



Monument Academy

TECHNOLOGY USER AGREEMENT

General Information

Internet, school local area, and wide area network access are available to students, teachers, and employees at Monument Academy. Our goal in providing these services to students and teachers is to support a vigorous and rich curriculum by facilitating information access, resource sharing, innovation, and communication.

Students, parents, teachers, and school employees may have access to:

1. Electronic mail communication with people worldwide;
2. The Library of Congress, university libraries, and other resource databases;
3. Unfiltered sources of information (no filtering system is 100% effective);
4. A specific student's online grades, attendance, and other student information (access is restricted to the specific student, parents of the student, and staff with a legitimate educational interest);
5. Staff and teacher created web pages;
6. Other resources as they are developed.

The information accessed through network services, including wireless services should reflect the educational mission and goals of Monument Academy. The school, in compliance with the Children's Internet Protection Act, has taken precautions to monitor and limit access to materials not in line with Monument Academy's mission and goals.

The following guidelines are provided so that you are aware of your responsibilities. They encompass the efficient, ethical, and legal utilization of the school's network service resources.

INTERNET/NETWORK USE – TERMS AND CONDITIONS

Privileges

The use of network services at Monument Academy is a privilege and not a right. Inappropriate use may result in cancellation of network privileges and the disclosure to a supervisor or guardian. The system administrators reserve the right to monitor activity on the school network services. The system administrators may close an account at any time should inappropriate activity be detected. In addition, the administration, faculty, and staff of Monument Academy may request the system administrators to deny, revoke, or suspend specific user accounts and access when it is determined a user has inappropriately used the school technology.

Rules of Use

1. The school network may not be used to “cyber bully” or to publish, access, download, store, and/or distribute any material (text, graphic, photo, audio) that contains material which would be classified as defamatory, abusive, untrue, obscene, profane, threatening, or sexually explicit or otherwise “offensive” as determined by Monument Academy.
2. The school network may not be used in any fashion which results in the violation of school rules, school policies, or city, county, state, or federal law. Federal copyright regulations must be followed. All communications and information accessible via the network should be considered to be copyrighted unless otherwise stated. Plagiarizing the work of others is illegal and unethical and violates this agreement.
3. Divulging or allowing another individual to use your password is not allowed. Users may not log on and allow other students or adults the usage of their resources. Users shall not attempt to use a password, email name, or Internet address which has been assigned to another person. Users found acting in this manner may be denied continued access to technology services.
4. Any form of gaming is not permitted on the Monument Academy network unless approved by a system administrator, school administrator, or teacher.
5. The school accepts no liability or other responsibility for costs related to commercial services accessible on the Internet, flat or metered surcharges, or any other costs that might be related to the use of the Internet. Individual users are not to incur charges, which may in any fashion be billed to the school.
6. Using network services for product advertising, personal websites, or political lobbying is prohibited.
7. Security on network services is a priority. You are responsible for ensuring that your use of email and the Internet will not compromise the security of MA. If you feel that you can identify a security problem on the network or the Internet, you must notify a building administrator or Monument Academy Technology Services immediately. Do not demonstrate the problem to others.
8. Using applications or services designed to bypass Internet firewalls or web filtering is strictly prohibited and may result in immediate account suspension and may also result in suspension, expulsion, or other appropriate disciplinary action.
9. Installing any applications on a computer without the permission of a system administrator is strictly prohibited and may result in immediate account suspension and may also result in suspension, expulsion, or other appropriate disciplinary action.
10. Vandalism is in direct violation of this agreement and will result in the cancellation of network privileges and/or other appropriate disciplinary action. Such action may also include suspension, expulsion, monetary compensation, and notification of legal authorities. In the case of an employee, further personnel actions may result. Vandalism is defined as any attempt to harm or destroy data or equipment of Monument Academy, another system, or entity on the Internet, or to disrupt services to others. This includes, but is not limited to, the creation or uploading of computer viruses. Hacking or exploring unauthorized and sensitive areas of the network system will also be considered vandalism.
11. Connecting to the Monument Academy network system, other than the guest network, with personal electronic devices is not permitted unless approved by a system administrator or school administrator. This includes but is not limited to: computers; telephones; and/or network equipment.

12. Personal Information: You may not jeopardize your personal safety or the safety of anyone else through MA Networks. This means you may not post any personal contact information about yourself, students, trainees, teachers, staff, friends, or relatives. You may not give your name, address, telephone number(s), home address, school address, work address, photograph, credit card number, social security number, or any other information that could identify you to anyone except MA staff. You must not give contact information to anyone else, whether or not the person asks you to do so.

13. Checklist for Students. I will ALWAYS:

- a. Log on using my own name and password.
- b. Log off the computer when I am finished, even if I am just going to be off for a few minutes. Logging on and off takes little time and it protects my account and files.
- c. Save my files in my personal folder whenever possible.
- d. Wait until I see a page printed before printing again so that I print only what I need.
- e. Report, to a teacher or facilitator, anything unusual or suspicious that happens.
- f. Respect the rights of copyright owners-ask a teacher or facilitator if I am not sure about copyright laws.
- g. Avoid websites that contain defamatory, inaccurate, abusive, profane, sexually oriented, threatening, racially offensive, or illegal material.
- h. Adhere to the MA Acceptable Computer and Internet Use Policy for Students at all times.

14. I will NEVER:

- a. Use a computer that someone else is logged on to.
- b. Use someone else's username or password.
- c. Attempt to discover another person's password(s).
- d. Share any of my password(s) with any other person.
- e. Attempt to access, modify, move, or delete another person's files.
- f. Attempt to fix the computer by connecting devices, installing software, or modifying or changing systems configuration settings in any manner.
- g. Post personal contact information about students, staff, friends, or myself on the Internet.
- h. Use MA Networks or devices for commercial purposes.
- i. Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in any electronic message.
- j. Plagiarize works I find on the Internet
- k. Vandalize the software or hardware provided for my use.
- l. Add legally or illegally obtained software to MA Devices.

- m. Meet with someone I have met online without my parent or guardian's approval.

Electronic Mail

Electronic mail is a communications tool that will be provided to active school employees. Current middle & high school students will have access to the Canvas Inbox as a communications tool. Access to other third-party email services is also available. Email messages should not be considered private. Both the text of these messages and the sender's email address can be intercepted as the messages are routed. The following guidelines should be observed when using email:

1. Do not reveal personal information about yourself or others in any email message. This includes your home address, phone number, Social Security number, birth date, and other personal information.
2. Do not use for personal mass mailings such as chain letters, garage sales, advertising, etc.
3. Inform the appropriate school staff member or supervisor immediately if you receive any improper email messages.
4. Students should use school-provided communication tools for school purposes only.

Student Information System and Learning Management System

Students, staff, and parents may access information online. This is a secured, password-protected privilege. All Monument Academy network and Internet terms and conditions must be followed.

Disk Usage

Monument Academy Technology Services reserves the right to set quotas for disk usage on the network. A user who exceeds his or her quota will be advised to delete files to bring his/her account back into compliance. A user who remains in noncompliance of disk space quotas will have his/her files removed by a systems administrator. Inappropriate and non-educational files may be removed without notification. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system appropriately. Files stored on school servers should not be considered private/secure and may be accessed by administrators and used in disciplinary proceedings if needed.

Cancellation of Account

Any user who has graduated or is otherwise not associated with the school will have his or her account terminated. This includes but is not limited to the following accounts: Network, electronic mail, student database (Infinite Campus), learning management system (Canvas), mobile device manager, and Google User Account. Termination of the account will occur on the final day of association with Monument Academy. Access of these accounts, after termination by the user, is unauthorized and specifically forbidden by the school.

Disclaimer

Monument Academy makes no warranties of any kind, whether expressed or implied, for the network services it is providing. Monument Academy will not be responsible for any damages suffered through such usage. This includes loss of data or service interruptions caused by hardware or software problems or user errors or omissions. Monument

Academy will not be responsible for financial obligations arising through the unauthorized use of school network services by a user. Monument Academy respects the law as it applies to any use of computer services on or off campus. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

No Guarantee of MA Net Resources: MA makes no guarantee that the functions or services provided by or through MA Net will be error-free or without defect. MA will not be responsible for any damage you may suffer, including, but not limited to, loss of data or interruption of service. MA is not responsible for the accuracy or quality of the information obtained through or stored on MA Net. MA will not be responsible for financial obligations arising through your unauthorized use of the MA Net.

Parental Notice; Offensive Material: Parents of MA students will receive written notice that MA students will have access to the Internet. Parents of MA students will also receive written notice of the rules for Internet users which are contained in this Policy. MA is not responsible for material you view or download from the Internet. MA does not control the content of information or resources accessible on the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. You are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to the receipt of unsolicited e-mails containing offensive content. You access the Internet at your own risk.

Monument Academy

Signature & Permission Page

1. **Student Technology User Agreement:** Must be signed by **students** in grades K-12.

I have read and understand the Monument Academy Technology User Agreement. I will abide by the guidelines contained therein. I understand that should I commit any violation, my access privileges may be revoked and disciplinary and/or legal action may be taken. I also understand that network and Internet usage is monitored.

Student (please print) _____ Grade: _____

Student Signature: _____ Date: _____

2. **Parent or Guardian Technology User Agreement:** Must be signed by **parents** of K-12 students.

As the parent or guardian of this student, I have read and reviewed with the student member the Monument Academy Technology User Agreement. I understand that this access is designed for educational purposes; however, I also recognize it is impossible to restrict access to all controversial materials and I will not hold Monument Academy responsible for materials acquired while using the Monument Academy Network/Internet Services.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____

3. **Permission to Publish Student Work/Picture:** Must be signed by **parents** of K-12 students. Monument Academy recognizes that a website can be a significant educational tool and an excellent means of communicating with the community. Therefore, the school will maintain a website that may display staff or student work, pictures of students or staff members in an educational setting, and announce activities and events that take place in individual classrooms. The following guidelines will be followed:

No student work or picture may be posted on the web without parent permission.

Only the student's first name will be used in association with their picture or work. The student's grade, class, and/or teacher may also be identified.

Please Check One:

_____ I (parent/guardian) **give permission** to have my child's work or picture posted on the Monument Academy website.

_____ I (parent/guardian) **do not give permission** to have my child's work or picture posted on the Monument Academy website.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____