



Marion County School District Device Guide

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Introduction

The mission of MCSD is Cultivating Excellence

MCSD believes that technology is a powerful tool for transforming learning. It is our vision that all students have access to high-quality interactive educational tools and resources along with high speed connectivity so that learning is everywhere, all the time. MCSD seeks to provide learners with engaging and empowering learning experiences that prepare them to be active, creative, collaborative and knowledgeable participants in our globally connected world. We envision that our students will acquire the knowledge, skills and competencies they need to be successful in life and work in the 21st century.

In support of this vision, MCSD believes:

- All students must have equitable access to high quality learning experiences transformed by technology, making everywhere, all-the-time learning possible.
- Technology reimagines learning experiences and creates interactive learning environments where students have opportunities to develop critical thinking skills, effectively communicate with others, and build creativity.
- Technology provides unique opportunities for active learning where the teacher becomes the facilitator of knowledge and the student becomes a self-directed and engaged learner.
- Technology can personalize learning and give students more choice over what and how they learn and at what pace, preparing them to organize and direct their own learning for the rest of their lives.

The mission of the MCSD digital initiative is to expand and enrich the curriculum with engaged, transformed digital environments that allow students to communicate, collaborate, create, connect, and access information and experts beyond the walls of the classroom. Students will have opportunities for limitless learning, enabling them to be self-directed, responsible, lifelong learners and digital citizens. In order to reach the goal of preparing all learners for the ever-changing tomorrow, this initiative will provide students with digital devices equipped with school-based internet access, Microsoft 365, and Google Workspace for Education, ensuring equitable and functional access to technology.

Use of Technology

The following handbook provides students and their parents/guardians with information about the general use of technology, “ownership”, rights and responsibilities for possession of the digital device, and care of the digital device. All students and their respective parents/guardians must agree to all policies listed in this handbook in order to receive and utilize a digital device, school network, and all other district-owned technology-related items. With this privilege and the extraordinary opportunity to explore digital resources, come responsibilities for each student and his/her parents/guardians. MCSD will ensure that all students use the digital device and its access to other resources as an essential part of their learning experiences. Along with the efforts of parents/guardians, MCSD will follow its policies in maintaining an environment that promotes ethical and responsible conduct in all electronic resource activities and uses.

Ownership

MCSD retains sole right of possession and ownership of the digital device and grants permission to the student to use the device according to the rules and guidelines set forth in this document. MCSD lends the device to the student only for educational purposes during the academic year. Failure to follow the terms of the policies will result in disciplinary action, including but not limited to, confiscation of any and all devices and accessories lent to the student and revocation of student access to MCSD technology, as well as any other disciplinary action deemed appropriate by MCSD policy. MCSD reserves the right to monitor and log users' (students') use of the district's technology and network and to examine user (student) files and materials as necessary. Moreover, MCSD administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using MCSD computers, networks, or technology.

Warranty

All Chromebook devices are covered by a 4-year accidental damage protection warranty (from date of purchase). The protection warranty **ONLY** covers the Chromebook device; protective cases and power cords are not covered. This protection warranty covers normal use, mechanical breakdown, or accidental damage and will include the provision of replacement parts necessary to repair the device. The warranty does not cover theft, loss, fire, negligence, or intentional damage.

Lost or Stolen Equipment

If any equipment is lost, the student or parent/guardian must report the loss to the school within 48 hours. The circumstances of each situation involving lost equipment will be investigated individually. Parent/Guardian will be billed for lost equipment. Please refer to the User Misuse and Abuse section for replacement costs. The district will not be obligated to replace a student device in the case of negligence and failure to use diligence with district property.

If the equipment is stolen, a police report must be filed and a copy of the report that lists the stolen device must be provided to the school by the student or parent/guardian in a timely manner. The student and parent/guardian will be responsible for the full cost of replacement.

User Misuse and Abuse

Students will be responsible for the entire cost of replacement or repair of the digital device damaged through misuse, neglect, abuse, or intentional damage. If the device is misused or abused, it could be deemed not covered by accidental damage protection. Repair/replacement costs may be charged to the student. Incidents of negligence or repeated incidents become the financial responsibility of the family, up to the full replacement cost of the device. The repair costs below may be applied:

Chromebook Estimated Repair Cost Due to Deliberate Damage or Neglect:

- Chrome Touch Broken Screen - \$175
- Keyboard/Top Cover - \$85
- Screen Bezel - \$50
- Camera - \$75
- AC Adapter with Power Cord - \$25
- Battery - \$100
- Hinge - \$30
- LCD Back Cover - \$60
- Base Enclosure - \$60
- Device MAX Case - \$32
- Full replacement Chromebook (includes charging cable, warranty) - \$415
- Plus Applicable 8% Sales Tax

Other District Device Repair/Replacement Cost

- Cellular Mifi: \$249.99
- Plus Applicable 8% Sales Tax

Distribution of the MCSD Digital Device

Before the MCSD digital device can be issued, a copy of the MCSD Digital Device Agreement and the MCSD AUP must be signed by a parent and the student. Each student will be issued a device, a protective case, and power adapter with cord. Devices will be issued to students following an orientation that includes expectations for students and digital citizenship.

Each student's device will be labeled in the manner specified by the district. The digital device can be identified by serial number and the MCSD inventory label. The district inventory label and any manufacturer's label should not be removed from the device.

Collection of the MCSD Digital Device

The student's device and accessories must be returned during a device check-in day, which will be set by the school, for maintenance over the summer. A student who transfers out of or leaves the district during the school year for any reason (moving, expulsion, early graduation, etc.) must return the device, including power cords and any other district-issued or school-issued accessories, before leaving the school. All items must be returned with only normal wear and no alterations. Cords and accessories should be maintained and returned in working order. Failure to return items may result in the device being reported stolen and police involvement in recovering the device.

Student Responsibilities

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. In general, the use of technology requires efficient, ethical, and legal utilization of all digital resources. Violations of these rules and guidelines will result in disciplinary action.

The student will assume responsibility for...

1. Bringing the Device to School

- Unless designated as “day users,” or the classroom set model, students must bring devices to school every day that classes are in session.
- Students are responsible for ensuring their device is charged prior to school each day. Students who leave their device at home may be issued another device for that day. However, repeated instances of leaving the device at home may result in no loaner device. In those cases, students will be responsible for all missed activities and assignments due to lack of a device.
- The District will allow headphones and a USB optical mouse to be used while at school. Students who choose to bring any personal accessories such as a wireless mouse or earbuds are aware the district assumes no responsibility for the provision or maintenance of these personal devices.

2. Carrying the Device in a Safe and Secure Manner

- Always transport the device in the case if provided by MCSD.
- Always transport device with care and with the screen closed.
- Never lift a device by the screen.

3. Device Security

- Under no circumstances should devices or accessories be left in unsupervised areas. Unsupervised areas include the bathrooms, buses, cafeteria, computer labs, hallways, Library/Media Center, unlocked classrooms, unlocked locker rooms, or any other area deemed insecure. Any device left in these areas is in danger of being stolen or tampered with by unauthorized individuals.

4. General Care

- Never leave the device unattended.

- Never loan the device or its accessories to another student.
- Never set books or stacking heavy objects on top of the device.
- Never set food or drink next to the device.
- Never leave the device exposed to direct sunlight, extreme temperatures, or moisture sources for extended periods of time.
- Only utilize the MCSD issued charger for the device.
- Always carefully insert cords, cables, and removable storage into the device.
- Never deface the device and its accessories through use of writing, drawing, stickers, labels, or by any other means.

5. Screen Care

The device screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light. The student is responsible for ensuring the following screen precautions:

- Never put pressure on the top of a device when it is closed.
- Never store a device with the screen open.
- Always make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

6. Device Problems/Repair

If the device is not working properly the student needs to take the device to the Media Center during the times designated by each school. If the device cannot be fixed immediately, the student will be issued a loaner device on a temporary basis. All policies listed in this handbook apply to the student during the loaner period. The student is responsible for ensuring the following:

- The student will never attempt to repair or reconfigure the device.
- The student will not attempt to open or tamper with the internal components of the device; nor should the student remove any screws; doing so will render the warranty void.
- The student and parent/guardian will NEVER take district-owned devices to an outside computer service for any type of repairs or maintenance.

7. Asset Tag

An asset tag is a barcode-like sticker placed on the device for inventory and monitoring purposes. All devices will be labeled with an inventory and asset tag. Tags may not be modified or tampered with in any way. A student may be charged up to the full replacement cost of a device for tampering with a school asset tag logo or turning in a device without a school asset tag.

8. Appropriate Classroom and Library Media Center Routines

When at school the student will use the device and/or any of the school's technology equipment strictly for educational purposes. Using the device for recreational use during class time, or while in the Library is prohibited. Students are expected to fully participate in all classroom activities as directed by their teacher. School staff and district technology personnel may inspect the device without warning or probable cause. In addition to the rules and guidelines set in this handbook, students must abide by all rules and guidelines set by the classroom teacher. Violation of this responsibility will result in disciplinary action.

9. Case Procedures (if provided)

Students will not be permitted to bring to school a case that has been defaced with inappropriate depictions or language. In the event of a lost or stolen or otherwise unusable case, students must purchase the current district standard case through their school.

Student Accessibility

1. Logging into a device
 - The student will log into his/her device using their district-issued account.
 - The student will never share account passwords with other students.
2. Managing and Saving Digital Work with a device
 - The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
 - Student files are to be stored securely within Google Drive or OneDrive.
 - The student should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update.
 - The school will not be responsible for the loss of any student work.
3. Device Cameras
 - The cameras are to be used for educational purposes only, as determined under the direction of a teacher.
 - The use of cameras in restrooms, locker rooms, or on a bus is strictly prohibited. The Family Educational and Privacy Act (FERPA) is a federal law that affords parents certain rights with respect to privacy and educational records. For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity.
4. Backgrounds and Themes
 - Inappropriate media may not be used as backgrounds or themes. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, tobacco, drugs, gang-related symbols, or any other content deemed inappropriate by administration will result in disciplinary actions.
5. Printing
 - Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
 - Because all student work should be stored in an Internet/Cloud application, students will not print directly from their devices at school. Any printing that needs to be done must be accomplished by accessing their Google Accounts in labs or the media center or printing at home.

6. Chrome/Apple Web Apps and Extensions

- Students may install web apps and extensions on their devices that have been whitelisted by the District. The Technology Department will have the ability to select and push out apps and extensions for students.
- Some web apps will be available to use when the device is not connected to the Internet.

7. Content Filter

The district utilizes an Internet content filter that complies with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location, will have all Internet activity filtered by the district. Students are bound by the same guidelines in this document whenever they use their Chromebook outside of school.

Google Workspace For Education

Google Workspace for Education is a suite of secure web-based programs for document creation, collaboration and classroom management tools. MCSD will provide students with user accounts for Google Workspace for Education. This service is available through an agreement between Google and MCSD. Teachers will be using Google Apps for lessons, assignments, and communication.

Google Workspace for Education will also be available at home, the library, or anywhere with Internet access. School staff will monitor student use at school. Parent/Guardian(s) are responsible for monitoring their child's use of Google Workspace when accessing programs outside of school. Google Workspace for Education runs on an Internet domain owned by the school district and is intended for educational purposes only. Student behavior expectations as outlined in this handbook and District Student Discipline Policy will apply.

Microsoft 365

Microsoft 365 is a product family of productivity software, collaboration and cloud-based services owned by Microsoft. It encompasses online services such as Outlook.com, OneDrive, Microsoft Teams, programs formerly marketed under the name Microsoft Office. MCSD will provide students with user accounts for Microsoft 365. This service is available through an agreement between Microsoft and MCSD. Teachers will be using Microsoft Apps for lessons, assignments, and communication.

Microsoft 365 will also be available at home, the library, or anywhere with Internet access. School staff will monitor student use at school. Parent/Guardian(s) are responsible for monitoring their child's use of Google Workspace when accessing programs outside of school. Microsoft 365 is intended for educational purposes only. Student behavior expectations as outlined in this handbook and District Student Discipline Policy will apply.

Discipline/Violations

The use of any technology is a privilege and not a right. Students are expected to use technologies in accordance with classroom rules, guidelines in this handbook, and any applicable local, state, and federal laws. Students are expected to follow all copyright laws pertaining to all media, including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy. Inappropriate use and

violations of these policies will result in disciplinary action and/or repossession of the device and its accessories. In compliance with the Children's Internet Protection Act (CIPA), MCSD Schools filters all content for users connected to the internet. Administration may also refer the matter to law enforcement if the violation involves an illegal activity.

System users do not have any expectation of privacy on the contents of their personal files on the district system. An individual search will be conducted if there is suspicion that the user has violated the law or the school disciplinary code. The investigation will be in the context of the nature of the alleged violation. The district will cooperate fully with local, state, or federal officials in any investigation concerning or related to any illegal activities.

(See Appendix C)

Parent/Guardian Responsibilities

MCSD provides guidelines to equip parents/guardians with the necessary information to ensure safe use of the devices in the home and community. These are responsibilities assumed by the parent/guardian, which are outlined below:

1. *Sign the Student and Parent/Guardian Digital Device Agreement*
In order for students to be issued a Chromebook, a student and his/her respective parent/guardian must sign the Student and Parent/Guardian Digital Device Agreement.
2. *Accept Liability*
The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is any of the following:
 - Not returned
 - Intentionally damaged
 - Lost because of negligence
 - Stolen, but not reported to school and/or police in a timely manner
3. *Monitor Student Use*
The parent/guardian must agree to monitor student use at home and in any setting that is not the school. The best way to keep a student safe and on-task is through parent/guardian presence and continuous involvement, which can be done by completion of the following actions:
 - Investigate and apply parental controls available through the home's Internet service provider and/or wireless router.
 - Develop a set of rules/expectations for Chromebook use at home and in the community.
 - Only allow Chromebook use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
 - Demonstrate a genuine interest in what the student is doing on the Chromebook. Ask questions and request they show you his/her work often.
4. *Support Internet Safety and Etiquette*
 - Internet safety is about helping your child use the Internet productively and practice safe, responsible online behavior. The following are a few basic guidelines to share with your child:

- Follow your family's rules about when and where to use the Internet.
- Be polite, kind, and respectful in all digital forums and whenever accessing technology.
- Understand a website's rules, and know how to flag other users for misbehavior.
- Recognize "red flags," including someone asking personal questions such as your name and address. Encourage your child to never share his/her name, the school's name, his/her age, his/her phone number, or his/her email or home address with strangers.
- Never send pictures to strangers. Keep passwords private (except from parents, school technology staff, and school administrators).
- Never open a message from a stranger; it may contain a virus that can harm a computer.
- Immediately tell an adult if something makes you feel uncomfortable or is suspicious.
- Visit Common Sense Education Connecting Families (www.commensensemedia.org) which is a website designed to support and empower families in raising kids who think critically, participate responsibly, and behave ethically in their online lives

Appendix A: MCSD Student and Parent/Guardian Digital Device Agreement

Student Agreement:

1. I will take proper care of my digital device.
2. I will not loan my digital device or charger and cords to others.
3. I will be accountable for my digital device at all times.
4. I will charge my digital device's battery as prescribed.
5. I will not leave my digital device in an unsecured location.
6. I will keep food and beverages away from my digital device.
7. I will not disassemble any part of my digital device nor attempt repairs.
8. I will not remove district-required applications.
9. I will not change any district settings or try to bypass content filtering.
10. I will protect my digital device by carrying it in the case provided.
11. I will not stack objects on top of my digital device.
12. I will not leave my digital device outside, or use it near water.
13. I will save school-related data to the district-assigned storage. (Google Drive) MCSD will at times Powerwash mobile devices.
14. I will not write or draw on the device; I will not place decorations (such as stickers, markings, sharpie etc.) on my digital device or case.
15. I will not deface the serial number, manufacturer labels, or district labels on any digital device.
16. I will follow district policies outlined in the Digital Device Guide and the District's Acceptable Use Policy.
17. I will file a police report in case of theft, vandalism, or other violation within 48 hours. I will also notify the school principal within 48 hours.
18. I will be responsible for all damage or loss caused by negligence or abuse.
19. I agree to return my digital device and power cords in good working order.
20. I agree to return my digital device and power cords on the designated date.

Parent/Guardian Agreement:

1. I will be responsible for the repair or replacement costs in the event of loss or damage of the digital device, accessories, or case if damage or loss is negligent or deliberate.
2. I will be responsible for monitoring my child's use of the Internet when he/she is not at school.
3. I acknowledge that fraudulent reporting of theft will be turned over to the police to prosecute. I will file a police report in case of theft, vandalism, or other violation within 48 hours. I will also notify the school within 48 hours.
4. I agree to immediately return the device and accessories in good working condition upon request.
5. I acknowledge that my student and I are to follow the expectations in the MCSD Digital Device Guide, Acceptable Use Policy, and the District's Code of Conduct as outlined in the Student Handbook and that my student is subject to discipline for violation of the expectations outlined in these documents.

MCSD Student and Parent/Guardian Digital Device Agreement Signature Page

I have read, understand and agree to the stipulations set forth in the Digital Device Guide, MCSD Acceptable Use Policy, and the Student Agreement for Use of the digital device. I understand my digital device is subject to inspection at any time without notice and remains the property of MCSD.

Student Name (print) _____ Grade Level _____

Student (signature) _____ Date _____

Parent/Guardian Name (print) _____

Parent/Guardian (signature) _____ Date _____

***Digital devices** include District issued devices.

MCSD

Acceptable Use of Technology Resources for Middle and High School Students

Overview

MCSD provides access to digital devices, communication systems, the Internet, other digital resources, and new technologies as they become available to support and extend the students' learning experiences. All digital resources used at school or in the performance of school-related activities must be used in a responsible, ethical, and legal manner and in accordance with the policies and educational objectives of MCSD. Students must have a signed AUP on file every year and follow the guidelines below which have been established to enhance the learning of individual students while maintaining a safe, functional environment for all. The use of any digital device or any digital resource is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district's digital devices or digital resources may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate district policies, including suspension, expulsion, or civil or criminal liability under other applicable laws.

In the event the District is subject to a mandatory closure and implements remote/distance learning, this Policy shall extend to cover the remote/distance learning which occurs virtually utilizing the District's devices and/or accounts. As such, this includes the use of video conferencing software and/or live streaming.

Acceptable Uses

At all times, students are expected to:

- Protect login and password information. Only share this information with your parent/legal guardian, school technology staff or school administrator.
- Comply with district guidelines when using assigned third-party accounts for approved digital resources including, but not limited to, Google Workspace for Education, Microsoft 365, Apex Learning, Elevate, Edgenuity and Online Textbooks.
- Use school digital devices, Microsoft 365, and Google Workspace for Education apps including email for academic and school-related activities.
- Use the district's electronic communications system, digital devices, and digital resources to communicate in ways that are only kind and respectful.
- Ensure only appropriate content is contained on all digital devices (personal and district) used for student work.
- Alert a school official if unacceptable materials, apps, digital resources are inadvertently accessed.
- Follow copyright and fair use guidelines.

Copyright and Plagiarism

The United States Copyright Law must be followed at all times. Students may not illegally copy text, music, software, pictures, videos or graphics from any Internet, online or software source. The "Fair Use" clause does give students some leniency for using some pictures, music, graphics, text, etc. *for academic purposes only*, and the student's teacher or media specialist will instruct him/her about the legalities and use of this clause when necessary and appropriate. To avoid

allegations of plagiarism, students should always request permission from the creator/owner of material or sites and should cite the digital resource where he/she obtains information or materials.

Privacy

All digital storage, including storage with third party services comes under the direction of MCSD. Therefore, the district and technology will review files and communications and monitor online activities. Students should not expect that files stored on district servers or with district-contracted agencies will be private. Network and digital devices and resources are provided as tools for educational purposes only. MCSD will employ technology protection measures to ensure data integrity and security.

Students can utilize their webcam to join virtual or onsite class sessions to meet with classes during live sessions or individual teachers. Students can mute their audio and video when needed. All users of these systems have reasonable expectations of privacy.

Unacceptable Uses

The following uses of the school district resources, digital devices, email, apps and digital resources or accounts are considered unacceptable. **At NO time are students permitted to:**

- Use the user names and/or passwords of others or attempt to gain unauthorized access to district resources by any means other than those assigned to the user.
- Access, review, upload, download, store, print, post, distribute, transmit, or receive digital resources that are inappropriate (pornography, hate groups, violence, illegal activity, extremist groups, online advertising, sexting, etc.) to the educational setting or disruptive to the educational process or that could cause damage or danger of disruption.
- Make attempts to degrade or disrupt equipment, software or system performance by intentionally spreading a malicious program or by any other means.
- Use district or non-district hardware, software, network equipment or infrastructure to compromise district network security or disrupt the use of the district resources for other users.
- Use proxies, spyware, or hacking tools to try and get around the district's internet filtering system.
- Engage in any illegal act to violate any local, state or federal statute or law.
- Be disrespectful in emails, postings and comments. No cyber bullying, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated. Any violation of these procedures may result in school disciplinary action.
- Post false or defamatory information about a person or organization, or harass another person, or engage in personal attacks, including bullying, prejudicial or discriminatory attacks.
- Post private information about themselves or another person, unless under the supervision of certified personnel. This includes, but is not limited to, home addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would be personally identifiable.
- Access, copy, or download streaming media, music or website resources unless authorized by the instructor for appropriate academic purposes. Users will not distribute unauthorized media content to other users.
- Access chat, game, SMS, social networking, blog or personal email sites or apps except for classroom activities under the direct supervision of certified personnel and with the permission of the MCSD Technology Department.
- Students will not join a virtual meeting without a staff member present in the meeting OR a staff members approval to be in that meeting.
- Use the district resources or digital devices for unauthorized commercial purposes or for

financial gain, or to purchase goods and services unrelated to the mission of the school district.

Personal Digital Devices

Personal digital devices include, but are not limited to smartphones, laptops, tablets, wearable tech, and eReaders. These are not to be used during class unless the principal and classroom teacher approve its use and the activity is deemed to enhance learning.

1. I understand that my personal digital device can only be used for educational purposes during the school day.
2. I understand that all personal digital devices can only be used during the instructional class period with the express permission of the principal and classroom teacher. This might mean that the device is used for some instructional activities and not others.
3. I will not access personal or social networking apps or sites.
4. I understand no personal devices on the district network.
5. I understand that my personal digital device may not contain any inappropriate content.
6. I understand that MCSD will not provide any support for my personal digital device at any time.
7. I understand that personal digital devices are brought to school at the owner's risk. Neither MCSD nor the school is responsible for theft or damage to the device.

Parent: My signature below certifies I have read the above and agree it is my child's responsibility to follow the guidelines for appropriate and acceptable use.

Parent or Guardian Signature: _____ Date _____

Student: My signature below certifies I have read the above and agree it is my responsibility to use the district's digital devices and digital resources. I assume personal responsibility to behave ethically and responsibly, even when technology provides freedom to do otherwise.

Printed Student Name: _____

Signature of Student _____

MCSD

Acceptable Use Policy for Elementary Students

MCSD provides a variety of digital devices for educational purposes. These devices include, but are not limited to, computers and laptops; tablets and eReaders; printers and other accessories; drones, robotics and coding devices, and new technologies as they become available. The use of digital devices and online resources is a privilege, not a right. MCSD reserves the right to review all network files and to monitor student use of digital devices and digital resources. Students must have a signed AUP on file every year and follow the guidelines below which have been established to enhance the learning of individual students while maintaining a safe, functional environment for all.

In the event the District is subject to a mandatory closure and implements remote/distance learning, this Policy shall extend to cover the remote/distance learning which occurs virtually utilizing the District's devices and/or accounts. As such, this includes use of video conferencing software and/or live streaming.

1. I understand I am assigned an MCSD network account that gives me access to MCSD Google Workspace for Education. I will only use those accounts and passwords that have been granted by the district for educational purposes at all times.
2. I understand that I may be assigned a third-party account for approved digital resources including, but not limited to, Google Workspace for Education, Microsoft 365, Elevate, Dreambox, Discovery Ed, Lexia, apps, and extensions. I will only use those accounts and passwords that have been granted by the district for educational purposes at all times.
3. I will keep my Clever/ClassLink badge or username and/or password private and only share with my parents or legal guardian(s). I will not use anyone else's username and/or password to access, send, delete, or change their information including, but not limited to, their files or folders, emails or messages, or data in any digital resources.
4. I will keep my personal information about myself or others private, such as complete name, address, phone number or identifiable picture.
5. I will only use digital devices for educational purposes at all times. I will not access personal or social networking apps or sites.
6. I will communicate in ways that are only kind and respectful to others. I will not create, display, send or share words or pictures that will make someone else angry or upset. I will not use obscene or threatening language. I will not harass, attack, bully or insult others.
7. I will always ask my teacher for permission to download or copy information. I will not download apps, add-ons, extensions, pictures, music, streaming media or copy files that are inappropriate or against district policies.

8. I will get permission and I will give credit for information taken from the Internet. I will not copy information from the Internet, digital resources, or other students and turn it in as my work.
9. I will take care of the district's digital devices and networks. I will not damage or change the settings of digital devices, networks, and accessories that would cause them to break or to not work.
10. I will report to my teacher any inappropriate digital resources that I access by mistake or that appear on the digital device. I will not use proxies, spyware, or hacking tools to try to get around the school district's Internet filtering system. I will not explore areas of the Internet that are not school-related.
11. I will not access chat, games, texts, social networking sites, blogs, and email except for designated classroom activities and under the supervision of my teacher and with the permission of the district technology director.
12. Students will not join a virtual meeting without a staff member present in the meeting OR a staff member's approval to be in that meeting.
13. I will not have food or drink when using digital devices.

Privacy

All digital storage, including storage with third-party services, comes under the direction of MCSD. Therefore, the district and technology will review files and communications and monitor online activities. Students should not expect that files stored on district servers or with district-contracted agencies will be private. Network and digital devices and resources are provided as tools for educational purposes only. MCSD will employ technology protection measures to ensure data integrity and security.

Students can utilize their webcam to join virtual or onsite class sessions to meet with classes during live sessions or with individual teachers. Students can mute their audio and video when needed. All users of these systems have reasonable expectations of privacy.

Personal Digital Devices

Personal digital devices include, but are not limited to smartphones, laptops, tablets, wearable tech, and eReaders. These are not to be used during class unless the principal and classroom teacher approve its use and the activity is deemed to enhance learning.

1. I understand that my personal digital device can only be used for educational purposes during the school day.
2. I understand that all personal digital devices can only be used during the instructional class period with the express permission of the principal and classroom teacher. This might mean that the device is used for some instructional activities and not others.
3. I will not access personal or social networking apps or sites.
4. I understand no personal devices on the district network.
5. I understand that my personal digital device may not contain any inappropriate content.
6. I understand that MCSD will not provide any support for my personal digital device at any time.

7. I understand that personal digital devices are brought to school at the owner's risk. Neither MCSD nor the school is responsible for theft or damage to the device.

Homeroom Teacher Name _____

Parent: My signature below certifies I have read the above and agree it is my child's responsibility to follow the guidelines for appropriate and acceptable use. I understand that MCSD provides my student with digital resources for classroom instruction that have been found to meet regulations in regard to the Child Online Privacy Protection Act (COPPA). These tools enhance learning skills such as communication and collaboration, as well as providing the students an opportunity to develop skills that will assist them in lifetime learning skills. Some of these resources may require student login credentials, and I authorize those the District has white-listed.

Printed Name of Parent/Legal Guardian _____

Signature of Parent/Legal Guardian _____ Date _____

Student: My signature below certifies I have read the above and agree it is my responsibility to follow the guidelines for appropriate and acceptable use.

Printed student name (full) _____

Signature of Student _____ Date _____

Appendix C: MCSD Digital Device Discipline Plan

Level 1 Violations

Include but are not limited to: repeated uncharged device, unprepared for class, careless or irresponsible use, and off-task behavior.

Level 2 Violations

Repeated Level 1 Violations become a Level 2 Violation.

Level 3 Violations

Include but are not limited to: acceptable use policy violations, photographing/filming others without permission or against their will, bullying with the device, harmful or malicious activities, accessing and/or sharing inappropriate websites, materials, videos or photos.

Level 4 Violations

Include criminal offenses that require the involvement of law enforcement and may require arrest and/or a recommendation for expulsion. Possession and use of personal and/or school-issued electronic devices on school property acknowledges consent to search contents of the device in a school or criminal investigation. In such investigations, students will provide necessary login information as needed. Misuse of technology outside of school that impacts the people or environment on campus may also necessitate similar disciplinary consequences and searches.

The administration reserves the right to handle any actions determined to be a misuse of technology in the manner they feel is the most appropriate for all concerned. For additional information on acceptable use of technology, please refer back to the MCSD Acceptable Use Policy.