

Mansfield Middle School – Technology Acceptable Use Policy (AUP)

205 Spring Hill Road, Storrs, CT 06268

(Revised August 2023)

The use of technology (including computers, personal electronic devices, electronic equipment, network, and Internet access) is a privilege extended to students at Mansfield Middle School (MMS). Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines are provided so that students are aware of the responsibilities required to use this technology. Please read this document carefully and sign at the bottom. Computer use at school may be revoked if a student does not adhere to the guidelines below.

1. **Acceptable Use:** My use of any school technology (including the school network and school provided devices and online tools at home) must be in support of education and research within the educational goals and objectives of MMS. Transmission of any material in violation of any U.S., state, or school regulations are prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff. *The school network includes the use of school computers (including handhelds and chromebooks), and computer peripherals, as well as the use of school network services such as the Internet, wireless network, school email / web services accounts, file folders, and school provided online tools at home and at school. Students should have no expectation of computer privacy, as school staff may monitor computer, email, and Internet use.*
2. **Personal Responsibility:** As a member of my school community, I will accept responsibility for proper use of school technology and for reporting any misuse of technology. My use of school technology will meet the guidelines below:
 - I am accountable for the care of my assigned Chromebook. I will adhere to the school's policies to ensure the Chromebook remains functional, and that repairs are requested when necessary.
 - I will respect the privacy of students and staff. I will not use, copy, or delete another user's files, folders, or passwords.
 - I will keep my own passwords private and I will not share passwords with a friend.
 - I will make no attempt to interfere with or alter any school program, security setting, or device.
 - I will use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school, but disrupt the school's educational process may be subject to school consequences.
 - I will respect school equipment, including an absence of vandalism and/or malware.
 - I will only use school equipment if I have been allowed to do so, and will return it to its proper location. I understand that all equipment (computers, peripherals, and devices) may not be removed from the school unless it is technology where I have been given permission to use it at home.
 - I will only use software that is pre-approved by the Mansfield Public School's Information Technology Department.
 - I will use the Internet and personal electronic devices only with a teacher's permission and if it does not become a distraction to me or others.
 - I will not record a lesson or Zoom session live streamed to me or re-post or distribute a recorded lesson provided to me by my teacher or school staff.
3. **Google Workspace for Education:** MMS students use a Google Workspace for Education account for logging into their individually assigned Chromebook, as well as access to Google Apps in support of instruction and learning. These apps include Gmail, Calendar, Classroom, Docs, Sheets, Slides, Forms, Drive, Meet, Search, Vault, Sites, and other apps and websites.
 - Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) for Google Workspace for Education users in primary and secondary (K-12) schools, to target ads, whether in Core Services or in other Additional Services accessed.
 - In addition to the Google Admin console, the Google Chrome Web Store (Extensions / Plugins) and Google Workspace Marketplace (Apps) are used for students to access approved extensions, plugins, and apps.
4. **Home and School Use of School Devices:** I accept that I am responsible for treating my school-issued device properly and that I need to actively take steps to ensure it is ready for use in school and at home:
 - I will ensure that my school-issued device is ready for use including:
 - I will bring the device with me to school each onsite school day.
 - I will bring the device home at the end of each onsite school day.
 - I will have the device with me on remote learning days.
 - **I will charge the device at home each evening to ensure it is ready for the next school day.**
 - I will not loan the device to anyone else; I know this device is for my use only.
 - I will properly care for my school-issued device including:
 - I will keep food and drink away from the device.
 - I will always carry my device carefully with two hands and with the device closed.
 - I will not leave the device exposed to direct sunlight or extreme cold for an extended period of time.
 - I will secure/store the device and its charger in a safe place when it is not in use.
 - I will use the device on a safe surface to reduce the risk of a drop or fall.
 - I will always close the cover on the device when transporting it and will take care when carrying it.
 - I will not put heavy objects or excessive pressure on the device and will take care not to scratch the screen.
 - I will gently plug items into the device when inserting the charging cable or a USB mouse.
 - I will promptly report damage to the device or charger to the school. I will not attempt to repair the device if it is damaged.
 - I will follow the attached Chromebook Care sheet (attached).

- **Costs may be incurred as a result of intentional misuse, negligence, vandalism, or loss of the device or charger or case, in addition to disciplinary action and/or restricted access to the device.**

5. Internet Safety: The Internet provides opportunities to access new resources, but it also provides unique risks to students. Mansfield Middle School provides filtered access to the Internet on nearly all school computers while at school, however we can not provide the same level of filtering on personally owned home Internet connections, so extra caution should be used while at home. To ensure my safety on the Internet, I will follow the guidelines below:

- I will not give out on the Internet personal information such as my full name, phone number, or address.
- I will not give out on the Internet personal information about someone else such as her/his name, phone number, or address.
- I will not correspond or meet with someone through the Internet without the pre-approval of a teacher.
- I will only access or download sites appropriate for school classes or activities.
- I will immediately report any technology use that makes me uncomfortable or violates school policies.
- I will not attempt to use a proxy or vpn to access inappropriate content.

6. Use of Personally Owned Electronic Mobile Devices in School Including Mobile Phones, etc.

- MMS recognizes the importance of emerging technology that is present in tablets, iPads, eBooks, cell phones, smartwatches, etc., and its potential to enhance the classroom learning environment. Examples of these technology capabilities include camera and video recording, Internet access, music, etc. Teachers are encouraged to make the most of these tools to enrich classroom teaching and learning experiences. Students may only use these devices at school when granted permission by a teacher and only for educational purposes, under the following conditions:
- BYOD (bring your own electronic mobile devices) is a privilege that may be revoked if a student does not comply with these guidelines or the school's behavior and technology use expectations. The school's disciplinary and acceptable use policies apply to all student behavior, including when using a personal device. Any personal device that may create a distraction, audible or otherwise, should be off. Cell phones are to be turned off during the day when not being used under a teacher's approval (ringing or vibrating phones are a distraction to learning).
- Students may not use the device at times or in ways that in the teacher's judgment may interfere with learning. Students will comply with teachers' directions to turn off the device or put it away. If a teacher is concerned about potentially inappropriate use, the teacher may ask to see the device.
- If the electronic mobile device is not allowed for use, it should be put away. The teacher will determine the best storage location such as a student's desk, book bag, or hallway locker.
- The device cannot be stored in school overnight. It will need to go home at the end of the day. Personal devices need to be charged prior to bringing them to school.
- Teachers are facilitators of instruction in their classrooms and cannot devote time to addressing technical difficulties with students' personally owned electronic mobile devices in the classroom.
- Students will not use the device to take pictures or videos while on school grounds without permission from a teacher. Devices are not to be used to take pictures or videos on the school bus.
- The District is not responsible for any lost, damaged, or stolen property. The District is not responsible for any data plan charges on mobile devices.
- Cell phones or devices capable of photography or videography may not be used in locker rooms, changing rooms, restrooms, nor may they be used in any situation that may cause embarrassment or discomfort to their fellow students, staff, or school visitors.
- It is strongly advised that students use a password/pin to ensure that someone cannot use their device if it is lost.

School administration shall have the authority to further restrict possession of electronic mobile devices in order to maintain the principles of Board Policy and be consistent with the unique circumstances of grade levels.

7. E-Mail / Communication Safety: E-mail and other online communication services provide opportunities for students, but they require careful use. I will follow the guidelines below when using school computers/accounts:

- I will only use an e-mail account at school with the prior permission of a teacher and will get permission from a teacher each time I use e-mail at school. Instant messaging and chat rooms are prohibited.
- I will adhere to all of the aforementioned guidelines in this Acceptable Use Policy when using a school-provided email account or other school-provided computer service at school or another location. MMS may filter or monitor school-provided student e-mail accounts or other school-provided computer services regardless of whether the account is accessed from school or another location.
- The District maintains a website at <http://mansfieldct.gov/2281> with privacy policy practices of student software data systems.

I understand and agree to the provisions and conditions of this contract. Both student and parent must sign and return this form to MMS by **September 8th** to continue using computer and personally owned electronic devices at MMS.

Student Name: _____ Grade: ____ Homeroom: _____
(Print clearly.)

Student Signature: _____ Parent Signature: _____ Date: _____

MANSFIELD MIDDLE SCHOOL

Chromebook Repair & Replacement Costs

Costs may be incurred as a result of intentional misuse, negligence, or vandalism.

KEYBOARD

\$ 70

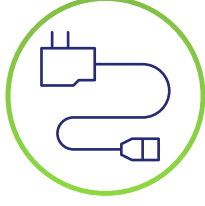
Keyboards may need to be replaced when keys are intentionally removed, rearranged, or damaged.



SCREEN

\$ 50

Screens may need to be replaced when scratched, broken, or gouged.



CASE

\$ 25

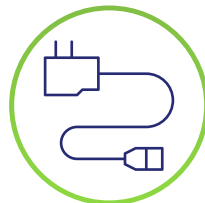
School-issued protective cases are required to be used on all Chromebooks.



CHARGER

\$ 20

Keep chargers in a safe place. Check cords regularly for wear and tear.



CHROMEBOOK

\$ 250

In the event of extreme damage, the entire device may need to be replaced.



Chromebook Care Practices

How to care for your school-issued device!

CARRYING

Chromebooks should always be carried with two hands, with the device closed.

CHARGING

Charge it every night. Shut it off every night (do not just close the lid; shutdown the Chromebook first before closing the lid)

STORAGE

Keep your Chromebook somewhere safe: away from food, drinks, pets, & extreme heat/cold!

SCREEN CARE

Keep screens safe by making sure no items are on the keyboard when closing the chromebook.

YOU!

YOU are responsible for the care and condition of your Chromebook. It is for your use only; do not lend it out.

For more information, contact our Technology Integration Specialist:

Hope Mulholland
860 - 429 -3399 x 7193
MulhollandH@mansfieldct.org

CHROMEBOOK NEWS

Dear Families,

Welcome back! Mansfield Middle School is excited to continue providing a Chromebook to all students. Student devices are important tools for learning and we want to help support students in caring for their devices. Occasionally, there are instances where students may misuse their device.

Instances such as these may result in disciplinary action, restricted access to a school-issued device, and/or financial penalties related to the device's repair or replacement. On the reverse is an estimate of costs, but these may vary depending on the circumstances. Do not attempt to self-repair; turn it into the school if there are repair issues.

If you have questions, please contact our District Technology Integration Specialist, Hope Mulholland at MulhollandH@mansfieldct.org.

POWERSCHOOL SUPPORT

Mansfield Middle School families can register for the Powerschool Parent Portal, which will allow you to see your child's grades throughout the year. The Parent Portal offers a comprehensive view into your child's assignments in all of their classes.

For assistance in registering for the Parent Portal, please contact our District Technology Integration Specialist, Hope Mulholland at MulhollandH@mansfieldct.org.