

Hamilton Community Schools

Student Technology User Agreement/Parent Permission Form, Grades 5 – 12

Introduction

We are pleased to offer our students improved access to the district computer network resources, electronic mail and the Internet. To access these resources, students and parents must sign and return this form. Parents, please read and complete this document carefully, review its contents with your child and sign/initial where appropriate. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's Principal. A copy of this Hamilton Community Schools Board policy document is available on the Hamilton School District web site at <http://www.hamiltonschools.us/>.

General Network Use

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services including a school email account 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 (see attached). Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.

Use of Personal Electronic Devices

While on school property or while attending school-sponsored or school-related activities, students may possess and use personal electronic devices defined as personal computers, MP3 players, personal digital assistants, electronic readers, cellular phones, and other similar electronic devices; provided that such devices do not pose a threat to academic integrity, disrupt the learning environment or violate the privacy rights of others. Students in possession of personal electronic devices shall observe the following conditions:

1. Unless authorized by the school administrator and classroom teacher, devices shall only be turned on and operated before and after the regular school day, during the student's lunch break and during passing times. If an emergency situation exists that involves imminent physical danger, a school administrator may authorize students to use devices at other times.
2. Devices shall not be used in a manner that disrupts the educational process, including but not limited to, posing a threat to academic integrity.
3. Devices shall not be used to violate the confidentiality or privacy rights of another individual, including but not limited to, taking photographs or recordings of others without their permission or sharing, posting, or publishing photographs or recordings of others without their permission.
4. Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property or to school-sponsored or school-related events or activities.
5. Students shall comply with any additional school and/or District rules developed concerning the appropriate use of devices.
6. Students who violate these conditions of use will be subject to disciplinary action, including losing the privilege of bringing the device onto school property, suspension, or expulsion. In addition, a school district employee may confiscate the device, which shall be kept in the school office and returned only to the student's parent/guardian.

Internet / World Wide Web / Email Access

Each student will be provided with an email account via Hamilton Community Schools through the end of their senior year to be used for school related purposes only. Access to the Internet will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Hamilton Community Schools support and respect each family's right to decide whether or not to apply for access. **If you prefer that your child should not have access, please contact your building principal and express your preferences in writing.**

Publishing to the World Wide Web

Parents, your child's work may be considered for publication on the World Wide Web, specifically on his/her school's web site. The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to the student's parent/guardian. **If you**

prefer that your child's work not be published on the World Wide Web through the school's website, please contact your building principal and express your preferences in writing. Unidentified photos of students may be published on school websites, illustrating student projects and achievements. In addition, your daughter or son's full name may be considered for publication on his/her school's web site. If published, his/her name will appear on pages with a clear school related purpose and will be included to further instructional and/or co-curricular activities. Permission for such publishing does not grant permission to share any other information about your son/daughter, beyond that implied by their inclusion on the web page(s). **If you do not want your child's photo or name to be published on the website, please contact your building principal and express your preferences in writing.** To access networked resources/equipment, all students and parents must sign and return the attached form. The activities listed below are not permitted:

- Sending or displaying offensive messages or pictures
 - Using obscene language
 - Giving personal information, such as complete name, phone number, address or identifiable photo without permission from teacher and parent or guardian
 - Harassing, insulting or attacking others
 - Damaging or modifying computers, computer systems or computer networks
 - Violating copyright laws
 - Using others' passwords
 - Trespassing in others' folders, work or files
 - Intentionally wasting limited resources
 - Employing the network for commercial purposes, financial gain, or fraud
- Violations of the above standards may result in the following consequences, depending upon the violation:
- Discussion about incident with student(s) involved
 - Paying for excessive printing
 - Assuming financial responsibility for the repair/replacement of damage caused by the misuse of Hamilton

Community School property Ultimately, violations may result in a loss of access to district technologies as well as other disciplinary or legal action (Board policy and procedures 3200 on student rights and responsibilities).

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HMS Personal Technology Guidelines

Personal Communication Device Definition: For the purposes of this guideline, a personal electronic device (PCD) is defined as a cell phone, smartphone, tablet, non-school issued computer, smart watch (does not include FitBit or other fitness tracker wristbands), internet or social media equipped MP3 player, or any other device used for accessing the internet, texting, playing games, or accessing social media.

Guideline: Hamilton Middle School prohibits the use of any PCD while inside HMS. Students are expected to turn off their devices and lock them in their lockers from the time they walk in the building until they leave. Access to any device during the school day is strictly prohibited, and this includes before school, passing time, in the restroom, locker room, and lunch. If a student has a PCD visible during the school day, an adult will confiscate the device and turn it into the main office. Students will surrender their device to an adult with the first request. If a student chooses to not comply or engage in an argument about the device, they will be assigned a Saturday School in addition to other consequences issued.

If a student continues to not comply with the request, they will be suspended from school until a parent meeting is held with the student, parent, and school administration.

1st Offense: Parents may pick up the device in the office at their convenience. Devices will not be released to students.

2nd Offense: Parents may pick up the device in the office at their convenience and student will serve an after school detention.

3rd Offense: Parents may pick up the device in the office at their convenience and students will serve a four hour Saturday School detention at Hamilton High School.

4th Offense: Parents may pick up the device in the office at their convenience and student will serve one full day Out of School Suspension (OSS).

Subsequent Offenses: To be determined based on circumstances, but could include more severe consequences including suspension.

Student User Agreement:

As a user of the Hamilton Community Schools technology resources, I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions. I agree to use the technology resources responsibly at all times. If, at any time, I do not want my materials published on the school's website, I will contact my building principal in writing.

Student Signature _____ Date _____

Parent/Guardian Permission:

All students are provided with access to district technology resources that includes accessing our computer network, the internet, and email systems. My signature below grants permission for my child to access District technology resources, the Internet, and email systems. These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature _____ Date _____

Parent's Name: _____

Home Phone: _____

Student's Name: _____

