued to 7th, 8th, 9th, and 10th grade students to support the 1:1 Technology Initiative being implemented in the Germantown Municipal School District. School Tehnology Support (STS) staff will assist with hardware and software troubleshooting and support. There will be a \$30 or \$50 fee, depending on device, collected during device deployment to cover repairs, maintenance, and software updates. The school district will help make special accommodations for free and reduced lunch students.

### **General Policies**

1. The Germantown Municipal School District's Electronic Access and Internet Rules (see Student Handbook) will be strictly enforced when accessing the Internet. Violation of these rules may result in disciplinary action.
2. According to the Germantown Municipal School District's (GMSD) Rules of Conduct as stated in the GMSD Official Student Handbook, students are responsible for all items assigned to them at the school level, and the district may require restitution of property and damages where appropriate.
3. Swapping, reconfiguring, or tampering with hardware or existing software is prohibited. This includes, but is not limited to, the following:
  - Altering or removing any software, setting(s), or hardware components (including protective case)

- Deleting programs or altering device configuration
- Installing unauthorized software or downloading unauthorized files, viruses, games, programs, or other electronic media • Adding or changing passwords, or other lockout devices. No app may be added without prior approval.
- Putting physical marks, stickers, or deliberately damaging any equipment, or defacing hardware

4. Any inappropriate use, unattended device, or destructive care of a device or its case will result in:

- Parent/guardian notification
- Disciplinary sanctions as outlined in the Student Handbook.

5. If the power adaptor is damaged or lost, with the exception of factory defects as determined by GMSD staff, it is the financial responsibility of the student to replace it through the District.

6. The device being issued is a required educational tool and should only be used in that capacity. Once the device is issued to the student, the student is responsible for it at all times. Any inappropriate or destructive use of a device or its protective case should be reported to the teacher or an administrator immediately.

7. The device should be in the possession of the student to whom it is assigned or locked in a secure location at all times. The device should never be left unattended (during lunch, in the locker room, after school, during extra-curricular activities, etc.). If a device is found, it must be turned in immediately to the school office.

8. The student is to use only his or her assigned device. Students should not share their device with another student.

9. Students are responsible for bringing a fully charged device to school each day for use in the classroom.

10. If the device is lost or stolen:

- Off campus - A police report must be filed in the city where the device was stolen, and school administration must be notified immediately. In addition, the District may require restitution of property and damages, where appropriate.
- On campus – School administration should be notified immediately.

11. The student is aware that the device will contain permanent tracking software so that missing devices may be located by law enforcement.

12. The student will return the device to the school at the end of the year and/or when requested by school administration. If the device is not returned it will be reported stolen, and a police report will be submitted to law enforcement. In addition, the District may require restitution of property and damages, where appropriate.

13. The student will return the device to the school if he or she withdraws from the Germantown Municipal School District. If the device is not returned before the student withdraws, it will be reported stolen, and a police report will be submitted to law enforcement.

14. The parent/guardian is responsible for monitoring student use of the device at home.

15. The student/parent/guardian will not attempt to repair the device nor attempt to clean it with anything other than a soft dry cloth. Any problems or needed repairs should be reported to School Technology Support staff. GMSD devices should never be taken to Apple for repair or support.

16. The school system assumes no responsibility for any unauthorized charges, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or any illegal or unauthorized use of its computers such as copyright violations.

17. Students must submit this required agreement to the school. The form should be signed by both the student and parent/guardian prior to device use.

#### **Device Rules and Guidelines**

1. The Germantown Municipal School District (GMSD) maintains administrative control so that, at any time, a teacher or GMSD employee may access any information on the student device including email and Internet history. (Refer to Privacy Statement)

2. The GMSD acceptable use policies and procedures should be followed at all times.

- GMSD Policy #4.406 – Electronic Access and Internet Rules, Web Publishing, and Media Coverage
- The Germantown Municipal School District's Student Handbook

3. A student who violates any GMSD acceptable use policy or procedure will be subject to disciplinary sanctions as outlined in the Student Code of Conduct.

4. Personal information should never be shared over the Internet. If a student is asked for personal information, a teacher or administrator should be notified immediately.

5. The student is not permitted to view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.

6. The student is not permitted to use the device in any way that would cause harm to others or damage to their property.

7. If a student is harassed online in any way, a teacher or administrator should be notified immediately, and appropriate measures will be taken to address the concern.

8. If a student accidentally accesses an inappropriate website, this should be reported immediately to a teacher or administrator. The student should close the site, but note the web address, date, and time of this incident.

9. Access to any unreported inappropriate sites or involvement in online harassment will result in:

- Parent/guardian notification
- Disciplinary sanctions as outlined in the Student Code of Conduct.

10. Electronic communication should be used only for appropriate, legitimate, and educational purposes only.

11. The student must comply with all copyright laws. This prohibits downloading or storing any files or applications illegally obtained. All music, photos, games, applications, and other content must be purchased legally or must be public domain.

12. Students must not make any attempt to access servers, other devices on the network, or network information that is not open to the public.

13. Students may not use the school network for personal or private business reasons.

14. Students are not to knowingly degrade or disrupt online services or equipment, as such activity is considered a crime under state and federal law. This includes tampering with device hardware or software, vandalizing data, invoking viruses, or attempting to gain access to restricted or unauthorized network services.

15. The Germantown Municipal School District is not responsible for damaged or lost data transferred through our network or stored on devices or on our file servers.

16. Students should maintain at least a 30-day web browsing history and should not disable the browsing history for any reason.

### **Social Networking**

1. If you use social networking sites, exercise care with personal profile data and posted content to ensure that information does not reflect poorly on yourself, your peers, your family, or your school. Any content that reflects unfavorably on the school or its teachers and students is strictly prohibited.

2. Using your school email address on social networking sites is forbidden.

### **E-Mail**

1. Students are not allowed to use the school assigned email address to sign up for anything other than school related uses.

2. The full name for your email address is not to be changed under any circumstance.

3. E-mail during class is prohibited unless authorized by faculty or administration.

4. Students should always use appropriate language in their communication to teachers or other students.

5. Messaging services (i.e., email, Schoology, blogs, etc.) provided by the school are to be used only for the exchange of appropriate, school-related information.

6. No inappropriate communication is allowed, including derogatory, obscene, or harassing messages.

7. Online messages of an abusive or harassing nature will be regarded as a violation of a major school rule and is prohibited.
8. Chain letters, mass communication, and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages on to other individuals or groups via e-mail.
9. Students are prohibited from accessing anyone else's online accounts.
10. Appropriate online etiquette should be observed always. In general, only messages that one would say to the recipient in person should be written.

### **Chatting/Texting**

1. Chatting, texting, and instant messaging are prohibited on campus, except when specifically authorized by faculty/administration for educational purposes and only for a specified time period.

### **Audio and Video**

1. Audio on devices should be turned off unless required for the activity being conducted.
2. Each student should have his or her own set of headphones/ear buds.
3. The use of devices to watch movies or videos is not permitted during the school day unless required for the activity being conducted.
4. Music containing sexually explicit, violent, or anti-religious lyrics must not be stored on the school's device. The school reserves the right to remove any music that falls under this category, including files purchased illegally.
5. Recording audio or video of other students or staff without their permission is prohibited.

### **Games**

1. On-line or standalone games are not permitted during school hours unless it is assigned as part of an educational activity. . School hours are defined as follows:
  - Houston High School – 7:45 am to 2:45 pm
  - Houston Middle School – 8:00 am to 3:00 pm
  - Riverdale Middle School – 8:30 am to 3:30 pm
2. The school reserves the right to remove any game from a school device that is considered inappropriate or impedes the educational purpose of the 1:1 program.
3. A student caught playing games during school hours is subject to discipline action.

### **Privacy Statement**

Students have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system.

This applies whether the resources are used at school or elsewhere, including personal use. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources, or stored on servers or on the storage mediums of individual devices, will be private. The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate files server space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with District policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned device.

By using the school system's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

*Germantown Municipal Schools offers educational and employment opportunities without regard to race, color, creed, national origin, religion, sex, age, or disability and adheres to the provisions of the Family Education Rights and Privacy Act (FERPA).*