



MCS D Technology Usage Policy



The policies, procedures, and information within this document applies to all Technology use and Network access by Monroe County School District students. This document also applies to any and all devices both considered by school Administration to fall under these policies whether used on site or virtually off site.

Students/Parents/Guardians can also access this Policy on-line via the district's landing page as well as school-based websites.

TABLE OF CONTENTS

MCS D Digital Technology Usage Policy prepared July 2020 by Kevin M. Walden for Monroe County School District

Personal Electronics and Devices (p.3) Monroe County Acceptable Use Policy (p. 3-4)

Acceptable Uses and Digital Citizenship (p.4-7)

- Access to the Internet by Minors (p.5)
- Policy Violations (p.5)
- Acceptable Use (p.5-6)
- Discipline Consequences (p.6)
- Hardware and Access (p.6-7)
- Personal Devices (p.7)
- Receiving Your School Issued device (p.7)
- Returning Your School Issued Device (p.7)
- Training (p.7)

PROPER CARE OF YOUR DEVICE

- General Precautions (p. 8)
- Device Protection (p. 8)
- Charging (p. 8)
- Printing (p. 8-9)
- Logging into a Device (p.9)
- Managing and Saving Digital Work (p.9)

DEVICE TECHNICAL/HARDWARE SUPPORT

- Repairing or Replacing your Device (p. 9)
- Lost/Stolen Device (p. 9)
- Additional Services (p.9)
- Estimated Costs of Repair/Replacement (p.9-10)
- No Expectation of Privacy (p.10)
- Monitoring Software (p.10)
- Content Filter (p.10)
- Updates/Virus Protection (p.10)
- Device Instructional Support (p.10)
- Parent/Student MCS D Mobile Device Acknowledgement Statement (p.10)

Monroe County School District Mobile Device Agreement Acknowledgement Page (p. 11)

PERSONAL ELECTRONIC DEVICES

An electronic communication device (ECD) is any technology capable of sending or receiving messages using a network or learning management system (LMS). Such as, but not exclusive to, a mobile phone, iPad or laptop. All ECDs, whether owned by Monroe County School District, the student, or anyone else, are subject to the rules and regulations of Monroe County School District if they are on school property or using the MCSD network both onsite and offsite virtually. Reference MCSD School Board Neola Policies 5136.01,7530.02 and 7542.

The use of cell phones and other personal electronic devices are permissible before and after school only while on campus. Use of these devices in the classroom and at other times during the school day is prohibited, unless for an educational purpose or use is approved by administration. Violation of this rule shall result in confiscation of the device. The confiscated device shall be held until the following day, or until such time that the parent or guardian can pick it up at their convenience. **If a student refuses to give up the cell phone or other electronic device to a staff member when a violation occurs, this constitutes insubordination.** If pictures are taken and used to intimidate, embarrass, or harass any person (staff, student, or otherwise) in the school, or used to produce a means to cheat in the classroom, consequences may range from confiscation of the phone to suspension and possible law enforcement contact if privacy issues are violated. The use of cell phones and/or electronic devices to take and/or produce visual documentation of a violation of the MCSD Code of Conduct may result in suspension or expulsion of the student(s) involved and police intervention. If cell phone usage becomes such that they are not being used in the manner prescribed or used unlawfully as stated in the previous two statements, they will be banned from the building altogether for the student who has violated the use. All MCSD students will have access to a school issued device for instructional purposes to use for onsite instructional purposes.

Monroe County School District Acceptable Use Policy for Networked Communications

It is a general policy that Monroe County School District network facilities (i.e., computers, electronic mail, conferences, bulletin boards, databases, and access to the Internet), referred to as "the network telecommunications," are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the District School Board of Monroe County and Board Policies 7540 and 7542. The following guidelines have been established for all users of the network. Failure to follow these guidelines may result in the loss of access to the network or other disciplinary action.

Public Information

Electronic communications and documents should never be considered completely private. The District School Board of Monroe County is subject to Florida Statutes regarding public information access. As such, all electronic messages and documents are a matter of public record. Examples: all email, files and documents saved on district computers or networks.

Acceptable Uses of the Network LMS/Internet/Email

- Participating in activities which support learning and teaching as a part of Monroe County School's delivery of instruction and research.
- Participating in electronic/virtual conferences, bulletin boards, email, databases, and access to the Internet to support curriculum.
- Students should be considerate of other users on the network. Cyber bullying is unlawful behavior.
- Students must use appropriate language for school situations and must not use vulgar or profane language or images, including those with implied vulgarity and/or profanity.

- Students should immediately report any security problems or breaches of these responsibilities to the supervising teacher.
- Students must adhere to copyright laws and plagiarism rules when using the Internet.

Unacceptable Uses of the Network LMS/Internet/Email

- Using impolite, abusive, or objectionable language, or sending and displaying offensive, or obscene messages or pictures. Sexual harassment, discrimination of any sort referencing age, sex, gender, religion, race, or inference to drugs, guns, or violence will not be tolerated.
- Using the network in ways that violate federal, state, or local laws, including use of network resources to commit forgery, or to create a forged instrument.
- Access by minors to inappropriate matter on the Internet and World Wide Web, including disclosure of personal information when using electronic mail, chat rooms, and other forms of direct electronic communications
- Activities which cause congestion of the network or otherwise interfere with the work of others (i.e. chain letters, jokes, multimedia greeting cards, and email backgrounds, enhancements and stationery).
- Using the networked communications for commercial purposes or financial gain
- Sending, receiving, or copying copyrighted materials without permission of the author.
- Unauthorized access to another's resources, programs, or data.
- Unauthorized disclosure, use and dissemination of personal information regarding minors.
- Falsifying one's identity to others while using the network.
- Installation of unauthorized software on networked computers.
- Students must not intentionally degrade or disrupt Internet network services or equipment. This includes but is not limited to tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, unauthorized redirection of school web pages or violating copyright laws. Vandalizing networked resources, including the uploading or creation of computer viruses.
- Outside email services such as GMAIL, Yahoo mail, etc. within our network.
- Instant messaging or VOIP services.
- Installation of unauthorized software on networked computers.
- Students must not use proxy avoidance sites (sites that allow the user to bypass the district Internet filter) or other sites indicated as blocked. Use of these sites violates this contract and could result in loss of internet access and/or other disciplinary actions.
- Falsifying one's identity to others while using the network.
- Students must not share user IDs and passwords.
- Students must not give out personal information about themselves or where they live.
- Students may not have access publicly provided Internet Service Providers or e-mail services.
- Students must not attach or transfer media from a personal storage device to district hardware without permission from an appropriate staff member.
- Students must not use the network in a fashion inconsistent with directions from teachers and other staff.

Acceptable Uses and Digital Citizenship

School-issued devices should be used for educational purposes only, students are to adhere to the Acceptable Use of Technology, and all of its corresponding administrative procedures at all times.

Students will only sign up for and work within applications that are assigned and approved by their teachers and the Monroe County School District. Students must **ALWAYS** use their Monroe County Schools keysstudents.net account when logging into their chromebooks.

Monroe County Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. Computer use is not private, the district will monitor all activity on the networked communication system, and district issued devices.

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy. Students will have ongoing instruction in Internet Safety and virtual classroom protocols.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself:** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property:** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property:** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)

Minors or adults shall:

1. Not access material that is obscene, pornography, harmful to minors, or otherwise inappropriate for education.
2. Not use Monroe County Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use electronic mail, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Monroe County Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Monroe County Public Schools to block and/or filter access to Internet Sites that are not in accordance with district policies.
6. Minors shall not disclose personal identification information on the Internet.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Monroe County Public Schools, including applicable State and Federal laws.

Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature form Parents received when they registered their child.

Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
 - As a safety precaution, full names, or addresses are not to be revealed online.
 - Sharing of individual accounts is prohibited.
 - Electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
 - Vandalism or "hacking" of any kind is prohibited.
 - The security of the system and the rights of other users are to be respected at all times.
- Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Monroe County Public Schools and/or civil authorities.
 - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request, it is a responsibility.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the Director of Media Services or the Director of Technology if you are in compliance with the law.
- Plagiarism is a violation of the Monroe County Schools code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the MCSD IT Department to ensure appropriate use. The Monroe County Public Schools District cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws. **Email**
- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district, @keysstudents.net. This email access will be through a Google Gmail system managed by Monroe County School District. The MCSD IT Department monitors this email system and all messages sent or received through this system are archived and subject to inspection and filtering of inappropriate content.
- **Students will only be able to receive and transmit emails internally in the Keysstudents.net platform.**
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting during class is allowed without permission.

Discipline Consequences

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with district acceptable use policies will result in

disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.

Hardware and Access

- Monroe County School District (MCSD) provides hardware for all Pre-K/Headstart through Grade 12 students (all students) for use during the school year in all instructional settings. Based on the [CDC guidelines](#) for the sharing of materials all students have access to a school issued device for use in a face-to-face, blended, and virtual environment.
- In a traditional face-to-face environment, K-5 students' take home policies will be determined by building leadership at each school site and 6-12 students will have access to take devices home on a nightly basis.
- In the event of a blended instructional delivery model, where necessary some students will have access to take the device home nightly or during school closures.
- School district issued devices will be **required** for use in an on campus environment.
- Students who do not wish to take the school issued device home can dock in a centralized location determined by each site.

Personal devices

- Personal devices may be allowed/approved for use and will follow the same acceptable use policies and regulations as school issued devices. Students must understand that if they decide to use their personal device on school property that the device is regulated by all policies in place, which include the right by school staff to monitor/access what the student, is doing on the device upon request. The school is released from all liability in regards to theft of damage to any student personal device, if they choose to use it onsite instead of the district issued device.
- Student wifi and network access will only be available through the district's LMS.
- Students will log into their device using their school-issued Google Apps for Education **(firstintitallastname@keysstudents.net) account. Password is 44(lunch number)0**

Receiving Your School Issued Device

- **Parent/Guardian and Student Agreement Policy**
All parents/guardians and students are required to sign the **Mobile Device Agreement Acknowledgement** page.
- **Distribution: Transfer/New Student**
Current students, as well as all transfer/new students will receive their device and related peripherals based on school site distribution protocols. Students and parents signatures on the **Mobile Device Agreement Acknowledgement** page will serve as acknowledgement of these policies and the receipt of their school issued device.

Returning Your School Issued Device

- **End of Year**
At the end of the school year or at any time during check out in the event school administration requests it, students assigned an individual device will turn in their school issued device as well as all issued peripherals based on their school's specific return policy.
- **Transferring/Withdrawing Students**
Students who transfer out of or withdraw from school must turn in their school issued device assigned to them on their last day of attendance.

Failure to turn in a school issued device upon request will result in the student/parent being charged the full replacement value. Unpaid fines and fees of students leaving the Monroe County School District may be subject to collections protocol.

Equipment Repair and Replacement Fee

Students and Parents assume all liability for replacement and repair cost of the school issued device. The current district policies and protocols related to student textbooks will apply to all devices as well.

Training

Students will receive training during the regular school day and under certain circumstances due to campus closures and or a blended learning environment.

- Care and use of their school issued device.
- Usage of their Google Apps for education (keysstudents.net account).
- Navigating the districts LMS platforms
- Digital Citizenship training to address respectful, responsible, and ethical use of the internet and digital tools.

Proper Care of Your Device

Students are responsible for the general care of their device and device peripherals issued by the school. School issued devices/lpads that are broken or fail to work properly must be turned into the teacher. If a loaner device is available, one will be issued to the student until their device can be repaired or replaced. All policies and contracts will apply to the loaner device as well.

General Precautions

- No food or drink should be next to any device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device and ejected properly.
- Students must ensure that their devices are stored (school/home) and transported (school/home) in a safe and proper manner to lessen the risk of damage.
- Devices that go home should not be used or stored near pets.
- Devices that go home should be secured at all times, not left in vehicles or exposed to environmental factors like extreme temperatures or direct sunlight that could damage them.
- In the event the device is exposed to extreme heat, always bring it to room temperature prior to turning it on.
- Student issued devices must only be used by the student assigned the device. Students cannot loan or share devices with other students.
- All devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Monroe County Public Schools.

Device Protection

- School issued devices must be stored in a secure location when not in the student's possession. Devices **CANNOT** be left inside or outside of a teacher's classroom, or left unattended anywhere on/off campus.
- Lack of proper care may result in damage that the student/parent is responsible for.

Device Screen Care

- The 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.
- Laptops/tablet type devices; make sure there is nothing on the keyboard before closing the lid (pens, pencils, disks, etc.).
- Only clean the screen with a soft, **dry** microfiber cloth, or anti-static cloth.

Charging

- Students are responsible for ensuring their device is properly charged and ready for use on site.

- Students are responsible for ensuring their devices are plugged into their assigned charging cart properly based on their teachers charging protocol when available during the school day and or at the end of the day if the device is not taken home.
- Loaner devices or student devices that are removed from the location they are assigned to must be returned to that assigned location. Teachers are responsible to ensure this has occurred.

If a student does not bring his/her device to class.

In the event a student does not bring the assigned device to face-to-face instruction, a loaner distribution plan is in place at each site.

- A loaner device should be returned to the distribution contact at each site prior to the student leaving the school unless their device is being repaired/serviced. The student has 24 hours from date of pick up to return the loaner device or be subject to disciplinary consequences as well as those pertaining to the Lost/Stolen Device Policy.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Chromebooks **WILL NOT** be set up for printing at school unless school staff have made special arrangements.
- Students that have compatible printers at home may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn>. **Teachers will direct students on their individual expectations/protocol for printed work.**

Logging into a Device

- Students will log into their Device/LMS using their school-issued Google Apps for Education **(firstintitallastname@keysstudents.net) account. Password is 44(lunch number)0**
- Students can also use the Quick Card QR reader to log in on district devices. School staff will give applicable students the information needed to use this login protocol.
- Students should never share their account passwords with others. In the event of a compromised account, the Monroe County Schools IT Department reserves the right to disable your account.
- Students will access all apps and district programs through Classlink once logged in.

Managing and Saving Digital Work

- Students will use district approved learning management systems, i.e. Google Apps for Education/Canvas, to document, manage, and share student work, activities and correspondences.
- Students will also use the district's learning management systems, Classlink, etc., at home and other locations outside of school to help facilitate learning.
- Google Apps for Education accounts can be accessed on the web using any device by accessing <https://drive.google.com/drive/my-drive>. from your chrome browser or accessing classlink.
- Students are bound by the Monroe County Schools Use of Technology Policy, Administrative Procedures, Acceptable Use Agreement, and all other guidelines in this document wherever they use their Classlink/Google accounts at school or at home.

Device Technical/Hardware Support

Repairing or Replacing Your Device

The school based IT department will be the first point of contact for repairs of district devices. All devices in need of repair must be brought to the teacher's attention as soon as possible. Any device hardware or software issues must be reported as soon as possible so a Help Desk request can be submitted.

Student Assigned Devices Being Repaired

- Loaner devices may be issued to students when they leave their school-issued Device for repair.
- Students will follow the protocols in place at their school to report damage and submit a device in need of repair.
- A student borrowing a device must realize that the agreement signed by them and their parents covers the loaner device as well.
- If the repaired device is to be returned to the student, the staff member that initiated the repair will notify them.
- If a device damaged by the student cannot be repaired, school personnel will notify the student/parents and remind them of their responsibilities that are outlined in this document.

Lost/Stolen Devices

- Students/parents are responsible for reporting any loss/theft to the school and proper authorities. Students/Parents are responsible for any replacement costs based on the replacement value of the device.

Additional Services

- Password Identification
- User account support
- Operating System or software configuration support
- System software updates

Estimated Costs (subject to change)-School personnel will notify parents/students of costs involved after examination by the district's IT department personnel. Repair/Replacement costs will not exceed the replacement value of the device.

Parents/Students may be charged for the full replacement cost of a device that has been damaged due to intentional misuse, abuse as well as loss/stolen devices.

Operating System and Security

Students may not use or install any operating system on their devices other than the current version of ChromeOS that is supported and managed by the district.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a school issued device and or student account, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student usage at any time for any reason related to the operation of the district. Use of district devices and or accessing student accounts constitutes agreement to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software such as Hapara that allows them to view the screens and activity on student devices such as Chromebooks.

Content Filter

The district utilizes an Internet content filter that complies with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks/lpads, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district

Updates/Virus Protection

- Software and operating system updates are managed by the district and update automatically. Students do not need to manually update their device.
- There is no need for additional virus protection. Virus protection and firewalls are in place. They are managed by the district for all student devices and internet access through student accounts.

Device Instructional support

- Instructional supports for students can be found in the district's landing page
- Supports included but not limited to are; program resources/tutorials, school based help hotlines, and support videos.

Parent:

By signing in acknowledgement below, I am stating that I have read the District's electronic communications system policy and administrative regulations. Further, I certify that the information contained on this form is correct.

Upon signing this document, you affirm that it is not reasonable that the Monroe County School District can directly supervise your child every minute he or she is on the computer. Therefore, you agree that when your child is not directly supervised, he or she will obey all school computer use policies, civil and criminal laws. In the event your child notifies you they are receiving computer messages threatening death, bodily harm, or destruction to property, you agree to report this event immediately to both law enforcement and the Monroe County School District. As parent/guardian of this student, I understand the risks associated with allowing my child to use the Internet. Furthermore, in signing this policy, I affirm that through this document the school district made a reasonable attempt to educate me on the known potential risks of using the Internet and the school's rules and goals of Internet use. Based on this adequate notice, I agree not to hold the Monroe County School District responsible for materials acquired or contacts made on the network.

Parents and Students signatures are required on the Monroe County School District Technology Agreement Acknowledgement page to represent acknowledgement of the receipt and review of this document by students receiving devices and or accessing our district's network and learning management systems (LMS). **If you have any questions or concerns please contact your child's school.**

Parents and Students, please sign and return the Chromebook Policy & Usage Receipt of Notification and Understanding document on the next page. Once received students will have full access to the chromebooks and the Google Education Suite.