

## **MVSD Google Suite for Education and Technology Acceptable Use Form**

The information below was shared with families via ParentSquare for agreement.

### **Google Suite for Education (G Suite) Consent**

G Suite for Education is a web-based tool for our students and staff. It may be accessed from any computer connected to the Internet. This education version of Google Apps provides a self-contained environment for students and staff to create and store school work, collaborate and share information, as well as publish some resources publicly. The education version is also ad-free and data is only used to improve G Suite services. You can find the G Suite Terms of Service here.

The features and options used by students will be based on grade level and requirements for coursework. Student G Suite accounts may include Drive, Docs, Sheets, Slides, Drawings, Classroom, Gmail, Sites, Calendar, Blogger, YouTube, Maps, and Earth. Email, if available to your student, can only be sent to or received from others with district accounts. YouTube will be filtered, with restricted access, but students may need to sign in to their MVSD Google accounts to access specific videos. Teachers will provide initial instruction prior to using any Google Apps.

The district is required to obtain parental consent in order for your child to access Google Suite for Education. Your child's account will remain active for the duration of his/her enrollment in the district. Please agree below and provide your digital signature on this form to verify your authorization for the use of this mvschools.org G Suite account.

#### Student Responsibility

Student use of G Suite follows the expectations in the district's Technology Acceptable Use Agreement which can be reviewed below. Although G Suite can be accessed outside of school, any use of the account on the mvschools.org domain is bound by the same rules and guidelines as use of any student account on the MVSD network. These accounts are intended for educational purposes whether or not the student is at school.

#### School Responsibility

G Suite student accounts created by the school district will be managed at the district level. In school, teacher supervision and Internet filters are used to prevent access to inappropriate content and to ensure that student use of digital tools follows the Internet Acceptable Use Agreement. Digital citizenship instruction is included as part of introducing new web-based tools. Student accounts can be accessed by administrators at any time.

#### Parent/Guardian Responsibility

Parents assume responsibility for the supervision of Internet use outside of school. Parents are encouraged to discuss rules and expectations for using Internet-based tools, including G Suite.

Parents should report any evidence of cyberbullying or other inappropriate use to the school immediately.

By agreeing and providing your digital signature in this form, you agree to allow my child to have an mvschools.org G Suite account. I understand the account is for educational purposes only and that its use must meet the expectations outlined above.

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## **Technology Acceptable Use Agreement**

Technology prepares students in our rapidly evolving world for the challenges of high school and beyond, and helps to build essential skills, such as communication, collaboration, creativity, and critical thinking. The District is committed to providing teachers with these powerful tools and students with these important learning opportunities.

The use of District technology resources is subject to the conditions and restrictions set forth in Board policies, administrative regulations, this Acceptable Use Agreement, and any other applicable rules, policies or procedures. The use of technology and Internet access comes with the responsibility to respect and protect the rights of others. Students are expected to use District technology resources for educational purposes only, and to act in a safe, responsible, ethical, legal manner, and in accordance with this agreement. When using District technology resources, students shall have no expectation of privacy, and understand that District staff may monitor or examine any use. Violation of the Technology Acceptable Use Agreement may result in the loss of access and privileges, suspension, or other disciplinary or legal action deemed necessary and appropriate.

All District devices connected to the Internet have a technology protection measure that blocks or filters access to inappropriate material, as required by law. Teachers, administrators, and/or library media specialists shall prescreen technology resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and the age of the students. All students receive instruction in developmentally appropriate digital citizenship topics relevant to their age and use.

The District assumes no liability, either express or implied, arising out of providing access to District technology resources. Neither the District nor District staff will be held responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. The District and District personnel shall also be indemnified and held harmless for any claims, damages, costs, losses or obligations arising from or relating to any person's use of District technology resources. Before using District technology resources, the student and parent/guardian shall review the District's Technology Acceptable Use Agreement and sign the Annual Acknowledgement of Parent/Guardian Rights form to indicate that the student understands and agrees to abide by the specified user obligations and responsibilities.

Students are authorized to use the District's technology resources in accordance with Board Policy and the user obligations and responsibilities specified below:

1. District technology resources shall be used safely, responsibly, and primarily for purposes related to education. Use of the District's technology resources for personal gain, or for commercial or political purposes is strictly prohibited. The District reserves the right to monitor all technology use, and to remove any user files for system security and maintenance. Users should be advised that files, communications and web browsing within the District are not private, and may be accessed by the District without notice or consent for any legal purposes.
2. Users are responsible for the proper use of their District accounts at all times. For safety and security, users shall keep private their personal information such as account information and passwords and shall use District technology resources only with the account to which they have been assigned.
3. Users shall not disclose, use, post, or disseminate personally identifiable information (PII) about themselves or others when using email, chat rooms, blogs, or other forms of electronic publishing and communication, unless otherwise instructed by school personnel. Personally identifiable information includes name, home address, telephone number, age or birth date, and other personal information. Users are also cautioned not to disclose such information to individuals contacted through the Internet without permission of their parents/guardians.
4. Users shall not access, post, submit, publish, display, transmit or share harmful or inappropriate material that is discriminatory, libelous, defamatory, threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
5. Users shall not use District technology resources to threaten, intimidate, harass, bully or ridicule others. Appropriate language should be used for all communications.
6. Users shall not use any District technology resources to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, administrative regulations, or District rules and procedures.
7. Use of District technology resources must adhere to current applicable copyright law and fair use guidelines. The copyright holder's permission must be sought when necessary. Users shall not infringe on copyright, license, trademark, patent, or other intellectual property rights. Any materials used should be given proper credit as with any other printed source of information.
8. Users are prohibited from engaging in any act of vandalism, including, but not limited to, transmitting or creating computer viruses, attempting to install unauthorized software, attempting to alter, harm or destroy District technology resources or to disrupt network traffic, or attempting to gain unauthorized access to files, resources, accounts, or information, or to manipulate the data of any other user, including "hacking."
9. Users shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, access, delete, copy, or modify other users' email or files without permission. Users shall also not disguise their identity, impersonate another user, or appropriate another user's account or identity.

10. Users may not install, remove, download, or transfer programs or other files on to District devices, nor may they attach non-District peripherals without prior permission.

11. Users are expected to conserve District technology resources, including disk space and network bandwidth.

12. Users shall abide by all applicable Board policies, administrative regulations, and District rules and procedures when using a personally owned device to access District technology resources. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

13. Users may not make unauthorized use of the District's name, school names, or other District or school logos or symbols in a manner that creates the false impression that such use is sanctioned by the District.

14. Users shall report any security problem (such as the compromise of login or account information) or misuse of District technology resources to a teacher, administrator, principal or other appropriate District representative.

Whenever a student is found to have violated Board policy, administrative regulation or the District's Technology Acceptable Use Agreement, the Technology Director, Principal or designee may cancel or limit the student's user privileges and/or increase supervision of the student's use of the District's technology resources, as appropriate. Inappropriate use may also result in disciplinary action, up to and including suspension or expulsion. In addition, violations of the law, Board policy, administrative regulation, this agreement, or any other applicable rule, policy, or procedure may be reported to law enforcement agencies, as appropriate.