

## **Student Required Use and Internet Safety Procedures for District Owned Technology**

**Purpose:** to provide expectations for student use and outline Internet safety requirements<sup>1</sup>

The student:

- Will adhere to these guidelines each time the Internet is used at home and school.
- Will make available for inspection by an administrator or teacher upon request any internet pages visited, messages or files sent or received at any Internet location.
- Understands that files stored and information accessed, downloaded or transferred on district-owned technology devices are not private.
- Will use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber Bullying such as personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks are to be reported to responsible school personnel. Rules of netiquette should be followed conducting oneself in a responsible, ethical and polite manner.
- Will follow copyright laws and should only download/import music or other files to a district owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
- Will never reveal identifying information, files or communications to others through email or post to the Internet.
- Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
- Will not share passwords or attempt to discover passwords. Sharing a password could make a student liable if problems arise with the respective user ID. Disciplinary action could result.
- Will not download and/or install any programs, files, or games from the Internet or other sources onto any district owned technology. This includes the intentional introduction of computer viruses and other malicious software.
- Will not tamper with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of the computer or computer files. Damage to computers may result in criminal charges.

---

<sup>1</sup> Adapted from: "MOORESVILLE GRADED SCHOOL DISTRICT STUDENT ..." 2012. 25 Aug. 2014  
<<http://www.walton.k12.ga.us/Portals/0/Documents/CurrInst/StudentDevices/RUPPDF.pdf>>

*Every Child. Every Day. For a Better Tomorrow.*

## **Student Required Use and Internet Safety Procedures for District Owned Technology**

- Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations.
- Will use technology for school-related purposes while refraining from use related to commercial, political or other private purposes.
- Will not make use of materials or attempt to locate 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. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).
- Will keep devices secure and damage free.
- Will be responsible for damage or loss of items due to negligence.
- Students are responsible for complying with all policies in the CMS Board Policy IJNDB and Regulation IJNDB-R.

Connection of personal devices such as iPods, smartphones, PDAs and printers is permitted but not supported by CMS technical staff. Home Internet use and cost is the responsibility of the student both in cost and configuration. Dial-up is not an option as device configurations do not include modems.

Will back up data and other important files regularly. CMS will at times provide maintenance to devices by imaging. All files not backed up to server storage space or other storage media will be deleted during these processes. Students are ultimately responsible for backing up all personal files on their own storage media.

### **Students are expected to follow these guidelines:**

Do not loan devices, chargers or cords.

Do not leave devices unattended.

Do not eat or drink while using the computer or have food or drinks in close proximity.

Do not place the computer on the floor or in sitting areas such as couches or chairs.

Do not leave the computer near table or desk edges.

Do not stack objects on top of your computer.

Do not leave the computer outside or use near water such as a pool

*Every Child. Every Day. For a Better Tomorrow.*



## Student Required Use and Internet Safety Procedures for District Owned Technology

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 the described electronic resources.

Parent/Guardian (please print):

---

Parent/Guardian Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

As the student, my signature indicates I have read 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):

---

Student ID Number:

---

Student Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

*Every Child. Every Day. For a Better Tomorrow.*

## SCMS Chromebook Student / Parent Agreement 2014-2015

South Charlotte Middle School has been selected by Charlotte Mecklenburg Schools as an Early Adopter School for 1:1 technology. Please read the information listed below for South Charlotte. This page must be signed and returned prior to receiving a Chromebook.

### Student/Parent Responsibility

- Students are to use the Chromebook for educational purposes only.
- Students may not download personal files such as music or photos.
- Students may not download personal apps.
- Parents are responsible for the replacement cost of lost, stolen, or damaged devices.

### Daily Management of Chromebooks

- Students are obligated to turn in their device prior to leaving for the day. Devices must not be taken home.
- Students are responsible for taking reasonable care of devices to ensure they are not damaged, lost or stolen.
- Student must follow the CMS Acceptable Use Guidelines:  
<http://www.cms.k12.nc.us/cmsdepartments/CIO/Documents/Internet%20Acceptable%20Use%20Policy.pdf>.
- All technical and service issues will be addressed at the school level. School issued Chromebooks may not be taken to an outside computer service for any repairs or maintenance.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ HR Teacher \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Dear Parents and Guardians,

This year, students will be using a variety of online Web applications as a resource to enhance their learning experience. Although these applications are widely used by the education community and support their use in K-12 institutions, their Terms of Service state that due to Federal Law any users under the age of 13 must obtain explicit parental permission to use their sites.

All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today, but new tools arise every day. Some common tools that your children may encounter and use are, but not limited to:

- Networks:** A networking site is a place where teachers and students can communicate, collaborate, and share content. Examples include email and cloud file storage and sharing.
- Blogs:** A blog is a website where student work can be published online.
- Google Apps:** An online suite of productivity and digital tools.
- Podcasts:** A podcast is a digital audio file that is distributed over the Internet for playback.
- Videos:** A video is a recording displaying moving images and audio. Digital video files can incorporate photos, voiceovers and music.
- Social bookmarking:** Social bookmarking is a way for Internet users to save, classify, and share websites.

As these sites are instrumental in the development of the curriculum, we are asking that you and your child please review the permission form below and complete it. Should your expectations change, we must be notified in writing. If you do not give your child permission to use these web tool applications, an alternative assignment will be provided.



## Student Information

- Students are responsible for good behavior/character online just like they are in our school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Students should notify the teacher of anything inappropriate. Bullying will not be tolerated.
- Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If the user is unsure whether or not they can use it, they should request permission from the copyright owner.
- All use of these tools must be used in accordance with the Acceptable Use Policy of the District, even if you do the work outside of school on your own device.

## Parent Information

**Child Internet Protection Act:** The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. Any harmful content contained from inappropriate sites will be blocked. <http://fcc.gov/cgb/consumerfacts/cipa.html>

**Children's Online Privacy Protection Act:** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. <http://www.ftc.gov/privacy/coppafaqs.shtm>

**Family Educational Rights and Privacy Act:** FERPA protects the privacy of student education records and gives parents the right to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential education records (grades, student ID #, etc) for public viewing on the Internet. The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published. Parents have the right at any time to investigate the contents of their child's email or web tools. <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>



## Web Tool Use (K-8)

### Permission Slip

**Please sign and return this sheet and keep the others for your information.**

I have read the permission slip, Student Handbook and Required Use Policy (RUP) form; I understand if a student breaks any of the rules of this agreement or the District's RUP, student consequences will be given.

\_\_\_\_\_ **YES**, I give permission for my child to use these web tools to enhance their learning experience.

\_\_\_\_\_ **NO**, I do not give permission to use these web tools to enhance their learning experience.

Student Name Printed: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

