



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 student, parents of the student, and teachers with a legitimate educational interest may have access to *that* student's online grades, attendance, and other student information;
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 or school administrator.
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 which 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 web sites, or political lobbying is prohibited.
7. Security on network services is a priority. 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 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.

SPECIAL NOTICES

Electronic Mail

Electronic mail is a communications tool that will be provided to active school employees and current middle school students. 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 email 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 insure 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 that 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 (Airwatch) and the school's web site. 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.



Monument Academy

Signature & Permission Page

1. **Student Technology User Agreement:** Must be signed by **students** in grades K-8.

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-8 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 or Guardian (please print) _____

Parent Signature: _____ Date: _____

3. **Permission to Publish Student Work/Picture:** Must be signed by **parents** of K-8 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 (Do Not Edit)

_____ 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 or Guardian Name (please print) _____

Parent Signature: _____ Date: _____