

## COMPUTER/NETWORK/INTERNET USE AGREEMENT

### STUDENT TECHNOLOGY AGREEMENT:: GRADES 4-6

*Note: This agreement reflects the attached Computer/Network/Internet Acceptable Use Policy.*

***As a part of my schoolwork, my school gives me the use of iPads/Chromebooks and data storage space via Google. My behavior and language are to follow the same rules I follow in my class and in my school. To help myself, and others, I agree to the following promises:***

1. I will use the Chromebooks and iPads *only* to do schoolwork, and not for *any other* reason. I will not store material on school-owned machines that is not related to my schoolwork.
2. I will use the Internet *only* with my teacher's permission and will *not* upload any software or apps without permission from my teacher.
3. If given a password, I will *not* give my password to anyone else, and I will *not* ask for or use anyone else's password. I will *not* add or change my password.
4. I will *not* put my address, telephone number or any other personal information about myself or anyone else on the Chromebooks/iPads. I will *not* plan to meet people contacted through the Internet.
5. I will use the Chromebooks/iPads for appropriate tasks and will *not* upload, link, or embed an image of others or myself without my teacher's permission.
6. I will play only teacher-approved games.
7. I will be polite and considerate when I use the Chromebooks/iPads; I will use grace, courtesy and respect in all of my interactions on the Chromebooks/iPads.
8. I will not try to see, send, or upload anything that says and/or shows bad or mean things about anyone's race, religion or gender. If I see something bad or mean I will tell a teacher. If I use my Mill Falls email account, I will follow my teachers' instructions which will include direction about not opening suspicious attachments and only using appropriate language in my emails, among other instructions.
9. I will treat the Chromebooks/iPads with respect and not damage Chromebooks/iPads or anyone else's work. I *will not* eat or drink near the computer or iPad.
10. If I have or see a problem with the Chromebooks/iPads, I will tell my teacher in person or by email.
11. I will not block or interfere with school's communications systems.
12. My teacher will look at my work and iPad/Computer (when in person) to be sure that I am following these rules, and if I am not, there will be consequences, which may include not being able to use the computer/iPad.
13. If I damage a computer or iPad on purpose, I will be responsible for reimbursing the school, and there will be additional consequences.
14. I will not purchase anything when using school iPads/Chromebooks. I will be responsible for reimbursing the school for purchases made.
15. When referencing articles or other items created by other people, I will be sure to state the author of the work I am using as a reference. If I do not do this, it is called Plagiarism. (Plagiarism is copying the work created by others and calling it your own and this is forbidden)
16. I understand that the rules I have to follow at school when using Chromebooks/iPads and all technology are also expected of me when I use them outside of school, and if my

choices interfere with other students' education, and/or if I break the rules, there will be consequences in school.

17. I know that if I do not follow all the rules and expectations in this Agreement when I use an iPad or computer there will be a consequence.

**Print Student's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

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

**Parents:**

- I have read and discussed with my child the Computer/Network/Internet Use Agreement and Computer/Network/Internet Acceptable Use Policy, and I give permission for his or her use of the resources. I understand that computer access is conditional upon adherence to the agreement. Although MFCS has set up protections that filter inappropriate content, and students are monitored, neither are infallible, and I understand that we rely on the responsible use of the Internet by all students.*
- I understand that my child will be assigned a Google account for his/her schoolwork, and that his/her email account and internet usage will be monitored, archived and filtered.*
- I understand that a violation of the Computer/Network/Internet Acceptable Use Agreement or Computer/Network/Internet Acceptable Use Policy may result in consequences, such as loss of student-privileges, and in severe cases suspension or reports made to legal authorities.*
- I understand that Mill Falls will not be responsible for damage or harm to persons, files, data or hardware. While Mill Falls employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Mill Falls will not be responsible financially or otherwise, for unauthorized transactions conducted over the school network or with school-loaned machines.*

**Print Parent's Name:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STUDENTS MAY NOT USE CHROMEBOOKS UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO MILL FALLS.**



## MFCS Computer/Network/Internet Acceptable Use Policy

### **Policy Purpose**

The Computer/Network/Internet Acceptable Use Policy establishes efficient, safe, ethical and legal use of computers, iPads and Internet resources at Mill Falls Charter School. This policy applies to student-users of these resources located in or accessed by Mill Falls Charter School.

### **Qualifying for Use**

The privilege and responsibility of using our computer/iPad and Internet resources is based on the concept of a qualified and informed user. Access to and use of these resources entails a great responsibility. Inappropriate use may result in disciplinary action, which may be revocation of privileges or even suspension. In order for a student to use Mill Falls' computers, iPads and Internet resources a completed and signed *Acceptable Use Agreement* must be on file at school (additional details on the following page).

### **Internet Access & Safety Policy Technology Protection Measure:**

Mill Falls Charter School has set up protections that filter materials that are profane, obscene, unlawful, discriminatory, violent, or hateful. In addition, students are monitored by teachers and staff when using the computers/iPads. However, it is recognized that neither is infallible, and we rely on the responsible use of the Internet by our students and staff.

### **Internet Safety Policy:**

Technology tools including email, blogs, social networking, among others, have transformed how the world communicates and learns. These exciting and innovative communication tools often have educational value and cannot be completely filtered. Mill Falls educates its students about appropriate online behavior, including cyber bullying, and interacting with individuals. To insure safety and promote reliable Internet use, all users must adhere to the existing *MFCS Common Code of Online Conduct* and *MFCS Bullying Policy* (including information about cyber-bullying) that can be found in the Family Handbook.

### **Proper Usage**

Security and safety is a maximum priority. Students using school computers/iPads are expected to behave appropriately and respectfully and agree to the following parameters and conditions:

Students:

- Must notify staff about security problems, unacceptable Internet sites or inappropriate communication.

- Will not eat or drink in the immediate vicinity of any computers/iPads or network asset.
- Will not change or add any passwords to the machines.
- Will not purchase anything on line when using school computers/iPads. Should this occur, the student will be responsible for reimbursing the school for the purchase.
- Shall not install/upload software to school computers/iPads or store software on network servers.
- Will not set up or participate in Internet or LAN-based proxy or sharing applications.
- Will not evade, change or exceed resource quotas or disk usage as set by the Administration.
- Are responsible for making back-up copies of their critical documents.
- Will not reveal personal information on the Internet or plan to meet people contacted through the Internet.
- Will not access, create or share profane, obscene, unlawful, discriminatory, violent, or hateful content.

### **Privacy**

- No guarantee of privacy is given to any function of the network including files and communication.
- Data storage areas are to be treated as school property.
- Software is employed that enables remote control and monitoring of computers/iPads while in use.
- Teachers, school administration officials and parents/guardians, have the right to review the contents of any user's files and communications.
- All users must respect the privacy of other users and the confidentiality of passwords.

### **Copyright & Plagiarism**

Violation of copyright and/or software agreement is considered a violation of this policy.

- Explicitly copyrighted materials will often have conditions describing how they may or may not be used.
- Plagiarism is expressly forbidden. (Plagiarism is the claiming of another person's work as your own.)
- Proper citations will be used when citing electronic information.

### **Vandalism**

Vandalism is defined as any malicious attempt to damage the physical computers/iPads, software, network systems or data of other users.

- Vandalism will result in disciplinary action, which may include suspension of computer/technology resources and possible referral to legal authorities.
- Individuals will be held financially responsible for damages caused by vandalism *including*:
  1. Attempts to move, remove, or damage software, hardware, or files.
  2. Attempts to hack into any network or computer/iPad environment.

3. Physical damage to a technology resource while it is assigned or checked out to them.

### **Research & Reference**

With the information that abounds on the Internet, it is important for our students and staff to recognize authoritative and respected sources of information. To this end, students and staff will give preference to:

- Subscription resources that have been reviewed by educators.
- Teacher reviewed and evaluated sites and materials.
- Information from educational, government and non-profit websites (.edu, .gov,.org).

### **Violations of the Acceptable Use Policy**

Mill Falls Charter School places a high value on the appropriate and responsible use of its network and Internet resources. A violation of any of the rules outlined in this agreement will result in the following consequences:

#### **Student Users**

- **First Infraction:** removal from use of technology resources for one week (five school days).
- **Second Infraction:** removal from use of technology resources for one calendar month (i.e.: from the 14th of September to the 14th of October).
- **Third Infraction:** removal from use of technology resources for 90 school days.

All infractions of the policy will be disclosed to parents/guardians in writing. Infractions of this policy may result in further disciplinary action and will be determined on a case-by-case basis. Any illegal infractions will be reported to legal authorities. School administrators reserve the right to modify the consequences outlined above if deemed appropriate.

### **Parent/Guardian/Student Understanding & Agreement**

Because we understand that the required legal language in this policy document is complex, we have created an *Acceptable Use Agreement*.

That document will be signed by both our students and their parents/guardians when they enter our Lower Elementary Program and again when they enter the Upper Elementary Program. The signed agreement shall be kept at the school and is a required document for student participation in the MFCS technology program.

### **Existing Policies**

Mill Falls Charter School also has an existing *Common Code of Online Conduct* and *Bullying Policy* (including information about cyber-bullying) that can be found in the Family Handbook. All guidelines of this *Code of Online Conduct* and *Bullying Policy* still apply.

*Approved by the Board of Trustees, September 17, 2014.  
(small language clarifications made September 2015)*