

# ***Marion County School District***



## ***2020-2021 Student Issued Device Agreement***

### **Technology/ Network/ Internet Access/Device Agreement**

Marion County School District is pleased to offer to students access to the Marion County School District technology resources in accordance with the terms and conditions of this agreement. The Marion County School District technology resources includes, but is not limited to: devices, computers, computer networks, email, and internet access. The technology resources are provided for educational purposes, to improve and enhance student learning, and enable the administration and operation of the district.

Marion County School District requires the responsible use of all technology resources. Access to the technology resources and services is given to those who agree to act in accordance with this agreement. All students are referred to as users in this agreement. All users understand this agreement is a legally binding document and must sign the agreement and pledge compliance with this agreement annually. In order for a student to gain access to the technology resources, the student and student's parent(s) /guardian(s) must agree to the MCSD Acceptable Use Policy & Student Issued Device Agreement.

These guidelines are provided so that the student and/or parent of the student are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of all technology resources. If a Marion County School District student violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

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## **1. MCSD District Rights and Responsibilities**

It is the policy of the MCSD to maintain an environment that promotes ethical and responsible conduct in all online network activities by students. It shall be a violation of this agreement for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general agreement, the district recognizes its legal and moral obligation to protect the wellbeing of students in its charge. To this end, the MCSD retains the following rights and recognizes the following obligations:

- Monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining logs of internet and/or email activity for later review.
- Provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to MCSD owned equipment and, specifically, to exclude those who do not abide by the MCSDs acceptable use or other policies governing the use of school facilities, equipment, and materials. MCSD reserves the right to restrict online destinations through software or other means.
- MCSD complies with the regulations of CIPA, the Children's Internet Protection Act H.R. 4577, by providing internet content filtering services for students. Filtering services are a means of protection from objectionable sites but cannot provide a 100% guarantee. Therefore, MCSD provides no guarantees but will diligently attempt to protect students from accessing such objectionable internet sites.
- Provide guidelines and make reasonable efforts to train students in acceptable use and policies.
- Educate students about safety with regard to:
  - safety on the Internet
  - appropriate behavior while on online, on social networking and on Web sites
  - cyberbullying awareness and response.
- Staff members who supervise students, control electronic equipment, or otherwise observe student use of said equipment online shall monitor the use of this equipment to assure that it conforms to the mission and goals of the MCSD.

## **2. Acceptable Use Policy**

### **Acceptable Use Policy**

Acceptable Use Guidelines for internet, electronic media, and communication apply to all MCSD devices. These guidelines shall be adhered to by all students, faculty, staff, and administration. Use of any technology resource provided by the MCSD is a privilege, not a right and entails responsibility users agree to learn and comply with the provisions of this policy.

### **General Guidelines**

- All students must follow the Marion County School Technology Acceptable Use Policy as outlined in the student handbook and this document. This policy can be found on the district website and in the student handbook.
- MCSD District technology resources (district owned device or district provided internet access) shall not be used to obtain or view products that are deemed inappropriate by CIPA. This includes but is not limited to pornography, alcoholic products, illegal drugs, tobacco products and/or any product in which a person must be a required minimum age to view and/or purchase.
- The display of any kind of sexually explicit image or document on any MCSD system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using our network or computing resources.
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the MCSD.
- MCSD reserves the right to block objectionable or inappropriate sites.
- Students are responsible for their ethical and educational use of the technology resources of the MCSD.
- Access to MCSD technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is

not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.

- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual or technology department will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- No employee or student may use MCSD facilities to download or distribute pirated software or data.
- No employee or student may use the MCSD internet facilities or devices to propagate any virus, worm, trojan horse or trap-door program code.
- Each employee or student using the internet facilities of the MCSD shall identify himself or herself honestly, accurately and completely, when setting up accounts on outside computer systems.

### **Personal Guidelines and Network Safety**

- Be polite and use appropriate language.
- Assume that email and internet access is not secure or confidential. Never send anything that you would not want viewed by others.
- Do not disclose, use, disseminate or divulge personal and/or private information about yourself, minors or any others including personal identification such as, but not limited to, credit card information, social security numbers, telephone numbers, addresses, etc.
- Immediately report to MCSD authorities any attempt by other internet users to engage in inappropriate conversations or personal conduct.
- There is to be absolutely no expectation of privacy on the MCSD network. Activities at any workstation or transmission and receipt of data can be monitored at any time, both electronically or by staff observation. This includes transmission and receipt of email, email attachments, web browsing, and any other use of the network.
- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Remember that storage is not guaranteed to be private or confidential as all equipment is the property of the MCSD.
- If you inadvertently, regardless of whether that site had been previously deemed acceptable by any screening or rating program, access a website that contains obscene, pornographic or otherwise offensive material exit the site immediately and report the site to your teacher, principal or technology department personnel.

### **Illegal Activity**

- Users agree not to access, transmit or retransmit any materials(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of United States, Mississippi local government, or MCSD laws, policies or regulations.
- Users shall not access, transmit or retransmit: copyrighted materials (including plagiarism), threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is deemed inappropriate to minors.
- Plagiarism is a violation of the 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.
- Users shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.
- Users shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.
- Users shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
- Users shall not access, transmit, or retransmit information that could cause danger or disruption or engage in

personal attacks, including prejudicial or discriminatory attacks.

- The MCSD retains the copyright to any material posted on the internet and/or network by any employee and/or student in the course of his or her duties or required coursework.
- CYBER BULLYING WILL NOT BE TOLERATED. Please report any cyber bullying activity to the school and/or district administration immediately.

### **Email and Electronic Communication**

- Always use appropriate and proper language in your communication.
- Do not transmit language/ material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam.
- Email & communications sent/ received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time.
- Only those employees or officials who are authorized to speak to the media, to analysts or at public gatherings on behalf of the MCSD may speak/write in the name of the MCSD in any electronic communications. Where an individual participant is identified as an employee or agent of the MCSD the employee must refrain from any political advocacy and must refrain from the unauthorized endorsement or appearance of endorsement by the MCSD of any commercial product or service not sold or serviced by this MCSD, its subsidiaries or its affiliates.

### **System Resource Limits**

- Users shall only use the MCSD system for educational and career development activities.
- Users agree not to download files or install software (freeware, shareware or any other software) on the equipment of the MCSD network. If software, with a valid license agreement, needs to be installed a request should be submitted to the Technology Department.
- Users agree not to post email chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to multiple recipients).
- Users agree to immediately notify the appropriate school authority should the user access inappropriate information. This will assist protecting the user against a claim of intentional violation of this policy.
- Users agree not to make any changes to the setup of MCSD equipment without permission from the Technology Department.
- Users agree not to use technology resources for product advertisement or political lobbying.

### **User Rights Allowed and prohibited user activities include, but are not limited to, the following:**

- Users have the right to examine a broad range of opinions and ideas in the educational process, using and exchanging information and ideas on the internet.
- Users are responsible for the ethical and educational use of their own internet accounts.
- Users have a responsibility to respect the privacy of other internet users.
- The internet is considered a limited forum, similar to a school newspaper, and therefore the MCSD may restrict user's right to free speech for valid educational reasons. The MCSD will not restrict a user's right to free speech on the basis of disagreement with the opinions expressed by the user.
- Users shall use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the internet. Any attempts to bypass content filtering, such as the use of proxy sites or software, are subject to administrative discipline measures.
- Users should not expect files stored on school-based computers to remain private. Authorized staff will periodically inspect folders and logs of network usage will be kept at all times. Routine review and maintenance of the system may indicate that the user has violated this policy, school codes, municipal law, state law or federal law. Parents of minor users shall have the right to inspect the contents of user's files.
- The MCSD will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the user's network access, including local files, internet access and email.
- Users may not advertise or sell materials for commercial or for-profit purposes using the MCSD network.
- The use of the MCSD computer network is a privilege, not a right. The network is provided for academic use only and is not for entertainment or other activities outside the curriculum for students.

## **Consequences**

- The student in whose name a system account and/or equipment is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document will result in disciplinary action.
- The MCSD cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

### **3. 1-to-1 Student Issued Device Procedures, Information and Device Purpose**

#### **General Information on 1-to-1 Program**

- The mission of the 1-to-1 program in the MCSD is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. MCSD will establish collaborative professional learning communities, based on integrative professional development for teachers, so that this program enhances classroom environments implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The MCSD School Board, district staff, and community members will all play a key role in the development of effective and high-quality educational experiences.

#### **Device Purpose**

- As part of the 1-to-1 Device program, the MCSD is supplying all MCSD students with a device. This device is property of the MCSD. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The device allows student access to educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high-end computing.

### **4. Receiving and Returning Your Device**

#### **Distribution of Device**

- After Year 1 of the program, devices will be distributed during fall registration or at the beginning of the school year. Parents/Guardians and students MUST sign and return the MCSD Student Issued Device Agreement page at the end of this document before the device can be issued to their child. This document outlines the procedures and policies for families to protect the Device investment for the MCSD.

#### **Device Usage Fees**

- After Year 1 of the program, parents/guardians shall pay a non-refundable annual fee of \$25, but no more than \$50 per family.
- These fees will be paid using the MySchoolBucks app.

#### **Probationary Student Privileges**

- To protect the assets of the MCSD, identified students will be required to turn in their device to each of their teachers at the end of each class period for a period of two weeks unless otherwise specified in the Acceptable Use Policy.
- Students who will be included as probationary will be the following:
  - All newly arriving students to the district (Students who were not enrolled in the Marion County School District at the end of the previous semester.)
  - Students with poor attendance records (Students who have 10 absences in 3 or more class periods during the present or previous semester.)
  - Students who have violated the Acceptable Use Policy during the current or previous semester.



### Collection of Device at End of Year

- Students will return the device at the end of each school year and pay all remaining fees. Students will be re-issued their original device if possible each year while enrolled at their home school.
- Failure to return the device will result in loss of privilege and/or late fees accumulated.

### Collection of Device if Withdrawing or Graduating from MCSD

- Students leaving/withdrawing from MCSD must return district owned devices to the technology department and pay all remaining fees. Any device not returned will be considered as stolen property and law enforcement agencies will be notified.

### 5. Taking Care of Your Device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken, or fail to work properly, must be taken to the library and turned in with a staff member as soon as possible so that they can be taken care of properly.

***Do not take district owned devices to an outside computer service for any type of repairs or maintenance.***

### General Precautions

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Never transport your device with the power cord and/or headphones or earbuds plugged in.
- Never store your device in a carry case or backpack while cables, headphones, or removable storage devices are plugged in.
- Students should never carry their devices while the screen is open. Always support the device from its bottom with the lid closed.
- Devices must remain free of any writing, drawing, or stickers. A label with the student's ID number has been added to the device for identification purposes. This label must remain at all times. If removed disciplinary action will result.
- Vents CANNOT be covered, as this can result in damage to the device.
- Devices must have a MCSD asset tag on them at all times and this tag must not be removed or altered in any way. If the tag is removed disciplinary action will result.
- Devices should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged devices for use each school day.
- If your device needs repair, please bring it to the library as soon as possible.
- A protective case/sleeve will be provided with the device and should not be removed from the device under any circumstances.

### Screen Care

- ***The device screens can be easily damaged!*** The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the device when it is closed.
- Do not store the device with the screen in the open position.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents some solvents can damage the screen. Try to always use a water dampened towel or a highly diluted solvent.
- Do not spray the device with any type of cleaning solvent.

### Backgrounds and Screensavers

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary action.

### **Passwords and Account Access**

- Take care to protect your password. Do not share your password.
- Students will only be able to login using the MCSD account provided to them.
- If using a Chromebook, make sure you are not in guest mode or you will not be able access your Chrome extensions.

## **6. Using Your Device at School and at Home**

### **General Expectations**

- Devices are intended for use at school each day.
- In addition to teacher expectations for device use, school messages, announcements, calendars and schedules may be accessed using the device.
- Students must bring their device to all classes, unless specifically advised not to do so by their teacher.
- Devices should be kept in a protective sleeve/case at all times.
- MCSD provides internet content filtering services on MCSD owned devices on and off campus.
- All Acceptable Use Policies are to be followed on and off campus while using a MCSD owned device.

### **Devices Left at Home**

- If unable to contact parents, the student will have the opportunity to use a loaner device if one is available.
- Repeat violations of this policy will result in disciplinary action.

### **Devices Under Repair**

- Devices that are broken, or fail to work properly, must be taken to the library and turned in with a staff member as soon as possible so that they can be taken care of properly.
- A loaner device may be issued to students when they leave their device for repair.
- Students using loaner devices will be responsible for any damages incurred while in possession of the student.
- Students will pay full replacement cost if it's lost or stolen.

### **Charging Your Device**

- Devices must be brought to school each day fully charged.
- Students need to charge their devices each evening.
- Devices with no battery life can be charged in the classroom if chargers are available. The student forfeits use of the device for the entire time it takes to charge the device.  
All class work missed because of uncharged batteries must be made up on a student's own time.
- Repeat violations of this policy may result in disciplinary action.

### **Sound**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

### **Printing**

- Digital sharing of documents is encouraged, printing is not allowed.
- Students can send any documents that need to be printed to their teacher.



## **7. Managing and Saving Your Digital Work with a Device**

### **General Information on the Cloud**

- The MCSD provides access for students and employees to a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files in the cloud.

### **Saving to Online Storage**

- With a wireless internet connection, you can access your documents and files from any device, anywhere, at any time.
- All digital work will be stored online.

### **Saving to Other Locations**

- While it is possible to save your document and files locally on the device or onto a removable storage device like a jump drive (depending on your device), it is recommended that everything be stored online.
- Prior to leaving the district, or graduating, students who want to save any work need to transfer any work to a personal account.
- Graduating Seniors will have until September 1 to transfer data. On September 1, all graduates, and completers' accounts will be deleted.
- If your device needs repairs, it may require a reload of the operating system which will delete all locally stored files on your device. Be sure to save all files online.

## **8. Operating System on Your Device**

### **Virus Protection**

- The device is built with layers of protection against malware and security attacks.
- All files should be stored online, so there's no need to worry about lost homework.

## **9. Protecting and Storing Your Device**

### **Device Identification**

- Student devices will be labeled in the manner specified by the school. Devices can be identified in several ways:
  - Record of district asset tag and serial number.
  - Printed label with student's ID number. These labels should not be removed at any time for any reason.

### **Storing Your Device**

- Devices should always remain in their protective case/cover that has been provided.
- Devices should not be stored in a student's vehicle at school or at home for security and temperature control measures.

### **Devices left in Unsupervised Areas**

- Devices are the responsibility of the student. This device is for your use during the duration of your time at MCSD. Take good care of it!
- Under no circumstances should devices be left in an unsupervised area.
- Unsupervised areas include but are not limited to school grounds and campus, the cafeteria, computer labs, field house, locker rooms, unlocked classrooms, dressing rooms and hallways.
- Any Device left in these areas is in danger of being stolen.
- If an unsupervised device is found, notify a staff member immediately.
  - Unsupervised devices will be confiscated by staff. Disciplinary action may be taken for leaving your device in an unsupervised location.

## **10. Repairing/Replacing Your Device**

### **Device Repair Costs**

- If a device is damaged all costs must be paid through the MySchoolBucks app.
- Estimated Repair Costs:
  - Broken Screen \$60.00
  - Broken Keyboard \$50.00
  - Power Adapter with Cord \$20.00
  - District assigned case/sleeve \$20.00
  - Liquid Damage replacement cost
  - Lost or Stolen device replacement cost

***These are estimates. Cost at the time of repair could be more/less.***

- The district reserves the right to charge for the entire replacement cost if negligence is determined on the handling of the device.
- If the device is stolen, students are responsible for obtaining a police report and turning in a copy to the school office.
- If the device/equipment is not returned upon request, the district reserves the right to file a lost or stolen report with law enforcement.
- Students will not qualify for semester exemptions until all fines have been paid.

## **11. Device Technical Support**

- Technical support will be available through the MCSD Technology Department by submitting a ticket through the school.
- Services provided include the following:
  - Hardware maintenance and repairs
  - Password resets
  - User account support
  - Coordination and completion of warranty repairs
  - Distribution of loaner devices
  - **ALL REPAIRS must be completed by the MCSD Technology Department**

***All students of the Marion County School District shall be responsible for abiding by the policies of this agreement. No signature is required to make this agreement binding. The use of Marion County School District's electronic media denotes the user's agreement of responsibility. However, Marion County School District shall make a concerted effort to inform students of this agreement through such means as publications in the student handbook, notices in all school offices, oral information from supervisors and/or teachers, and distribution of copies of this agreement. The Marion County School District reserves the right to change its policies and rules at any time. The Acceptable Use Policy and Student Issued Device Agreement are posted on the Marion County School District website.***

# MCSD Student Issued Device Agreement

## Student/ Parent Agreement

### Parent/Guardian:

Students under the age of 18 must also have the signature of a parent/guardian who has read the Marion County School District Student Handbook and Acceptable Use Policy & Student Issued Device Agreement.

As the parent/guardian of the student/user named below, I have read the procedures and policies and understand that technology resources are designed for educational purposes. While the Marion County School District has a program in place to block access to inappropriate material on the internet, I understand that it is impossible for the district to restrict access to all controversial materials, and I will not hold the Marion County School District responsible for materials accessed on the internet. I also agree to report any misuse of the information system to the Marion County School District Technology Department.

I hereby give my permission for my child to be assigned a Marion County School District owned device and have Marion County School District technology resources provided to them. I accept all financial and legal liabilities that may result from the inappropriate use of the Marion County School District resources and equipment by my child. I hereby certify that the information contained on this form is true and correct.

\_\_\_\_\_  
Name of Parent/Guardian    Parent/Guardian Signature    Date

### Student/User:

I understand and will abide by the provisions and conditions of the Marion County School District Technology Acceptable Use Policy & Student Issued Device Policy. I understand that any violation of the provisions contained in this policy may result in fees/fines, disciplinary action, denial of access to district technology resources, the revoking of my user account and/or appropriate legal action. I also agree to report any misuses of the information system to the Marion County School District system administrator(s). **Students will sign below only after receiving their assigned device.**

\_\_\_\_\_  
Name of Student (printed)    Student Signature    Grade    Date

\*\*\*MCSD District Employee

<u>Items</u>	<u>Assigned</u>
Device	<input type="checkbox"/>
Power Supply and Cord	<input type="checkbox"/>
Case	<input type="checkbox"/>

COMMENTS    
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\_\_\_\_\_  
Fix Asset Number    Employee Signature