



Acceptable Use Policy
And Parental Consent For
Students of May ISD
Technology In Response
To COVID-19

2019-2020

Student Acceptable Use Policy for Technology Resources

These guidelines are provided so students and parents are aware of the responsibilities students accept when they use District-owned computer hardware, devices, operating system software, application software, stored text, data files, electronic mail, local databases, CDROMs, digitized information, communications technologies and internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

According to Texas Education Code Section 37.007 (b), a student may be **expelled** if the student:

(5) engages in conduct that contains the elements of the offense of breach of computer security under Section 33.02, Penal Code, if:

(A) the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and

(B) the student knowingly:

(i) alters, damages, or deletes school district property or information;

or

(ii) commits a breach of any other computer, computer network, or computer system.

Acceptable Use Policy – May Independent School District

General Guidelines

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 May Independent School District.

Students are responsible for their ethical and educational use of the computer online services at the May Independent School District.

Students will not knowingly placing a computer virus on a computer or network. All policies and restrictions of the computer online services must be followed.

Access to the May Independent School District computer online services is a privilege and not a right. Each employee, student and/or parent will be required to sign the Acceptable Use Policy Agreement form and adhere to the policy at all times.

The use of any computer online services at the May Independent School District must be in support of education and research and in support of the educational goals and objectives of the May Independent School District.

When placing, removing, or restricting access to specific databases or other computer online services, school officials shall apply the same criteria of educational suitability used for other education resources.

Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material threatening or obscene material, and computer viruses.

Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the May ISD Student Code of Conduct.

Any parent wishing to restrict their children's access to any computer online services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

District Owned Distributed Chromebooks / WiFi Hotspots / Technology

You can find out more information about District issued devices and updates for this student handbook at: www.mayisd.com.

Title: Legal title to the device is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Parent/Student Device Handbook.

Loss or Damage: If the device is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the device must be reported to the District by the next school day after the occurrence. Seniors must clear all records and pay all fees before graduation.

Repossession: If you do not timely and fully comply with all terms of this Agreement and the Parent/Student Device Handbook, including the timely return of the device, the District shall be entitled to declare you in default and come to your place of residence, or other location of the device, to take possession of the device.

Term of Agreement: Your right to use and possession of the device terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

Appropriation: Your failure to timely return the device and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's device.

Parent / Student Pledge for Device Use
For Students Receiving a District Owned Device

1. I will take good care of my device .
2. I will never leave the device unattended.
3. I will never loan out my device to other individuals.
4. I will know where my device is at all times.
5. I will charge my device's battery daily.
6. I will keep food and beverages away from my device since they may cause damage to the computer.
7. I will not disassemble any part of my device or attempt any repairs.
8. I will protect my device by only carrying it while in the case provided.
9. I will use my device computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District device, power cords or carrying case. I will not write on the device, power adaptor, or carrying case. I will not remove any District applied labeling from the device, power adaptor, or carrying case.
11. I understand that my device and carrying case are subject to inspection at any time without notice.
12. I will follow the policies outlined in the Technology Handbook and the Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, or device case in the event any of these items are lost, stolen, or damaged.
16. I agree to return the District device and power cords in good working condition.

G Suites For Education

May ISD's G Suite for Education domain is different from a personal Google account and is **NOT open to the public**. It is a safe and secure "self-contained" cloud-based system that is unique to our domain. May ISD will have the ability to monitor everything that a student does within G Suite.

This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following Google services will be available to each dual credit student and hosted by Google as part of May ISD's online presence in G Suite for Education:

- **Gmail:** A private email address that can only be used to send and receive email for educational/academic purposes.
- **Drive:** A secure online space where students will store all of their digital work. In Google Drive students can create Google Docs, Google Sheets, Google presentations using Slides, Google Drawings and they are all stored on the web. Anywhere that students have access to the internet, they can access their work. Students will be able to work on projects at school and at home. Applications in Google Drive can be shared for collaboration.
- **Calendar:** An individual calendar providing the ability to organize schedules, daily activities, and assignments.
- **Classroom:** Classroom is designed to help teachers create and collect assignments paperlessly, including time-saving features like the ability to automatically make a copy of a Google Document for each student. It also creates Drive folders for each assignment and for each student to help keep everyone organized.
- **Selected Apps:** Selected apps will be available to students when requested by teachers and when safe, and appropriate.

Student use of G Suite for Education is governed by May ISD's Student Handbook and Student Code of Conduct. Students are responsible for their own conduct at all times when using G Suite for Education, just as they are when they use any technology resources the school offers. Students retain the intellectual property rights of any work that they create and store on the Google Drive. There are no ads in G Suite for Education. Google will not sell data to third parties nor will they share information in G Suite with third parties except if required to do so by law.

May ISD encourages all parents to share in the G Suite for Education experience by logging in with your child to see the types of activities and educational experiences that are offered.

Internet Safety

There are many sites on the Internet that can be potentially dangerous to minors. These sites are blocked while students are logged on to the District network, but may be unprotected at home. Students are in violation of District policy if they access these sites through proxies. Parents may want to restrict their home access:

For additional information about privacy and safety, Google's "Trust" site provides an excellent guide to staying safe and secure online. The guide can be accessed at <https://www.google.com/edu/trust/>

Technology use in May ISD is governed by federal laws including:

- Children's Internet Protection Act (CIPA)
<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>
- Children's Online Privacy Protection Act (COPPA)
<https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>
COPPA applies to commercial companies and limits their ability to collect personal information from children under 13.
- Family Educational Rights and Privacy Act (FERPA)
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Internet Safety Tips for Parents

LOCATION: The Device should be in a central location in the home where you can see it and monitor use.

- You should be able to see their computer screen while they are online.
- If they take the Device to other friends' homes, talk with their parents about how they monitor online access.
- Spend time with your children online. Have them teach you about their favorite online destinations.
- **MONITOR:** Monitor your child's computer use. Limit Internet, email, instant messaging, and chat room access.
- Make sure you know where your child is going online, where he/she's been, and with whom. Closely monitor your child's participation in any chat room.
- Make sure you understand how your children are using the computer, what web sites they are visiting, and who they are communicating with online.
- Always maintain access to your child's online account and randomly check his/her email. Be upfront with them about your access and the reasons why.

COMMUNICATE with your child about your expectations and what you consider appropriate for him/her while they are online.

Online tips to discuss with your student:

1. Never give out any type of personal information to anyone on the Internet. (Including name, address, phone, age, family income, friend's names, school location, photos, etc.)
2. Never use your parent's credit card on the Internet without their permission and supervision. Credit cards should never be used on sites that are not secure.
3. Never share passwords with anyone. When selecting passwords to use on the Internet, do not pick something that could easily be figured out or deciphered or is a common term.
4. Never arrange a face-to-face meeting with anyone you have met on the Internet. People you meet in a chat room may not be who they appear to be; Sally who says she's 12 can really be Bob who is 45.
5. Never open emails if you do not know whom they are from or if they make you feel uncomfortable in any way. Unsolicited e-mail that is opened could give you a virus and be the cause of unwanted mail (spam).
6. Never click on banner ads in a site. Most of the time, they will add your address to a database and you will receive unwanted spam mail.
7. Never use bad language or send mean or threatening email. Never joke around about inappropriate things when emailing others. Likewise, never respond to messages or bulletin board postings that are suggestive, obscene, belligerent, or harassing.
8. Never upload (post) pictures of yourself or your friends/family to the Internet or online service to people you do not personally know.

May ISD Permission Form for Consent to Acceptable Use Policy 2019-2020

Parent / Student Agreements 2019-2020

Devices cannot be issued to students unless and until the required attached permissions and agreements listed below are read, understood, completed, and either agreed to or declined:

May ISD Parent/Student Acceptable Use Agreement

By signing below, I acknowledge I have read and accept the May ISD Acceptable Use Agreement before taking possession of any Chromebook, WiFi Hotspot, or any other technology device that belongs to the District.

May ISD Permission Form for G-Suite for Education, Including YouTube Access

_____ By selecting "Accept" for this Authorization, I give permission for my child to be assigned a May ISD G Suite for Education account. This means my child will receive an email account as described above and access to G Suite for Education, as well as restricted YouTube access. I understand that I may ask for my child's account to be removed at any time.

_____ By selecting "Deny" for this Authorization, I am stating that I do not give permission for my child to be assigned a May ISD G Suite for Education account. This means my child will NOT receive a G Suite email account, access to G Suite for Education, nor restricted YouTube access.

May ISD Permission Form for Video Conferencing Utilizing Zoom: At no time are students allowed to transmit audio / video images outside classroom hours, to one another, or to anyone that is not a teacher or instructor with May ISD.

_____ By selecting "Accept" for this Authorization, I give permission for my child to receive and/or transmit audio / video images via Zoom conferencing software as described above.

_____ By selecting "Deny" for this Authorization, I am stating I do not give permission for my child to receive and/or transmit audio / video images via Zoom conferencing software as described above.

May ISD Record of Student Issued Technology Devices

The student(s) named below have/ has been issued devices that are property of May ISD, and agrees to return each device, at the end of the school year, in the same condition they were received, taking into consideration normal care, use, and wear.

My child and I have received a paper copy and can electronically access the Acceptable Use Policy and Parental Consent for Students of May ISD Technology In Response to COVID-19 for 2019-2020 at www.mayisd.com.

Printed Name of Student (s) _____

Parent/Guardian's Name (printed)

Parent/Guardian's Signature

Date