

Rules and Safeguards: Madison Music App and Madison Drama App

This document lists the rules for students and adults using this app, as well as describing how the app is monitored and set up to ensure privacy and compliance. Students who violate these rules or the policies of Madison Local Schools, including the **Student Code of Conduct** or the **Internet Acceptable Use Policy**, may be subject to disciplinary action by the school, as well as being banned from accessing the app. Content that violates these rules will be removed from the app, whether posted by students or parents.

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Chat Rooms

Chat rooms are provided to encourage communication, cooperation and unity between students, staff and parents.

Chat rooms are not private: Remember that all chat is visible to other members, parents and school staff who are in that chat room. You will be held responsible for everything you post. Do not post personal information or private, one-on-one communications.

Chat rooms are not social media: Every time you post, dozens of people get an alert on their phones. Keep the small talk and socializing off the app, especially late at night.

Keep it positive: Chat rooms should be used to coordinate activities, ask questions, encourage others, and constructively improve the Band and Choir. Complaints, arguments, personal criticisms and problems, and other messages that promote a negative atmosphere should be handled in real life instead of online, and will be removed from the chat room. Users are encouraged to talk about these issues in person rather than *any* online public forum or social media. **Ask a parent, teacher, school administrator or band staff member for help** if you need assistance with personal issues. We are here to help!

Turn on notifications: You can activate push notifications for each chat room you are in, so you don't miss important messages and updates:

1. On the app's home screen, choose CHAT.
2. Choose a chat room.
3. Slide the Notifications button in the top right corner to the right.

4. Do this for each chat room.

Membership - Access

The membership of the app will be reviewed several times a year, and students or parents who are not active in the music or drama programs will be removed from the chat rooms. Only students who are participants in a Madison Band, Choir or Drama group, their parents or guardians, and Madison staff members will be granted access to chat rooms and practice calendars.

Others may download the app, but they will only be able to see the Calendar, Social Media Links and News items (if set to “Public” by the app administrators). If at a future date we activate the app’s Online Store, members of the public will see that as well. No other information in the app is visible to non-approved users of the app.

After reading the policies in this document, parents who do not want their students to have access to the app can email joel.brown@madisonmohawks.org or the band director to make these arrangements.

Profiles

Students and parents requesting access should **only** include the following in their profiles:

- **First & Last Names**
- **Groups** requesting access to
- **Email** address (in case push notifications are turned off on your phone, in which case you’ll receive an email instead)
- **Reason:** **Students** should list the various groups they belong to so they can have access to those chat rooms (see the group list below). **Parents** should state their child’s name. Parents will be granted access to the same groups as your student, so you receive the same notifications for rehearsals, etc.

Photos - Profile pictures are optional, but must be school appropriate. If a photo is used, it must include the person’s actual face. Photos of people other than the member should not be uploaded, and will be removed.

Safeguards

The settings described below apply to the web portals for the app (madisonmusic.teamapp.com, or madisondrama.teamapp.com) as well as the phone app.

Chat rooms:

- The administrative settings on the app have been set so that only app administrators are able to set up chat rooms.
- Although the app allows for the creation of private chat rooms, this function has been disabled. All chat rooms will be monitored by the app administrators, and parents/guardians will be granted access to the same chat rooms as their children, so they can also monitor the chats.

Profiles:

- Only first names, last names and email addresses will be kept in profiles. No other personal information should be submitted.

Administrators

The following staff members are the administrators for the Madison Music app:

- Joel Brown - Madison Music administrative assistant
- Jordan Terbrueggen - Director of Madison Bands
- Andrea Sheff - Director of Madison Choirs

The following staff members are the administrators for the Madison Drama app:

- Joel Brown - Madison Theater Manager & Director
- Teresa Crim - Thespian Sponsor & Director
- Andrea Sheff - Director of Madison Choirs

If you have suggestions or questions about using the app, please contact Joel Brown at joel.brown@madisonmohawks.org.