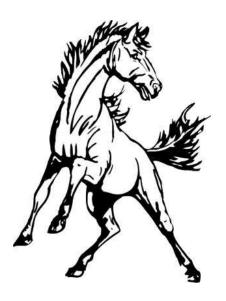# Marion County R-II School District

Device/Internet Usage Policies & Procedures 2020-2021

Acceptable Use Policy

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their underline, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) and google drive is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The DIstrict E-mail and google system is designed solely for educational and work related purposes. ***E-mail and google drive files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

A. Receiving and Returning Electronic Devices

a. Devices will be handed out to students during the first days of school. Prior to utilizing the device, the district's AUP (Acceptable Use Policy) must be signed.
b. The devices are returned to their charging cart in their HOME room at the end of EACH day. The device is NOT allowed to leave Marion County R-II school grounds unless approved in advance by the tech coordinator or an administrator.
c. Students are financially responsible for their device and if the student fails to return their device at the end of the school year, or when they unenroll, are suspended, or expelled, they will be subject to criminal prosecution or civil liability. The student will be required to pay for the cost of the electronic device. Any chargers not returned will result in a $15 fine.
d. The student will be responsible for any damage caused to the device (beyond normal wear and tear). Any excessive damage will result in an additional fee, not to exceed the cost of the device.

B. Caring for Your Electronic Device

a. Students are responsible for the general care of the electronic device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the office and will be given to the technology department.
    i. The device is school property and all users will follow this policy and the Acceptable Use Policy for technology.
    ii. Keep any food or drinks away from the device.
    iii. Use caution when plugging any type of cord (charger, mouse, etc) into the device.
    iv. The devices must be free of any writing, stickers, drawing, or labels that are not placed on them by the Marion CO. School District.

v. Never leave the devices left in an unattended or unsupervised area.

vi. It is the student's responsibility to ensure the battery is charged each school day.

b. Carrying the Devices

i. Whenever the device is being carried from one location to another, make sure it is closed (chromebooks), so the screen is not damaged.

ii. Be very careful not to "bump" the device against lockers, walls, car doors, floors, etc. as it could cause the screen to eventually break.

C. Using Your Device at School

Electronic devices are intended for use at school each day. In addition to teacher expectations for electronic device use, school messages, announcements, calendars, and schedules may be accessed using the electronic device. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher. The electronic device is the property of Marion CO School District. Therefore, school staff and administration have the right to check any material stored on a student's electronic device at any time.

a. Damaged Devices: Loaner devices may be issued to students when they leave their electronic devices for repair in the office. There may be a delay in getting an electronic device should the school not have enough to loan.

b. Screensavers, Backgrounds, and Profile Photos: Inappropriate media, as deemed inappropriate by teachers and administrators, may not be used as screensavers, background photos or profile photos.

c. Sounds and Music: Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is allowed on the device, provided permission has been obtained from the teacher.

d. Printing: The devices will not be set up to print to school printers. If printing is necessary, the classroom teacher will ensure the student is able to print from a district computer.

D. Managing Files and Saving Your Work

a. Saving Your Work: All work must be saved to your google drive, unless a teacher directs you otherwise. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

b. Marion CO School District makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

E. Downloads, Inspection, and Upgrades

a. Sometimes it may be necessary for a student to download something to the device, which is acceptable, provided the content is appropriate and permission has been granted for the student to download to the device.

b. Students may be selected at random to provide their electronic device for inspection. These inspections may include an inspection of material downloaded on the electronic device.

c. Upgrade versions of the device are available from time to time. Students will be required to check in their devices for periodic updates and syncing.

F. Responsibilities

a. Parent/Guardian Responsibilities:Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

b. School Responsibilities:
   i. School will provide Internet at school and email access (7th-12 grade) to its students.
   ii. School will provide Internet blocking of appropriate materials as able.
   iii. School will provide network data storage areas and google storage access. These will be treated similar to school lockers. Marion CO School District reserves the right to review, monitor, and restrict information stored on or transmitted via Marion CO School District owned equipment and to investigate inappropriate use of resources.

c. Student Responsibilities:
   i. Students will use electronic devices/computers in a reasonable and ethical manner.
   ii. Students will obey general school rules concerning behavior and communication that apply to electronic device/computer use.
   iii. Students will use all technology resources in an appropriate manner so as not to damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via

Marion CO School District's designated Internet system is at your own risk. Marion CO School District denies any responsibility for the accuracy or quality of information obtained through its services.

iv. Students will help the Marion CO School District protect its computer system/devices by contacting an administrator about any security problems they may encounter.

v. Students will monitor all activity on their account(s) at school and home.

vii. Students should always turn off and secure their device after they are done working to protect their work and information.

viii. If a student should receive email or messages containing inappropriate or abusive language or if the subject matter is questionable, he or she may be asked to share and forward a copy to administration.

ix. Students will return their electronic device to the appropriate cart at the end of each school year. Students will retain their original device each year while enrolled at Marion CO School District. Students who withdraw, are suspended or expelled, or terminate enrollment at Marion CO School District for any other reason must return their individual school electronic device on the date of termination.

d. <u>Student Activities Strictly Prohibited:</u>
   i. Illegal installation or transmission of copyright materials.
   ii. Any action that violates existing Board policy or public law.
   iii. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
   iv. Use of chat rooms, sites selling terms papers, book reports and other forms of student work.
   v. Messaging services
   vi. Internet/computer games
   vii. Changing of electronic device settings (exceptions include personal settings such as font size, brightness, etc)
   viii. Use of social media (i.e. Facebook, Twitter, etc.) during school hours
   ix. Downloading apps
   x. Spamming - sending mass or inappropriate emails.
   xi.   Gaining access to another student's accounts, files and/or data
   xii. Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
   xiii. Use of anonymous and/or false communications such as messenger applications.

xiv. Students are not allowed to give out personal information for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.

xv. Participation in credit card fraud, electronic forgery, or other illegal behavior.

xvi. Vandalism (any malicious attempt to harm or destroy the device or data) of school equipment will not be allowed.

xvii. Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.

xviii. Use of the device's camera to take and/or distribute inappropriate or unethical material.

xix. Bypassing the Marion CO School District web filter.

e. <u>Electronic Device Care</u>: Students will be held responsible for maintaining the individual electronic devices and keeping them in good working order. Students will be responsible for damages to their electronic devices.

i. Electronic device batteries must be charged and ready for school each day.

ii. Only labels or stickers applied by Marion CO School District may be applied to the device.

iii. Devices that are stolen or lost must be reported immediately to the office.

iv. Electronic devices that malfunction or are damaged must be reported to the office. The school district will be responsible for repairing devices that malfunction. Students will be responsible for the entire cost of repairs to the devices that are damaged intentionally or be responsible for full replacement cost.

f. <u>Legal Propriety</u>:

i. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or a parent.

ii. Plagiarism is viewed as a form of cheating thus it is a violation of the Marion CO Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

iii. Use or possession of hacking software.

G. Protecting and Storing Your Electronic Device

a. <u>Electronic Device Identification:</u> The devices will be labeled in the manner specified by the school. Electronic devices can be identified in the following ways:
   i.   Record of serial numbers
   ii. Marion CO. District label

b. <u>Storing Your Device:</u> When students are not using their devices, they should be stored carefully in their locker, bookbag, or kept with the student. Nothing should be placed on top of the device when it is in the lockers or elsewhere. If a student needs a secure location to place their electronic device, they may contact a teacher to discuss options.

   Do NOT leave your device in a place that is experiencing extreme hot or cold conditions. These conditions can damage the device.

c. <u>Electronic Devices Left in Unsupervised Areas:</u> Under no circumstances should electronic devices be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, locker rooms, library, unlocked classrooms and lockers, dressing rooms, busses, lobbies and hallways. Any device left in these areas is in danger of being stolen or damaged. If a device is found in an unsupervised area, it will be taken to the office. Violations may result in loss of electronic device privileges.

d. <u>Extra-Curricular Events:</u> Students are not permitted to bring their device along with them to extra-curricular events unless other arrangements are made. Electronic devices must be stored in a locked device cart. Students can be given access into the school to retrieve their device after such events if the need has prior approval.

H. Repairing or Replacing Your Electronic Device

Students will be responsible for damages to their electronic device including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction of maintenance issue, the Marion Co. school district will determine the cost of repairs. In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

The below prices are subject to availability and market prices.

Common Repair and Replacement Items

Item	With Paid Damage Waiver-Fee	Without Paid Damage Waiver-Fee
Screen	$25.00	$50.00
Charger	$9.00	$17.00
Keyboard and Touchpad (HP)	$29.00	$58.00
Keyboard (Lenovo)	$23.00	$45.00
Touchpad (Lenovo)	$24.00	$48.00
Cleaning due to negligence or intentional abuse (i.e. food, stickers, pen/pencil marks, dirt)	$10.00	$10.00

Chromebook Full Replacement Costs

Item	Replacement cost
Lenovo Chromebook	$235.00
HP Chromebook	$235.00
Chromebook Management License	$30.00
Total per Chromebook	**$265.00**

General Questions

What is a Chromebook? Why did we pick this device?

A Chromebook is a device meant for primarily working with Internet based resources.
○ 8 hour battery life
○ Perfect fit for students working online.
○ Fast and portable
○ Ruggedized for student use
○ Works with Google Apps for Education
○ Keyboard and mouse included
○ Efficient management
○ Automatic updates
○ USB, VGA, HDMI, SD and ethernet ports

Many kids already own a Macbook, tablet, phone or a PC laptop. So why add and require a Chromebook?
● The Chromebook is the required 1:1 device. It will allow us to monitor student use at school and push out applications that students will use for course work. The ease of operation and standardizing the device for all 3rd - 12th grade students makes collaboration easier for all.

Are businesses or colleges using the Chromebook?
● Many businesses and colleges are using these devices. It has been projected by many in the education technology community that cloud based applications skills are mandatory for students.

Are we able to keep the Chromebook after our four years of high school?
● At this time, no plan has been put in place for students to be able to purchase the device upon Graduation.

How will the calculator on the Chromebook prepare student appropriately for AP or standardized tests?
● The calculator on the Chromebook is very similar to that on a traditional calculator. The skills learned in either format will be transferable between devices.

I already have a Chromebook. Do I need the one the school is providing?
● Yes. The Chromebooks provided to students have the management software piece that allows the school to monitor network use and manage apps. At this time, it is a required resource just like a uniform and ID badge.

Is the information on a Chromebook or in Google Apps for Education private - meaning will Google sell or share our information?
● The information in Google Apps for Education is private and secure and is not used or sold in any way h[ttp://www.google.com/enterpri se/apps/education/benefits.html](http://www.google.com/enterpri se/apps/education/benefits.html)

What other schools are using/requiring Chromebook technology for all of their students?
● Many area schools implement this 1 to 1 technology

Why is the school implementing this initiative?
● In keeping with our other individualized learning initiatives, this device also provides opportunity to embrace the four Cs of Twenty-First Century Learning: Creativity, Critical Thinking, Collaboration, and Communication. Students will enter tomorrow's workplace and colleges ready with the technology skills demanded of employers and institutes of higher education. Additionally, teachers will receive staff development on best practices for using the devices with their students.

Will students be expected to use this only for school related activities or can they add other content such as facebook etc.?
● Students can access any web-based resource at school that is allowed through the school's Internet filter. At all times, the device is to be used for educational purposes.

How will students handle submitting formal works where formatting is vital? Will MS Office remain a central feature like it is in the business world?
● The formatting features have improved greatly in the Google suite of tools over the past few years and offer many of the features available in other desktop publishing tools. Many businesses and research institutions are also moving to cloud based services like Google Apps. We will ensure students have the necessary tools to be able to submit formal works. MS Office will be installed on desktops in the computer lab.

What exactly can Chromebooks do? Can they run programs at all? It seems to me students may have better products already (iPads, Google based tablets, other laptops) so will we allow for students to use these other products instead?
● Chromebooks run web-based programs. The Chromebook is the required 1:1 device. It will allow us to monitor student use at school and push out applications that students will use for course work.

Warranty, Loss, Breakage, and Theft. What is the yearly cost to insure the Chromebook? What does the insurance cover?
● A mandatory $25 per year, per device will be collected from each student and covers breakage and accidental damage. Maximum family rate is $50 per year.

What exactly does the insurance cover? Who will be responsible for maintenance/IT support on them if something goes wrong? (malfunctioning software, virus, etc.)
● Insurance will cover breakage and accidental damage.
● The Chrome operating system is not at risk of viruses and self-maintains its software.
● We will have a location in the school where students can get help with the Chromebook.

What responsibility is the school going to hold if the Chromebook is stolen or damaged at school?
● The student and their family will take responsibility of the Chromebook from check-out until check-in and they will be responsible for their device, just as they have for textbooks in the past.

What if my family can't afford the mandatory $20 fee? Will my student still receive a device?
● We will work with individual families to meet financial needs. Details on this will be released at a later date.

Is the school anticipating thefts of the Chromebooks by the students?
● Yes this may happen. However, devices purchased through the district can be locked down so that they cannot be used by anyone after it is stolen, thus making it worthless.

What is the cost of the insurance to cover loss/theft? You say that the Chromebook is the same responsibility as a textbook to the families; however, a Chromebook is more likely to be stolen than a textbook and much more expensive to replace.
● If a Chromebook is lost or stolen, we have the ability to make it unusable for anyone, thus eliminating its value and reducing the likelihood of theft.

How will the school deal with students who habitually lose their devices or even loaner devices? What if one of those students is low income and the parents can't pay for replacements?
● We encourage students to be responsible with their device.

Will the computers be labeled, or marked, in a way that would make it easy for someone to return a lost laptop. Also, will these labels and/or markings permanently affect the Chromebooks?
● We will only inventory and tag devices that belong to the school. We will provide strategies for how they can identify their Chromebook and how to record the serial number so the device can be returned if lost and found. The serial number also allows us to lock anyone out of a lost or stolen device, thus making it unusable to anyone else. Student Use and Access

Will the Chromebooks belong to the students, or will they be returned at the end of the school year?
● The devices have been purchased by federal grant dollars and will continue to belong to the school for now. They will be returned at the end of the year or after graduation. There is a rotation in place to send home chromebooks.

Will the school have a "spare pool" in the event a student has to send his/her Chromebook out for repair?
● Yes, there will be loaners available.

Technical

How will students get support if they need it?
● There will be limited tech support.

What if a student loses power; will there be charging stations?
● Student will charge their device in the appropriate cart at the end of each day.

What will they connect to for wireless?
● Students devices are set-up to connect to their local network at school.

How will these devices affect the wifi network?.
● The wireless upgrades put in place during the summer of 2015 were designed to support a 1:1 initiative. There might be areas that need some additional hotspots after we go-live and we are prepared to address those as needed.

Will students be able to print from the Chromebooks?
● We encourage students to publish and share their work in digital format. For those resources that absolutely must be printed, the student will work out an arrangement with their teacher.

How will Chrome Web Apps from the Chrome App Store work?
● Students will have a core suite of apps that we will manage centrally. Students can also add apps from the store. Paid apps provided by the district will have to follow an approval process to be determined.

What about specialized programs outside of Google apps. Will we be going to a virtualization model?
● At this time we can only support what will run natively on the Chromebook. As technology changes, we will adapt with it.

I know that an educational app package will be on the student Chromebooks. Which apps will be included?
● We will have the ability to push out apps. We are still evaluating which ones we will deploy automatically.

Will the district be installing charging stations? I know the students should charge overnight but realistically there absolutely must be power sources for them to use.
● Yes we plan on putting charging cables in the mustang hour carts. Additional charging cables can be checked out from the tech coordinator on a limited basis.

All systems are going with touch screen in the near future; will these computers have that? Will the computer have a camera? Will it have voice recognition ?
● These devices do not have touch screens. For many of our students in this age range, they have used a desktop or laptop computer and are familiar with its operation thus easing the learning curve for them.
● The Chromebook does have a camera and does have speech-to-text and text-to-speech capabilities.

Are we allowed to use a mouse instead of the track-pad for the Chromebooks?
● Yes, however the student would need to provide that.

Is there a backup in case the system goes down?
● All student's work is backed up to the cloud (the Internet).

Will steps be taken to prevent computer viruses from disrupting the learning process?
● The Chromebook is built on a Linux infrastructure and is not at as much risk for computer viruses and the operating system automatically updates so it can patch any vulnerabilities that arise immediately.

Can the Chromebook support flash technology to play animations that I use in class?
● Chromebooks support flash.

What happens if a student has technological difficulties or loses the Chromebook? Is the information within, including notes, able to be backed up easily?
● All of a student's work on a Chromebook is backed up to the cloud (on the Internet) automatically. If the Chromebook is damaged beyond repair when a student signs into a different Chromebook all of their information is automatically transferred.

Classroom issues

How will this affect the students ability to interact with each other? How do you expect teachers to regulate what students do with the computers during class?
● We will have tools in place to monitor student use. Communication and collaboration will depend on the goals of the classroom or the activities.

Will students collaborate with other schools? Will Students and Teachers collaborate with other 1:1 schools around the world?
● This will be classroom project specific, but some of this is already occurring through the use of Google Apps and other web-based tools. We anticipate that these tools will make this even easier and natural to take place between our schools and other schools

Will the students also be instructed in typing so that by the time they are doing papers on the Chromebook, they are fast, proficient, and accurate at using the keyboard?
● There are also free tutorials and typing games/tutors available on the Chromebook.

Can it be assumed that for labs such as specialized computer programming, the Chromebook won't be used?
● There will be several curricular areas that require dedicated labs, which will remain. However, we intend to slowly reduce the number of writing labs and cross-curricular labs.

Practice and Procedures

How will replacement / loss / theft be handled for replacements?
● This will be handled by 3rd party insurance or the family for loss and theft.

Do students take their Chromebooks with them if they leave the district?
● No. Students must return all school owned property, including the Chromebook, upon withdrawal.

Can my student use their own Google account on the Chromebooks?
● Each student is assigned a Harmony Google account and that is the account that will be used for logging into the Chromebook. Once they are logged in they can also access their personal accounts via the web.

How does the school plan to limit the use of the Chromebook to keep students focused on school?
   ● The school must teach appropriate use of technology.

How do I know my student will not be playing games all day and ignoring lessons?
● The classroom activities will leave little time for game playing. The devices will also have a feature where teacher can monitor student use while at school so it is easier to keep track of student activities on the devices.

What software be installed to govern and track proper use?
● We are adding a product that allows teachers to monitor their students' screens while on campus.

Will it be possible for a student to attend a class remotely using their Chromebook if they are away from campus?
● That would depend on the structure of the class, however it is technically possible.

Internet Acceptable Use Policy
MARION CO. R-II SCHOOL DISTRICT

The Marion County R-II School District promotes the use and development of computer networks as a classroom tool. Activities generated by this district are designed to serve the learning needs of its students. Any activity which does not is discouraged. Internet access is available to students and teachers in the district. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With this comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Marion Co. R-II School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information, either by accident or deliberately.

AS A USER OF THE INTERNET I UNDERSTAND THAT:

- The reason to use the Internet in the Marion Co. R-II School District is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication.
- Although there is material of questionable value or controversial content available on the Internet, the educational benefits of access to its resources outweigh the risks.

I WILL NOT:
- Use the Internet or any attachable storage device to <u>download and/or upload</u> any software programs, games, screensavers, or music onto any computer or server in the school system without permission from the Technology department or Superintendent.
- Use the Internet to transmit or receive any material in violation of any law; this includes copyrighted material, threatening material, obscene material; or anything protected by trade laws.
- Attach or attempt to attach any piece of equipment that is not owned by the Marion Co. R-II School District to any machine or networked device (i.e. cell phones, PDAs, pocket computers, laptops and digital cameras).
- Use chat rooms or any messenger programs, including Facebook.
- Reveal my personal computer user name and password or allow anyone else to use it.
- Reveal the computer passwords of other students.
- Use the Internet for product or service advertisement.
- Use the Internet for any illegal activity.
- Use the Internet for any purpose not sanctioned by my teacher.
- Intentionally modify files, passwords, or data that belong to someone else.
- Harm or destroy data of another user or network; this includes creating or spreading computer viruses.
- Harm or destroy Marion Co. R-II equipment.
- Provide, disclose, or use personal information of self or others over the Internet.

I WILL

- Promote the wholesome educational use of the Internet according to the policies of the Marion Co. R-II School District.
- Use the Internet resources for educational purposes only.
- Notify the Marion Co. R-II School District of any change in the personal information listed below.
- Comply with CIPA (Children's Internet Protection Act).

I UNDERSTAND

- My use of an Internet account is a privilege, not a right, and that inappropriate or inadequate use may result in cancellation of my account.
- The Marion Co. R-II School District will not be responsible for any damages I incur while using the account; this includes loss of data, delays, service interruptions, or inaccurate data.
- I will be barred from use of the INTERNET, perhaps receive failing grades for assignments, or be referred to the principal/superintendent for disciplinary action if I violate these guidelines.
- That my usage of the Internet and storage of files may be monitored at any time. *There are absolutely no rights to privacy, expressed or implied. Your computer usage will be monitored.*
- The rules governing student usage may be changed from time to time.
- This is a legally binding document.

CONSEQUENCES (steps may be skipped pending offense by administration)
- **First Offense: 1 day ban from Internet**
- **Second Offense: 3 days ban from Internet**
- **Third Offense: 3 days ISS & 1 week ban from Internet**

Adoption
The Board of Marion Co. R-II School District adopted this Internet Acceptable Use Policy at a public meeting, following normal public notice, on December 16, 2010.

The Marion County R-II **Device/Internet Usage Policies & Procedures** can be found at www.marion.k12.mo.us , Resources tab , General Resources. **Please review, complete the form and return to school.**

Marion Co. R-II School
Student Technology Pledge 2020-2021

- I will never give my password to anyone, but the teacher.
- I will not try to discover another person's password.
- I will use my device in ways that are appropriate, meet Marion Co. R-II School District expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- I understand that my device is subject to inspection at any time without notice and remains the property of Marion Co. R-II School District.
- I will follow the policies outlined in the *Device Policies and Procedures Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will take good care of my electronic device.
- I will never leave my device unattended.
- I will never loan my device to other individuals.
- I will know where my device is at all times.
- I will charge my electronic device's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not use the device's camera to take and/or distribute inappropriate or unethical material.
- I will not disassemble any part of my device or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc) on my device.
- I will not deface the serial number sticker or the sticker which provides the school code.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the device and power cords in good working condition.

I agree to the stipulations set forth in the above documents including the *1:1 Policies and Procedures*, the *Acceptable Use Policy*, and the *Student Technology Pledge for Electronic Device Use.*

Student Grade: _____

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Parent Name (please print first and last name): _____

Parent Signature: _____ Date: _____