



Forward Thinking, High Achieving.

## Acceptable Use of Technology Agreement Grades 9-12

*Parents and Students:*

Please read together, sign and return this document to the school. This document, identified in Policy 3612 “District Provided Access to Electronic Information Services and Networks,” is also available online at [www.mcpsmt.org](http://www.mcpsmt.org).

**This form must be returned by Wednesday, October 15, 2021 in order for your student’s network account to remain active.** Any student who does not return this form will have their network account deactivated until the completed form is submitted to the school.

### Statement of Purpose:

While at school, students should use personal and school-provided electronic devices to support teaching and learning. Missoula County Public Schools believes that all students should have the ability to enrich their education through the collaboration and exchange of information accessible through technology. Successful use of technological resources occurs when users act in a responsible, efficient, courteous and legal manner, and regard the system as a shared resource. Users must cooperate to form a community of diverse interests with common purpose of advancing education. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner.

The following are our agreements about the use of technology in MCPS schools:

### General Hardware Use

1. I will not damage, change, tamper or interfere with school-provided hardware, software, settings or the network in any way.
2. I will keep my passwords private.

### General Network Use

The network is provided for students to conduct research, complete assignments, publish their work and communicate. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply, and users must comply with District standards and honor the agreements they have signed. Network storage areas are similar to school lockers, and there should be no assumption of privacy. Network administrators may review and, if necessary, delete files and communications to maintain system integrity and ensure that the system is used responsibly.

1. I will not save software to destabilize the filter, games, porn, media with sexual references, violence, drugs, profanity, and degrading or demeaning media in shared or individual student drives. These include executable files, text, graphic, video, and audio files.
2. I will not trespass in or harm another student's folders, work or files.
3. I will not waste limited resources, such as disk or server space, time, bandwidth or printing capacity.
4. I will use the network in accordance with other school rules/and or district policies.

#### Internet/World Wide Web/E-mail Access/Personal Electronic Devices

Access to the Internet, and email for educational purposes when appropriate, will enable students to use thousands of libraries, databases and correspondence with experts in their field. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. Our intent is to make Internet access available to further educational goals and objectives. Filtering software is in use, but no filtering system is capable of blocking 100 percent of inappropriate material available on the Internet. The district believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages.

1. I will not seek, view, send or display offensive messages or media.
2. I will use my personal email account or any personal electronic device during the instructional day for educational purposes and only in accordance with school rules and/or District policy.
3. I will not use any District provided form of electronic communication to harass, intimidate or bully anyone at any time.
4. I understand email services are available through the District for students to support teaching and learning and acceptable communication. I understand that my District provided email (and communications using the District network for transmission or storage) may be reviewed and/or accessed in accordance with this policy.

#### Publishing to the World Wide Web

Student work may be considered for publication on the World Wide Web (in accordance with Policy 3600 *Maintenance of Student Records* and *MCPS Website & Social Media Guidelines*) on a school or classroom website. In the event anyone requests permission for copyright use of individual student work, those requests will be forwarded to the student's parent/guardian.

1. I will obey copyright laws. I will cite sources.
2. I will act safely by keeping personal information out of my web projects, unless authorized by my instructor. I will not post personal photos or videos, unless authorized by my instructor.
3. I will act safely by keeping personal information out of my web projects. I understand that I am not prevented from providing this information only as necessary to gain authorization for use of the web tool.
4. I will treat blog and wiki spaces as I do a classroom space, and I will use appropriate and respectful language, subject matter and materials.
5. I will notify a staff member immediately if I encounter materials which violate the rules of appropriate use.
6. If I post a link in a blog, podcast, video-cast or wiki, I will have reviewed the linked website to be certain that it is appropriate for the school community.

Parental Resources

Missoula County Public Schools recommends students and parent visit the following website for internet safety resources: <http://www.opi.mt.gov/Resources/InternetSafety/index.html> <https://doj.mt.gov/safeinyourspace/>

Terms of Agreement

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are agreements about the use of technology in MCPS schools:

- Using electronic devices correctly and responsibly is very important. Electronic devices may include, but are not limited to, a telephone, cellular phone, computer, pager, iPod, tablets, mp3 or audio-video players and cameras.
- As a student, I promise to follow the terms of this agreement and am prepared to be held accountable for my actions and for any loss of privileges if these terms are violated.

TEAR OR CUT HERE

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SIGNATURES

**Student User**

I have read, I understand and I will abide by Missoula County Public Schools’ Acceptable Use of Technology Agreement. I realize that violations may result in my loss of the network and/or Internet access, disciplinary action per the Student Code of Conduct or Student Handbook, and possible legal action. I will sign my name to show that I will follow these terms.

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student Signature

Grade \_\_\_\_\_ Date Signed \_\_\_\_\_

**Parent/Guardian Acknowledgement**

I have read this Acceptable Use Agreement and have discussed it with my child. We agree that by my signature, I give my permission for my student to use the school district’s network and hardware, and access the Internet.

\_\_\_\_\_  
Parent/Guardian Name (print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date Signed

9/2021