



# MONTOUR SCHOOL DISTRICT

ROBINSON TOWNSHIP • KENNEDY TOWNSHIP • INGRAM BOROUGH • THORNBURG BOROUGH • PENNSBURY BOROUGH

Administration • 223 Clever Road, McKees Rocks, PA 15136 • (412) 490-6500 • Fax (412) 788-1196 • www.montourschools.com

August 26, 2019

Please read and review with your child the DEW Student Handbook that is found on the DEW homepage. The handbook will also be reviewed with your child here at DEW.

Thank you in advance for your cooperation in this matter. Should you have any questions please contact Mr. Salpeck or Mr. Marvin.

**Please check the boxes regarding agreement to the various topics that are fully explained in the Student Handbook.**

Network/Internet Usage Agreement

Media Release Form (MUST SELECT 1 BOX BELOW)

*Student photos may be used in the following areas; hallways, slide show presentations, yearbook, newspaper and Allegheny West Magazine articles, District Website, District Social Media (Facebook and Twitter), etc.*

I **GIVE** PERMISSION to photograph my child

I **DO NOT** GIVE PERMISSION to photograph my child

Google Apps for Education & Student Email

Please check the box indicating that you have reviewed the Handbook with your child:

Student Handbook

\_\_\_\_\_  
Student Name (**PRINT**)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

**FORMS MUST BE RETURNED TO YOUR SOCIAL STUDIES TEACHERS BY  
SEPTEMBER 9, 2019.**

## **Chromebook Agreement**

Students will be issued Google Chromebooks for use in school. Students will be required to use a Chromebook at school, and are therefore required to sign this Agreement as a condition of use.

The District retains sole ownership of the Chromebooks. Chromebooks are lent to the students for educational purposes only during the academic year, and permission for use of the same may be revoked by the District at any time for a limited time or permanently based on a student's violation of this Agreement, the Student Use Agreement, Policy No. 823, or Policy No. 815. Use of a Chromebook by a District student is a privilege, not a right.

Students have no expectation of confidentiality or privacy with respect to **any** usage of a Chromebook, including but not limited to with respect to data stored on the Chromebook, on the Cloud, or on any District network, nor do they have any expectation of privacy with respect to any app installed by either themselves or the District. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record student use of a Chromebook at any time, and by any means including but not limited to collecting the Chromebook, electronic remote access, or the use of monitoring software, but excluding monitoring through the use of a web cam. The District also reserves the right to alter, add or delete any software, hardware or apps installed on the Chromebook by the District or by the student.

In order to understand the expectations of the Montour School District, students and their parents/guardians are responsible for reviewing this Agreement, the "Chromebook Procedures and Information for Students and Parents", District Policy No. 815: "Student Use of the Internet/School District Network and District Provided Computer Equipment," District Policy No. 823: "Chromebooks," and the Student Use Agreement. Consequences for violation of any provision of these Agreements, Policies, and Procedures may result in any or all of the following: revocation or suspension of Chromebook privileges and/or privileges to use the District's internet or other network, discipline up to and including suspension or expulsion from school, incurring of fees for loss, theft, damage or destruction to/of the Chromebook and/or the Chromebook case, loss of participation credit for a course, and/or legal action. These Agreements, Policies, and Procedures apply at all times and locations when the student uses a Chromebook, including the Chromebook which was issued to him or her or a "loaner" Chromebook, regardless of whether use occurs on school property during the school day or at other locations or times off school premises, and regardless of whether the student is connected to the internet, the District network, or simply using the device without a connection.

Consequences for violation of any provision of the Policies, Procedures or Agreements listed in Paragraph 3.a above may result in any or all of the following: revocation or suspension of Chromebook privileges and/or privileges to use the District's internet or other network, discipline up to and including suspension or expulsion from school, incurring of fees for loss, theft, damage or destruction of/to the Chromebook and/or Chromebook case, loss of participation credit for a course, and/or legal action.

### **Cost Incurred for Lost or Destroyed Chromebooks**

Students/parents will be responsible for the full replacement cost of any Chromebook or case that is not turned in at the end of the school year or upon the student's transfer or withdrawal, or when the same is/are at any other time lost or stolen, regardless of the reason for the loss or theft. The District may also file a report of stolen property with the local law enforcement

authority when a Chromebook or case is not turned in when required or is otherwise lost or stolen or at any other time.

The District will repair or replace damaged Chromebooks or cases resulting from normal use. To the extent not otherwise covered by the warranty, students and their families will be responsible up to and including the full replacement cost amount for damages and/or complete destruction of the Chromebook or case; this includes cost of damage and destruction whether the same were incurred intentionally or incurred as a result of negligence.

Unpaid fines and fees incurred as a result of a student losing, having stolen from the student, or otherwise failing to turn in a Chromebook or case when required for any reason, or as a result of total or partial damage to a Chromebook, may result in reporting to a collection agency. In addition, a student may be subject to any or all of the consequences listed at paragraph 3.b of these Procedures for loss, damage or destruction to a Chromebook or case, or when a Chromebook or case is stolen from the student.

Students must comply with the District's Use of Technology Policy and corresponding Use of Technology Administrative Procedures when using their Chromebooks. Students must place their Chromebooks in the charging cart in their classroom at the end of the school day to make sure it is fully charged for the next school day. Failure to do so may result in disciplinary action.

Students must treat their device with care and never leave it in an unsecured location. Students must keep their device in a protective case or backpack when traveling. Students must promptly report any problems with their Chromebook to the main office. Students may not remove or interfere with the serial number and other identification tags. Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing. Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district. Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

## **Digital Citizenship**

By signing the Chromebook Agreement, students agree to follow the guidelines set forth below with respect to being a good digital citizen.

The following guidelines regarding good digital citizenship are provided as guidance for students regarding **some** of their important duties with respect to the use of the Chromebook. The guidelines are provided as useful reminder only, and are not a complete list of all requirements. For a complete list of all applicable requirements, parents and students must review this Agreement, as well as the "Chromebook Procedures and Information for Students and Parents," Policy 815, Policy No. 823, and the Student Use Agreement.

**1. Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene. I will act with integrity.

**2. Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my

activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.

**3. Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, defame, offend, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites or disseminate material that are/is sexually oriented, profane, degrading to others, pornographic, threatening, racially, ethnically, or religiously offensive, or otherwise inappropriate, or illegal. *(Note: An exception may be made when a student's work on projects assigned under Board approved curriculum may involve accessing or preparing materials that could be considered to include offensive subject matter. Students must always secure permission of a teacher or other designated District personnel before engaging in such use.)* I will not enter other people's private spaces or areas. I will not disseminate material that I know to be inaccurate. I will report all knowledge of prohibited materials on the School District internet/network or District-issued computer equipment immediately to the building principal. I will not obtain or modify files, passwords, or data belonging to other users. I will not disrupt the work of others. I will not impersonate another or use electronic media anonymously or under pseudonyms. I will not attempt to circumvent systems security, guess passwords, gain unauthorized access to local or wide area net resources, or attempt to harm the system or infect it with a virus.

**4. Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications.

**5. Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

**6. Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

### Signature Form

By signing the below, the student and their parent/guardian agree to follow and accept:

1. District Policy No. 815: "Student Use of the Internet/School District Network and District Provided Computer Equipment"
2. The Student Use Agreement.
3. District Policy No. 823: "Chromebooks":
5. The Chromebook Agreement
6. The "Chromebook Procedures and Information for Students and Parents"
7. The Website and Social Media Guidelines (below)
8. In no event shall Montour School District be held liable for any claim resulting from loss or theft of, or damage to, a Chromebook.

Print Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Website & Social Media Guidelines: *Think before you act because your virtual actions are real and permanent!***

<b>Guidelines</b>	<b>Student Initials</b>	<b>Parent Initials</b>
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		

**The above are merely guidelines, and not a comprehensive list of all requirements with respect to use of the Chromebook. For a comprehensive list of requirements, see the "Chromebook Procedures and Information for Students and Parents," the rest of this Chromebook Agreement, District Policies No. 815 and No. 823, and the Student Use Agreement.**