

Adopted: June 21, 2010  
Revised: June 18, 2012  
Revised: July 21, 2014  
Revised: June 1, 2015  
Revised: Sept. 18, 2023

#### **404.01 Responsible Technology Use**

##### **Student User Agreement of Understanding**

Access and use of the MSD of Mt. Vernon provided electronic-based communications technology systems (from this point on referred to as technology) and all of its components, (i.e. computers, servers, telephones, copy machines, video equipment, computer networks, Internet services, electronic learning devices, related equipment, software and connections, including access to student owned personal devices) are student privileges, not rights.

Students have the same responsibilities while using technology that are expected in any other school activity. Responsible use of technology is ethical, academically honest, respectful of the rights of others, and consistent with the Board's mission. Technology should be used by students to learn and communicate in correlation with the curriculum while under a teacher or supervisor's direction. Student owned personal devices and district owned technology can be used by students under teacher supervision with the objective of improving instruction and student learning. MSD of Mt. Vernon is not responsible for any loss of data, theft, damage, or loss of student owned personal devices.

The MSD of Mt. Vernon has developed a Responsible Technology Use policy. This agreement will be accepted by the student and/or parent at initial student enrollment or upon entering a new school facility and is legally binding. Students must have a current signature sheet for the Responsible Technology Use policy on file in order to gain access to any technology.

Instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services will be provided. Such instruction shall include, but not be limited to: the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. The MSD of Mt. Vernon recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites with reference to cyberbullying. Therefore, students shall be provided four (4) annual Internet safety lessons concerning appropriate online behavior, including interacting with others on social networking sites and in chat rooms and cyberbullying awareness and response.

##### **STUDENT ACCEPTANCE OF RESPONSIBILITY**

1. I understand that all electronic files stored on school-based technology are school property and shall be treated as such.

2. I know if I intentionally alter, damage, or cause loss of data or loss of time as a result of technology misuse, hacking, or mischief involving MSD of Mt. Vernon technology I may be required to make full financial restitution to correct the damage and/or loss.
3. I have no expectation of privacy with regard to the use of the district's technology and understand that all communications, including but not limited to written and video communications, are subject to public access.

#### **404.01 Responsible Technology Use**

(continued)

4. I understand that technology is to be used for school related purposes by authorized users and that incidental personal use of school technology is permitted with staff permission as long as it does not occur while I am performing classroom assignments and the use does not interfere with system operations, other system users, waste system resources, or violate provisions of this or any other district policy.
5. I understand the district has the right and may deny or alter accounts at any time without notice.
6. I understand that district technology shall not be used to advertise the sale of items for personal gain.
7. I understand that the district has the software and the capability to monitor and/or block any computer activities harmful to students or deemed non-instructional and obtain detailed usage reports. I also understand the district has the right to monitor all district owned hardware and software without warning.
8. I will not install any technology (hardware or software) not owned by the district on any MSD of Mt. Vernon technology system unless it has been approved, in advance, by the Information Systems Department.
9. I will not adjust, change, alter, remove, or add any equipment, software, cables, or connectors on any physical workstations.
10. I understand that I will have access to communication technology and people all over the world, as well as access to material that may not be considered to be of educational value in the context of the school setting. While the MSD of Mt. Vernon has taken precautions to restrict access to controversial materials, I understand that on a global network it is impossible to control all materials, and an industrious user may discover controversial information. I agree with the MSD of Mt. Vernon that the valuable information and interaction available through electronic communication far outweighs the possibility that I may procure material that is not consistent with the educational goals of the district.
11. I understand that any recordings made on school grounds or during virtual instruction are subject to copyright laws and the protection of the privacy right of others, including

personally identifiable information about a student protected by the Family Education Rights and Privacy Act ("FERPA"). I also understand that any recording, data, or image in violation of this standard may be confiscated and deleted by the district and that any use of a personal recording device to invade the privacy of another person may result in sanctions for the person making the recording.

12. I understand that wireless network connectivity on non-district owned devices will be allowed for instructional use while under teacher supervision. When I am connected to the district guest wireless network, I understand the guidelines of this Responsible Technology Use policy still apply. I further understand that the district reserves the right to search and inspect private equipment without notice if there is reasonable suspicion that school policies are being violated, whether or not the equipment is connected to the wireless network; that any physical connection of non-district equipment to district network requires approval from the Information Systems Department; and that student connections to the Internet other than through the district networks, such as via a personal cell phone data plan or with a separate router or personal hotspot, are never allowed.

#### **404.01 Responsible Technology Use**

(continued)

#### **NOTIFICATION TO PARENTS**

1. I understand my child's photo, video, artwork, likeness, and/or writing may be published on the district website and/or school maintained social networking sites. When using the aforementioned services I have been notified that students shall only be identified by initials or first name by district staff whenever possible. Also, I understand that when necessary, my child may be given access to district provided or personal email sites and/or social networking sites for instructional collaboration and/or communicating with colleges or other outside entities. If I prefer my child not participate in the above mentioned activities, I will make that request in writing and deliver the request to my child's principal. \*Some school mandated services may not be eligible including virtual instruction platforms.

#### **STUDENT REQUIREMENTS**

1. I will be responsible for saving data in the assigned location in the cloud or on MSD of Mt. Vernon servers.
2. I will log on to the computer using my assigned username and password. Further, I understand that my password is not to be given to anyone else or be accessible to others.
3. I will only make use of approved outside media (flash drives, CDs, etc.) that have been checked by the lab manager.

4. I understand that while on MSDMV buses (or other district transportation) I may use a technology device as long as it is being used appropriately and responsibly as determined by my bus driver and/or other MSDMV staff.

#### **CYBERSECURITY REQUIREMENTS**

1. I understand that I should only login using my own username/password or Clever badge credential.
2. I understand that the password will have a minimum number characters and include upper and lower case letters. The password shall be changed annually.
3. I understand that personal passwords are not to be given to anyone else or be accessible to others.
4. I understand that my email address should not be published online.
5. I understand that at no time will I purposefully gain knowledge of another person's password.
6. I understand that USB flash drives are not to be used on any MSD of Mt. Vernon technology systems.
7. I understand that I should, no matter how minor, report a cyber attack or any suspected cyber incident to any Information System's personnel immediately.

#### **PROHIBITED USES**

1. I will not attempt to access, upload, download, copy, or distribute pornographic, obscene, or sexually explicit material or any other material which can be considered to be inappropriate.
2. I will not transmit obscene, abusive, adult humor, or sexually explicit language.
3. I will not violate any local, state, or federal law.
4. I will not bully, defame, intimidate, threaten, and/or harass others (including students and staff).
5. I will not vandalize, damage, or disable the property of another person or organization.

6. I will not access another person's materials, information, or files without the permission of that person.
7. I will not violate copyrights or otherwise use another person's intellectual property without their prior approval or proper citation.
8. I will not allow anyone who is not my parent or guardian to access my personal student account.
9. I will not make any attempt to circumvent district Internet security.
10. I will not assume the online identity of another person or disclose, use, or disseminate the personal information of another person.

#### **404.01 Responsible Technology Use**

(continued)

##### **eLEARNING REQUIREMENTS**

The MSD of Mt Vernon is leading the way with our eLearning program (in designated areas) which is designed to enhance the curriculum by providing an electronic learning device to each student for use at school and at home. Your child will be trained to utilize this new technology as a tool and valuable resource in order to enhance learning.

The electronic learning device that your child is receiving can be used for word processing, access to the Internet, and to run a variety of applications that enhance the educational process. As we move forward, many classroom materials, including electronic textbooks, will be added to the electronic learning device. Teachers will communicate with students through the electronic learning device using written and video communication services. They will distribute and collect many classroom assignments and documents.

Finally, we encourage your child to be innovative with the electronic learning device. We encourage you to support your child in learning to use the new technology, to ask questions, and to have your child teach you what they are learning.

##### **STUDENT RESPONSIBILITIES**

1. I will use the electronic learning device for educational purposes, innovation, and creativity. I understand that responsible use of the electronic learning device is expected. I will fully participate and use the electronic learning device in all classes as directed by my teachers.
2. I will abide by all school rules as outlined in the Student Handbook and Responsible Technology Use policy.
3. I understand that playing games or communicating with others through chatting, emailing, or instant messaging during instructional time will be considered digital

truancy from class which will result in school discipline outlined in this Responsible Technology Use policy.

4. I agree to participate in all class activities and assignments as directed by my teachers.
5. I will bring my electronic learning device to school every day, fully charged, and ready for use
6. I agree that Internet browsing histories will be enabled at all times and shall not be deleted.
7. I will not exchange electronic learning devices with other students.
8. I will not remove the electronic learning device from the protective case.
9. I will keep the electronic learning devices in a well-protected temperature controlled environment when not in use. I will not leave the electronic learning device in a car.
10. I will not sync my electronic learning device through iTunes with any computer.
11. I will keep the electronic learning device away from food and drink.
12. I will clean the screen with approved soft, lint free cleaning towels. I will not use spray cleaners or other liquids for cleaning.

#### **404.01 Responsible Technology Use**

(continued)

13. I will set a security pass code on my electronic learning device and the pass code will only be known by myself and my teacher. I understand that the MSD of Mt. Vernon reserves the right to bypass the security code when necessary (For IOS Devices Only).
14. I will report technical issues to my teacher, school lab manager, or student led support group as soon as practical.
15. I will not use personal accounts (such as iTunes) to load applications. (For IOS Devices Only).
16. I agree to use any/all wireless projection systems only when instructed to by my teacher or other school staff. I understand and agree that any misuse of these devices will result in school discipline outlined in this Responsible Technology Use policy.
17. I understand that student electronic learning devices will be preloaded with key applications. I will not load any other applications. I understand that it is the responsibility of the MSD of Mt. Vernon to install and uninstall applications. If there is an application I would like installed, I may discuss the educational merits of the application

with the teacher. Once an application is deemed appropriate by the teacher for the classroom, it may be installed.

## **GOOGLE WORKSPACE FOR EDUCATION NOTICE TO PARENTS AND GUARDIANS**

At the MSD of Mount Vernon, we use Google Workspace for Education. All parents and guardians of registered MSD of Mt. Vernon students understand and give permission for us to provide and manage a Google Workspace for Education account for their child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At the MSD of Mount Vernon, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn future ready digital citizenship skills.

This notice provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the Google Workspace for Education account?

Provisions:

- You understand and give permission for MSD of Mount Vernon to create/maintain a Google Workspace for Education account for your child and for Google to collect, use, and disclose information about your child only for the purposes described in the information below.
- If you prefer your child not participate in the mentioned activities, you can make that request in writing and deliver the request to your child's principal.

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

Assignments

Calendar

Classroom

Cloud Search

Drive and Docs  
Gmail  
Google Chat  
Google Chrome Sync  
Google Meet  
Google Vault  
Groups for Business  
Jamboard  
Keep  
Migrate  
Sites  
Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “Additional Services”:

#### Additional Services

Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student’s Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services. Additional information about these third-party services is available

here:<https://docs.google.com/spreadsheets/d/1pAQIWb1O7nduIRR-Qf55smUfmhmJUB-3wpvAapLqBg/edit?usp=sharing>

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at

[https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

#### **What personal information does Google collect?**

When creating a student account, MSD of Mt. Vernon may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as a telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- Account information, which includes things like name and email address.



- Engagement with the core services involves actions such as observing and engaging with content, communicating with peers, and providing insights into how the services are being utilized.
- Settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- Location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- Direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the Google Privacy Policy:

- Activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they use audio features, purchase activity, and activity on third-party sites and apps that use Google services.
- Apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.
- Location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

### **How does Google use this information?**

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the Google Cloud Privacy Notice for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the Google Privacy Policy for more details.

**Does Google use student personal information for users in K-12 schools to target advertising?**

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

**Can my child share information with others using the Google Workspace for Education account?**

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

**Will Google disclose my child's personal information?**

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

MSD of Mt. Vernon administration will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

Google will share personal information outside of Google only with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our Google Privacy Policy, the Google Cloud Privacy Notice, and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

**What choices do I have as a parent or guardian?**

If you prefer your child not participate, you can make that request in writing and deliver the request to your child's principal.

You can request deletion of your child's Google Workspace for Education account by contacting your student's principal. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

**What if I have more questions or would like to read further?**

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact your child's principal. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (at <https://www.google.com/edu/trust/>), the Google Workspace for Education Privacy Notice (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the Google Privacy Policy at <https://www.google.com/intl/en/policies/privacy/>), and the Google Cloud Privacy Notice at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).

**STUDENT AND PARENT RESPONSIBILITIES**

1. We understand that MSD of Mt. Vernon personnel may search the school-issued electronic learning device; and at no time should a student expect a right to privacy of materials on the electronic learning device.
2. We understand that any inappropriate use of the electronic learning device will result in school discipline outlined in this Responsible Technology Use policy.
3. We agree to be responsible for proper care of the electronic learning device, and that any damage or loss beyond normal wear and tear will result in the following financial liability:
  - a. Parents will pay up to a \$100 deductible to the school district for the device to be repaired or replaced.

- b. Habitual or purposeful offenders, as deemed by the principal, may be required to make full restitution for the replacement of the electronic learning device.
- 4. We understand that any violation of the MSD of Mt. Vernon's Responsible Technology Use policy may result in sanctions that can include, but are not limited to:
  - Loss or limited use of technology privileges
  - Removal from course at the appropriate level
  - Restriction/prohibition from taking future courses at the appropriate level
  - Suspension
  - Expulsion
  - Expulsion with legal involvement in the court system. (According to IC 35-43-1-4 Computer tampering and IC 35-43-2-3 Computer trespass)

### **Student User Agreement of Understanding**

In consideration for the privilege of using the MSD of Mt. Vernon's technology and in consideration for having access to the information contained on it, I hereby release the MSD of Mt. Vernon, its faculty and staff, and all organizations, groups, and institutions with which the MSD of Mt. Vernon is affiliated from any and all claims of any nature arising from my use, or inability to use the MSD of Mt. Vernon's technology. I have been provided a copy of the MSD of Mt. Vernon's Responsible Technology Use policy and hereby agree to abide by all rules, guidelines and regulations described in that policy.

---

Student Name (Please print)

We have read and understand the above provisions and penalties. Our signatures below indicate that the student named above agrees to abide by these responsible usage requirements. We also understand that no computer access will be allowed until this document is signed and on file at the school that he or she is currently attending. I am aware that the published policies of MSD of Mt. Vernon may change over time to adapt to evolving circumstances. I agree that it is my responsibility to stay updated with any modifications to the policies and to continue complying with the school's policies which are posted on the school district's website..

---

Signature of Student

---

Date of Acceptance

---

Signature of Parent/Guardian

---

Date of Acceptance