P L Y M O U T H - C A N T O N

C o m m u n i t y • S c h o o l s

District Technology Acceptable Use Guidelines
Letter of Agreement and Authorizations

Dear Parent(s), Guardian(s), Student(s):

The attached Plymouth-Canton Community Schools (P-CCS) Responsible Technology Use for Elementary Students guidelines outline student responsibilities when using school technology. It is very important that all students and parents/guardians review the document together to be sure the students have a full understanding of what is expected of them when using technology at school. If you have any questions after reading the Responsible Technology Use for Elementary Students, please ask your child's teacher.

P-CCS supports and respects each family's right to decide whether or not to permit their student to access the Internet and if student work should be published. Please review below, and **initial** yes or no to each of the following.

Internet Use

It is important for the student and parent(s)/guardian(s) to discuss the privilege and responsibility of using the Internet as well as to be aware that P-CCS does not have control of the information on the Internet. Sites on the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. P-CCS has installed filtering software in an effort to protect your child from viewing inappropriate sites. In addition, students are expected to use the Internet only with permission of a supervising adult present in the classroom or other school locations. None of these safeguards prevent misuse or accidents.

> I hereby authorize P-CCS to provide my child access to the Internet:
>
> (Please **initial** only one) _____ yes _____no

Publishing Student Work

Student work may be published in newsletters, print, on a web site, CD-ROM, and/or other electronic media. Published work may include artwork, video, written documents, or web pages created by the student and may include the student's name. There is no monetary compensation for use of student work. All materials developed by students that were prepared with the use of district data, facilities, and/or equipment shall remain the property of the District which shall retain all rights and privileges pertaining to the ownership thereof.

> I hereby authorize P-CCS to publish my child's work:
>
> (Please **initial** only one) _____ yes _____ no

I, the undersigned parent, guardian, authorize the Plymouth-Canton Community Schools to act in the interest of my child as indicated above. Permission granted to the Plymouth-Canton Community Schools may be revised by me at any time upon submission of a new form to the building principal. *We have received and reviewed the "Responsible Technology Use Guidelines for Elementary Students" and agree to abide by them.*

_____   _____
Student Name (please print)   School Name (please print)

_____ _____   _____
Student Signature   Student I.D. # (if known)

_____   _____
Parent or Guardian Name (please print)   Date

_____
Parent or Guardian Signature

Plymouth-Canton Community Schools
Responsible Technology Use for <u>All</u> Users

District technology supports instruction and academic growth. <u>All</u> users are held responsible for their actions and activities when using District technology.

Definition: Any person accessing any type of District Technology is considered a User.

- Users are responsible for properly using and caring for the District's technology including hardware, software, AV-Equipment, etc.
- Users of technology shall make use of the necessary training that is available.
- Authorized users are responsible to only use technology accounts such as email, Internet, network and voicemail for the authorized purpose(s). Unauthorized access to another's account is not permitted with the exception of network administrators or supervising personnel who will access accounts only to fulfill their supervisory responsibilities.
- Users are responsible to use only licensed software that has been approved by the Department of Technology.
- Users are responsible for what they store in voice, video or data files.
- Users are responsible for compliance with local, state, and federal laws while using District technology.
- Users are responsible for using District technology in an ethical, legal and appropriate educational manner.
- Users who do not use the District technology appropriately will forfeit the privilege of using it.
- Supervising personnel or volunteers are responsible for understanding, posting and promoting all of the technology users' responsibilities.
- Supervising personnel or volunteers are responsible to instruct students on acceptable use of the Internet resources and proper network etiquette as provided by the P-CCS Department of Technology.
- Supervising personnel or volunteers are responsible to demonstrate due diligence in the monitoring of all District technology.
- Users are responsible for following P-CCS Board Policy for the Code of Ethics for the Education Profession (3211/4211), Staff Ethics (3210/4210), and the student handbook when using District technology.
- Users acknowledge that by using District technology they understand that network administrators/supervising personnel may review files and communications to ensure that all users are demonstrating responsible use.
- Users must submit a <u>Web Publishing Authorization</u> form and be granted approval <u>before</u> publishing on the Internet.
- Any student work published throughout the District must have the approval of the individual.
- Any challenges to materials, web sites, audio-visual materials, etc., should follow Board Policy #2240, <u>Controversial Issues.</u> If these issues cannot be resolved through discussion, the procedure to resolve the challenge is found in Board Policy #9130, <u>Complaint Review Committee Procedures.</u>