

Acceptable Use of Technology Agreement/ Internet Use Permission Form

Purpose:

This document outlines the general requirements for Howard County Public School System (HCPSS) Policy 8080 Acceptable Use of Technology (<http://www.hcpss.org/board/policies>), which describes the provisions for independent Internet use and collaborative applications, and the responsibilities of users of technology and the Internet. We request that you review and discuss this document with your child, sign it, and return it to the school.

Acceptable Use of Technology:

HCPSS technology is intended for instructional use and school-related business. It is not intended for commercial, profitable, religious, or political use, except as such uses are permissible and authorized under Policy 10020 Use of School Facilities by Non-School Groups. HCPSS technology is available for personal use so long as the use does not interfere with student or employee work, cause disruptions to the school or work environment, result in additional costs, or violate HCPSS policies or applicable laws.

Acceptable Use of Internet:

Students are responsible for good behavior on the Internet just as they are in a classroom or a school hallway. Internet services are to be used in a responsible, efficient, ethical, and legal manner. Students in grades pre-K through 8 may access approved online resources with teacher direction.

Independent Internet activities are permitted at the high school level only. Where independent access to the Internet is assigned, parent permission is required, and both the student and the parent or legal guardian must sign the HCPSS Internet Use permission form below. By signing this form, the student agrees to the provisions of HCPSS policy.

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, the Howard County Public School System supports and respects each family's right to decide whether or not to allow high school students independent Internet access.

Collaborative Applications:

HCPSS is using a number of technology tools to enhance instruction and educate students about safe and effective practices when interacting online. Students may be using web-based collaborative applications to create and post their work to the Internet. Examples of these tools include but are not limited to Glogster EDU, Google™ Apps, Wikispaces, and Edublogs. These tools are appropriate for use in educational settings and are being used by educators around the world.

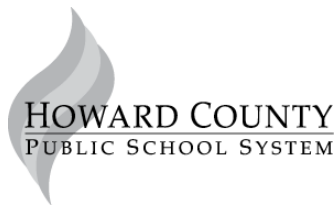
All web-based collaborative application activities are designed to protect student privacy. Teachers who use these tools establish a semi-closed community, where participants involved in the project can read and/or post. Anonymous usernames allow the teacher and other students to identify the author, but maintain anonymity if viewed by guests such as parents. Furthermore, the teacher will constantly be monitoring for appropriateness.

Responsibilities of Users:

Please review the Responsibilities of Users section in Appendix A. Inappropriate use as outlined in Appendix A: Responsibilities of Users will result in the temporary or permanent termination of technology access privileges, in addition to any applicable disciplinary action in accordance with Policy 9200 Discipline, or financial obligation.

Acknowledgement:

Before your child may start using any web-based collaborative applications, we are asking for you and your child to discuss and sign this form, as well as review Howard County Public School System Policy 8080 Acceptable Use of Technology. By signing this form, you are acknowledging receipt of the provisions of Policy 8080 Acceptable Use of Technology and granting permission for a high school student to access the Internet independently for research while in school.



Acceptable Use of Technology Agreement/ Internet Use Permission Form

Appendix A: Responsibilities of Users

ALL USERS of HCPSS technology must comply with the following:

1. Users are responsible for taking reasonable precautions to protect HCPSS-owned technology equipment against damage and/or theft.
2. Users are responsible for using HCPSS technology, whether onsite or remotely, in an ethical, responsible, and legal manner.
3. Users will not reveal personally identifiable information about others to any third party unless required to do so by their professional responsibilities. Disclosure of student information is addressed in Policy 9050 Student Records and Confidentiality.
4. Users will not engage in unauthorized activities. These include, but are not limited to:
 - a. Accessing data for which users do not have privilege
 - b. Accessing information prohibited by the provisions of this policy and these implementation procedures
 - c. Knowingly deploying computer viruses or software with malicious intent
 - d. Violating copyright laws or the privacy rights of others
 - e. Plagiarism
 - f. Accessing technology via another user's account credentials or facilitating unauthorized access
 - g. The destruction of HCPSS technology, the unauthorized manipulation of data, or disrupting network activity
 - h. Circumventing or disabling technology protection measures put in place by the Technology Security Analyst
 - i. Using technology on the HCPSS network that is not in compliance with current HCPSS computer standards unless approved in writing by the Superintendent/Designee.
5. Users are responsible for securing and safeguarding data stored on HCPSS technology.

ALL STUDENTS using HCPSS technology must comply with the following:

1. Students are responsible for their behavior while utilizing school system technology.
2. Students may not reveal personally identifiable information (e.g., home phone numbers, addresses, or social security numbers) except in specific circumstances where such information is required to complete academic assignments. In such circumstances, prior written consent from the parent or legal guardian of the student whose information is being posted or transmitted is required.
3. Students may not use HCPSS technology unless directed to do so by an instructor or administrator or unless the technology has been previously approved for student use.
4. Students will not create, access, download, store, or print content that:
 - a. Depicts profanity, obscenity, the use of weapons, or violence
 - b. Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products
 - c. Contains sexually suggestive messages
 - d. Is sexually explicit or obscene
 - e. Depicts gang affiliation
 - f. Contains language or symbols that demean an identifiable person or group or otherwise infringe on the rights of others
 - g. Causes or is likely to cause a disruption to school activities or the orderly operation of the school
 - h. Contains rude, disrespectful, or discourteous expressions inconsistent with civil discourse or behavior
 - i. Constitutes bullying, cyberbullying, harassment, or intimidation in violation of Policy 1040 Safe School Environments, or Policy 1060 Bullying, Cyberbullying, Harassment, or Intimidation.
5. Reasonable exceptions to this provision may be made for students conducting educational research under the direction of a teacher. Specific permission must be granted regarding the nature of the research to be conducted and the type of files related to that research which might be accessed/created.

I have read the Acceptable Use of Technology Agreement/Internet Use Permission Form and acknowledge receipt of the provisions of Policy 8080 Acceptable Use of Technology.

Student Signature: _____

Date: _____

Print Student's Name Here: _____

If applicable, I grant permission for participation in independent Internet activities (high school students).

Parent / Guardian Signature: _____

Date: _____

Print Parent / Guardian's Name Here: _____