

Laurel Public Schools

2026-2027 Student Responsible Use Policy

*** This signed document remains valid during the first two weeks of the subsequent school year ***

Laurel Public Schools (LPS) provides students access to technology and internet-based tools to support student learning and prepare students to engage in the rapidly changing world. These technologies improve student communication and collaboration skills and extend learning beyond the classroom walls, all while building digital citizenship skills. Student access to technology requires responsible, courteous, efficient, ethical, and legal use. Our goal in providing access to these resources are to enhance learning experiences and to educate students in responsible and appropriate technological use. To use the technological resources offered within the district, students and parents must sign this Responsible Use Policy and acknowledge the Student Expectations of the agreement listed below.

Student Expectations:

1. Follow all building, district, and staff instructions when using technology and electronic communication.
2. Report any instances of bullying, abuse, or harm of others and help prevent such behaviors. This includes, but is not limited to: harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking.
3. Report any inappropriate content or misuse of technology to a designated staff member.
4. Adhere to all filters and security measures put in place.
5. Do not view or search for any explicit, inappropriate, or violent content.
6. Use technology and district bandwidth judiciously, avoiding unnecessary streaming of music/games/videos, and connecting personal devices only when needed.
7. Keep passwords confidential, sharing them only with staff or a parent/guardian when necessary and with full understanding of the security implications.
8. Use only your own account, files, and folders. Do not access another individual's files and folders.
9. Do not reveal or post any personal or sensitive information, including your own or others' passwords, addresses, telephone numbers, etc.
10. Adhere to copyright and intellectual property laws. Avoid plagiarism and appropriately cite all research conducted via the internet, giving credit to the original author.
11. Maintain appropriate, safe, mindful, and courteous conduct in all online interactions, including email, chat, instant messaging, gaming, and social networking.
12. Respect the privacy of others. Obtain permission before capturing and/or posting audio or video of students and staff.
13. Use equipment as directed by staff, treat it with care, and promptly report any malfunctions.
14. Understand that any information posted on the internet is public, permanent, and should always be appropriate.
15. Practice good digital citizenship.
16. Take regular breaks from screen time to maintain physical and mental health.

Ethical and Respectful Use

Responsible citizenship means practicing good ethical behavior, whether online or offline. Students are encouraged to model good online citizenship by making sure their actions and choices do not disrupt the learning environment for themselves or others.

Device Repair/Replacement

Students who use district issued devices or access devices while in school should take careful steps to protect these devices from damage or theft. School issued devices are the responsibility of the student to which the device has been issued. School issued devices must be returned immediately if/when the student leaves the district. Missing, damaged and non returned devices are subject to replacement/repair fees which will be invoiced to the student's parent/guardian in accordance with Section 20-5-201, MCA. Students should report damaged or lost devices immediately to their school.

Disciplinary Action

School district staff will monitor student use. LPS reserves the right to inspect any school device, access history, electronic files, and communications at any time. In cases of misconduct, disciplinary actions may be taken, including expulsion; subject to local, state, federal, and international law. LPS does not take responsibility for personally identifiable information (PII) transmitted to a third party by a student of their own free will (e.g. creating an account or posting to social media).

Laurel Public Schools

Parent / Guardian Sign Off Form

Student Name: _____

Student Grade (During year 2026-2027): _____

Parent/Guardian Name: _____

I have reviewed the Responsible Use Policy (RUP) and as the parent/guardian of the student listed above, I agree to its conditions

I understand that the purpose of these electronic systems and communication tools is to further educational goals. I acknowledge that while it's challenging to restrict all controversial materials, Laurel Public Schools has put in place safety measures and digital citizenship education to guide responsible internet use.

I recognize that the school district is not responsible for materials acquired by my child or legal dependent during their use of these systems, nor can it control what students do outside the school setting. However, I am aware that misuse of these resources or violations of the RUP can result in disciplinary action by school authorities, which could range from reprimand to expulsion, and may also be subject to local, state, federal, and international law.

I understand that any negligence arising out of my student's use of equipment or networks shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA. I understand that I may be held responsible for any technology repair costs or fees due to negligent or inappropriate use by my child, in accordance with Section 20-5-202, MCA.

This agreement acts as a summary for Board Policy 3612-P but does not replace it. By signing this agreement, I am also agreeing to terms and conditions as laid out in Board Policy 3612-P. The full policy can be found on the Laurel Public Schools website.

By signing this agreement, I am providing my consent for Laurel Public Schools to permit my child's access to these electronic systems and communications, including the use of access badges if applicable.

X _____
Parent/Guardian Signature

_____ Date

I have read or been read to, and understand the Responsible Use Policy (RUP) and I am the student listed above.

I have read, or have had read to me, the Responsible Use Policy (RUP), and I am the student listed above. I understand what the RUP means and what is expected of me.

I understand that by signing this document, I am acknowledging that Laurel Public Schools and its staff are not responsible for my actions when using school technology. I understand that I am solely responsible for any materials or communications that I create or access using the school's electronic systems and tools.

I accept full responsibility for my actions when using school technology and electronic communications. I know that if I violate any rules or policies of Laurel Public Schools, there may be disciplinary actions taken against me.

X _____
Student Signature

_____ Date

Laurel Public Schools

Parent / Guardian Consent for Student Use of Google Services and Other District Provided Third Party Services

Laurel Public Schools utilizes Google Workspace for Education. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by students and teachers around the world. Students use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and receive instruction from the School District.

In addition, the School District also allows students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to Additional Services which includes: Applied Digital Skills, Chrome Web Store, CS First, Google Arts and Culture, Google Bookmarks, Google Earth, Google Maps, Google My Maps, Google Search Console, Google Translate, and YouTube.

The School District has established a process for parents and guardians to consent to their student's use of Google's Services consistent with your rights as a parent under Montana law, federal law, and School District policy. Completing this form will confirm your consent as a parent or guardian for your student to access Google Services and the additional services outlined. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account. Contact the administration if you have other questions.

Should you not provide consent for Google Services, your student will be prevented from having a district email provided. Your student will only use educational methods that do not require access to Google services.

Further, the School District allows students to access additional third-party services with their Google Workspace for Education accounts. The District enables access to these third-party services using your student's Google Workspace for Education account, and authorizes the access and use of student data in a manner permitted by the Montana Pupil Online Personal Information Act and the governing data privacy agreement with the applicable third-party. You may refer to Laurel Public Schools Board Policy Manual: [Policy 3650 Montana Pupil Online Personal Information Protection Act](#)

Parent or Legal Guardian: As the parent or legal guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services, Equipment, and Networks for the student's access to the District's equipment computer network and/or the Internet. I hereby give my child permission to use Google Workspace programs, extensions, and third party services provided by the School District for educational purposes.

Full Name of Student

Parent/Legal Guardian (Print)

Date

Parent/Legal Guardian
Signature