Marshfield R-I SCHOOL DISTRICT

ELC, Hubble and Webster Student & Parent Technology Handbook

2026-2027 SCHOOL YEAR



Marshfield R-I School District Student Acceptable Use & User Fee Agreement

Recognizing the value of technology to enhance student learning, the Marshfield R-I School District is excited about integrating technology further into the classroom setting.

It is the policy of the district to maintain a technological environment that promotes ethical and responsible behavior in all online network activities. Use of technology resources in a disruptive, inappropriate, or illegal manner undermines the district objectives and will not be tolerated.

Technology Usage Agreement - Student

The proper use of the Marshfield R-I School District network, the Internet, and the educational value to be gained from the proper use of these, are the joint responsibility of students, parents, and employees of the school district. The Acceptable Usage Policy (AUP) form must be read and signed by the student and the parent or legal guardian. Each student must have a signed AUP form on file with the school in order to use any type of district technology device (Chromebooks, tablets, desktop computers, etc).

Technology Usage Agreement - Parent/Legal Guardian

As the parent or legal guardian of the student, I understand that violation of these provisions may result in disciplinary action taken against my child, ward, or child within my care, including but not limited to, suspension or revocation of my student's access to district technology, and suspension or expulsion from school in accordance with the school handbook. I understand that my student's technology usage is not private and that the school district can monitor my student's use of district technology, including, but not limited to, accessing browser logs, email logs, and any other history of use. I consent to district interception of or access to, all communications sent, received, or stored by my student using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I recognize it is impossible to restrict access to all controversial materials, and I will not hold the school district, its employees, or its agents responsible for materials acquired on the Internet. I accept responsibility for guidance of Internet use- setting and conveying standards for my student to follow when selecting, sharing, or exploring information and media. I agree to be responsible for any unauthorized costs arising from my student's use of the district's technology resources. I agree to be responsible for any damages incurred by my student. I understand that any device owned by the Marshfield R-I District is to be used solely for the purpose of educational purposes and only to be used by the above signed student. The student is the only authorized user of his or her assigned device.

Google Workspace for Education and Data Privacy

Each student will be issued a Google Workspace for Education account in which they will use to complete assignments, communicate with their teachers, sign into their Chromebooks or Clever, share documents, and learn 21st century digital citizenship skills. Depending on the age level of the student, students will be able to access core Google services (such as Google Docs, Google Slides, Gmail, Google Drive, Google Forms, etc.) and might use other additional Google services including, but not limited to the services listed below.

Chrome Canvas
Chrome Web Store
Google Bookmarks
Google Groups
Google Maps
Google Photos
Google Play Console
Google Translate
Youtube

For more specific information about student data privacy and your students Google Workspace for Education account, please read the Google Workspace for Education Privacy Notice by clicking here.

Unacceptable use of technology includes, but is not limited to:

- Allowing another person to use your password/user id to gain access to any school system including your own.
- Sending, displaying, or storing inappropriate content on any district device in any location (or other devices on school premises), such as offensive messages or pictures, sexting, possession of sexually explicit, vulgar, or violent material.
- Threatening, harassing, insulting, or attacking others (cyberbullying).
- Violating copyright laws.
- Releasing personal information or false information about another person or yourself, including but not limited to: name, address, phone number, email address, social security number, account number, passwords, and other items used for identification.
- Damaging computers, computer systems, or computer networks (intentional damage vs. accidental damage will be determined by the building administrator and technology department).
- Trespassing in another's folders, work, files, or decrypting system or user passwords.
- Employing the network for commercial or political purposes.
- Using the network for any purpose or activity that is prohibited by federal, state, or local.
- Attempting to join non-district owned/managed equipment to the school network.
- Intentionally damaging the serial number, barcode, or any other district device identification.
- Accessing chat rooms and non-district-issued email accounts (unless such access is required for a teacher-assigned project. This access requires prior approval of the technology director and building principal.).
- Attempting to gain unauthorized access to other systems.
- Attempting to decrypt system or user passwords.
- Using the network for any purpose or activity that is prohibited by federal, state, or local laws.
- Installation of any software without prior approval of the network administrator.

It is presumed that users will comply with district network and Internet standards and will honor the agreements they sign. Any actions not outlined as specifically permitted in this document are prohibited. The school district reserves the right to amend this document at any time.

Students will be expected to treat district-issued devices with respect and care. Students will keep devices inside their cases in the instances in which cases are provided by the district. Students will be expected to ensure the serial number, barcode, and/or Student ID are securely attached to any district-issued device. If a student damages a district-owned device, restitution will be paid. If restitution is not paid, the student will have technology privileges removed. This will also be tied to receiving a grade card and/or class schedules. Local law enforcement and the school resource officer will be notified as well.

In order to demonstrate responsible digital citizenship, students will commit to the following:

- I agree to care for and protect all district technology devices and systems within my possession.
- I agree to share any school-related login account and password with my parent(s) or legal guardian and understand that these accounts are not private from administrator or parent supervision and monitoring.
- I agree to share my school-related passwords only with my parent(s) / legal guardian and requesting school administrators and not with others, understanding that activity done on such accounts will be tied to my identity.
- I agree to secure any district technology device assigned to me when not in use or when not in my possession.
- I agree to immediately report any damages or vandalism of any device whether caused by myself or another party.

Students who are found to have violated this policy will be subject to disciplinary action as per the student handbook.

The district will enact measures to filter and/or block offensive material harmful to children. No filtering system is 100 percent effective. Therefore, supervision and user responsibility will continue to be vital concerning student online safety.

Marshfield R-I School District Student User Agreements

Note: Pre-K - 3rd students will not take devices home unless requested by office personnel

It is the intent of this and other programs that students will be empowered to utilize the technology for their educational growth. I understand that the devices are not intended to be loaned to others, nor will they be used in any way that would violate the district's Students AUP. This agreement relates to students' use of computer equipment supplied by the Marshfield R-I School District at school and at home.
I agree and/or understand that:

- The device must be handled and stored in a way appropriate for electronic equipment, and the maintenance and care guidelines provided with the laptop must be followed.
- I will observe high ethical standards in my use of the device, and I will not access or store any information, files, or software that do not meet such high ethical standards as stated in the Student AUP.
- I will respect the copyright of software, music, images, text, movies, etc., by not making unauthorized copies of copyrighted material or loading unauthorized copies of copyrighted material onto my device
- I will not mark the device in ways not authorized by the school district.
- I will not eat or drink near the device.
- The student is the only authorized user of the assigned device.
- I will not rest pencils/pens, headphones, or other items on the keyboard. Accidentally closing the device with items on the keyboard could potentially damage the screen.
- I will not remove any district-applied name label and asset tag.
- If a device is lost or stolen, I will notify my teacher and/or building library.

Repairs/Damage:

- Devices in need of repair must be immediately returned to the Marshfield R-1 Technology Department or building Library.
- All repairs must be performed by the Marshfield R-1 School District Technology Department and never attempted by the user or any third party.
- The district will provide service for any hardware or software problem, including units that are damaged or vandalized. Depending on the situation, costs for service may be charged to the manufacturer, the school, or the student.
- Device damage that is determined to be from normal wear and tear or that falls under the manufacturer's warranty of the device will be repaired at no cost to the student/parent.
- Software-related problems will be limited to the complete restoration of the software to its original state. Depending on the nature of the problem, students may not have the opportunity to save personal data from the machine before software restoration.

- Intentional misuse will be charged at full cost to repair or replace. The cost of repair will be determined based on a damage assessment completed by the Marshfield R-I Technology Department. The Marshfield R-I School District may, at its sole discretion, choose not to issue a replacement device, for any reason. The decision not to issue a replacement device shall not excuse the student and the student's parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued district devices, given that those fees are intended to help offset the actual cost to the Marshfield R-I School District for repair or replacement of the district's property.
- Damage costs will be determined by the building administrator and the technology department.

Repair and Replacement Costs:

If repairs are required, the student will be responsible for the cost of the parts to repair the Chromebook or other school-provided device.

Common Repair and Replacement Items:

Item	AVG. COST TO REPLACE
Screen	$40
Charger	$25
Screen Bezel	$20
Replace Chromebook	$250
Top Cover/Bottom Cover	$30
Touchpad	$30
Keyboard Keys	$10
Entire Keyboard	$50

Marshfield R-I SCHOOL DISTRICT
TECHNOLOGY ACCEPTABLE USE POLICY

I understand that a copy of the Marshfield R-I District Technology Usage Policy is available on the district website at http://www.mjays.us.

I have read the Marshfield R-I Public School District Technology Usage Policy and Procedure. I understand that violation of these provisions may result in disciplinary action taken against my child including, but not limited to, suspension or revocation of my child's access to district technology and suspension or expulsion from school.

I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other use of district technology resources.

I consent to district interception of or access to all of my child's electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Please select **ONE** choice below:

- ❑ **I give permission for my child to utilize the school district's technology resources.**
- ❑ **I DO NOT give permission for my child to utilize the school district's technology resources.**

I understand that this form will be effective for the current school year unless revoked or changed by the district or me.

_____ _____

Print Student Name **Grade Level Student is Entering**

_____ _____

Parent/Guardian Signature **Date**

_____ _____

Student Signature **Date**

Student Name (Print) _____

Student Signature _____ ***Date*** _____

Parent/Guardian Name (Print) _____

Relationship to Student _____

Parent/Guardian Signature _____***Date*** _____

Home Address _____

Contact Phone _____

Parent/Guardian Email _____