ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

Internet access and interconnected computer systems are available to the District's students. Electronic networks, including the Internet, are essential to the District's instructional program for promoting education excellence by facilitating resource sharing, innovation, and communication.

Missoula County Public Schools District #1 believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner.

Any student utilizing this technology must have a signed Acceptable Use of Technology Agreement on file. Temporary access may be granted each student at the time of enrollment; however, each student and his/her parent(s)/legal guardian(s) will be required to sign and return an Agreement within 5 school days to assure continued access to the District's computer system and/or Internet Service.

Currently, the Acceptable Use of Technology Agreement will be signed by students entering grades 3, 6, and 9. **(See forms in appendix, page 67.)**

NETWORK ACCOUNTS

STAFF
Each employee and key partner* providing service to students of Missoula County Public Schools will be issued an account on our Window Active Directory – granting the employee or partner access to the District's network and the Internet. Each employee or partner will also be issued an email account on the District's Exchange Server at the main domain.

Accounts will only be provided to individuals who complete a Network Service Request Form.

The District also provides an account within our GoogleApps for Education system for all certified teaching staff, all students and all administrators. The District will provide accounts with Google Apps for Education to classified employees who need to collaborate with certified teaching staff or students on a biannual basis as requested by the school's principal or principal's designee.

Staff Level	Active Directory Account	Exchange Email Account	Google Apps for Education Account
Administrators	X	X	X
Certified Teaching Staff	X	X	X
Classified Staff	X	X	As requested by principal
Students	X	X	X

Staff accounts will be monitored and archived in accordance with board policy. Staff use of all accounts must comply with Board Policy 3612 and 5450.

Any account that is inactive for a period of more than 140 days (3.5 months) will be automatically deactivated.

This is a protective measure to support normal and effective functions of the District network for the majority of active user.

Staff who are terminated or resign from the District will have a maximum of 7 days to retrieve content from their District mapped drives and email accounts before these accounts are deactivated.

STUDENTS
Student accounts on the Google Apps for Education system will follow the parameters identified in the chart below. Student accounts will be monitored and archived by a content monitoring service in accordance with The Children's Internet Protection Act, The Children's Online Privacy Protection Act and the Protecting Children in the 21st Century Act.

Grade Level	Google Apps for Education	Google email account activated
9-12	X	X
6-8	X	X
K-5	X	

*Key Partners are staff from outside agencies that provide service within Missoula County Public Schools such as members of CSCT teams or Flagship Coordinators. All accounts will be monitored and archived in accordance with board policy. Key Partners use of all accounts and the netwo4rk must comply with Board Policy 3612 and 5450.

TECHNOLOGY SERVICE & PURCHASING

Service:
For service on computer or network issues, please submit the service request to the Information Systems Center in any of the following three ways:
1. ServiceDesk software – ServiceDesk is web based and can be accessed from any of the District computers. The service ticket will be assigned to a technician. (Access from outside the District is available at ServiceDesk.mcpsmt.org:8080. A District logon and ServiceDesk logon will be required.

2. E-Mail the <u>Helpdesk</u> with a description of the problem. The ISC helpdesk will then generate a Helpdesk ticket and assign it to a technician.
3. Call the District Helpdesk (extension 7777) and describe the ticket to the attendant or leave the description in a voice-mail message. A Helpdesk ticket will be generated and assigned to a technician.

Technology Purchasing:
To purchase technology equipment and software, requests must be submitted through the Helpdesk web page where the request forms are located.

- **Hardware Requests –** Hardware requests to be submitted include larger items that require district level approval before purchasing. Such items include additional computers or replacement computer related equipment not covered by the district replacement plan, ceiling mounted projectors, Interactive white boards, document cameras and student response systems. In general, if it connects to a computer, submit a request for purchase.

   o **Submit Requests –** Request forms are found on the Helpdesk web page at http://helpdesk:8080//HomePage.do
      - Use the **New Request** dropdown list and select **Purchase Request-Hardware**
      - Complete one form for each type of item requested. Click the Add Request button to submit each request. You should receive an e-mail verifying the request submission.

- **Software Requests –** Software requests include any computer software or subscriptions to web sites. Software will be reviewed for ties to current district curriculum and reviewed for compatibility with existing hardware. Minor upgrades to software should be submitted to the Helpdesk **but** major upgrades or version changes need to be submitted for review and hardware compatibility checks. Web subscriptions will be evaluated for ties to current

   curriculum and impact on available bandwidth with full class usage.
   o **Submit Requests –** Request forms are found the Helpdesk web page at http://helpdesk:8080//HomePage.do
      - Use the **New Request** dropdown list and select **Purchase Request-Software**
      - Complete one form for each type of item requested. Click the Add Request button to submit each

request. You should receive an e-mail verifying the request submission.

NOTE: Supply items do not require a request prior to purchase. Supply items include printer ink and toner cartridges, CD/DVD recordable disks, flash drives, headphones, microphones, audio cables, replacement batteries, etc.