



MIAMI R -I SCHOOL DISTRICT TECHNOLOGY HANDBOOK
2024-2025

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GENERAL INFORMATION

Miami School District laptop technology devices, hereafter referred to as "devices," are the property of the District. Devices are on loan to students, and must be used in accordance with Board policies and procedures, as summarized in this technology handbook, and any applicable state and federal laws. Use of devices, as well as access to the District's network, the internet, and email are a privilege and not a right. Technology is provided for educational purposes only, and is intended to support the learning objectives of the District.

The procedures and information in this handbook apply to all student device use in the District, including any other device considered by the administration to fall under the guidelines of this handbook. Teachers may set additional requirements for use in their individual classrooms.

DEVICE INSURANCE INFORMATION FOR PARENTS/ GUARDIANS:

A technology user fee of \$20.00 is required to help fund repair of damaged devices and general technology upkeep. This fee cannot be opted out. In addition, a \$25.00 deductible will be charged upon the first occurrence of a damaged, lost, or stolen device. A \$50.00 deductible will be charged on the second occurrence. Additional occurrences will result in a replacement charge for the device. In addition, repairs to laptop screens that are touch screens will incur a full screen replacement fee of \$150 due to the excessive cost. Repair bills are to be paid to the Central Office. ANY lost device requires the student's parent/ guardian to report the situation to the District and file a police report.

Any student whose technology user fee or any other technology fee (repair, accessory replacement, etc.) is not paid will not be allowed to be involved in or attend any extracurricular activities, or to attend activities such as dances, among other special events.

If you have any financial hardships, please contact the Central Office to discuss special arrangements to meet financial obligations. In addition, cost will be limited to 3 children (any children over that amount are free).

IPAD / LAPTOP IDENTIFICATION:

Each device has a unique ID and is assigned to an individual student. Each device can be identified by

the District in the following ways:

1. Record of the device's Serial Number matched to individual student names.
2. District label with unique ID on each device. Students must never attempt to hide or take off device IDs. Please inform the high school office of damaged labels and new ones will be provided.

RETURNING DEVICES:

Students must return their devices and all accessories to the District during the last week of school each year, or when directed to do so by a teacher or administrator.

Students who transfer out of the District must return their device(s) and accessories before records are 100% cleared for transfer. Students who withdraw, are suspended or expelled, or terminate enrollment in the District for any reason must return devices and accessories on the date of termination / withdrawal.

RULES FOR DEVICE USAGE

Devices are to be used in the classroom and home for student academic purposes, only. Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars, schedules, and the Parent Portal may be accessed using devices. Students must bring their devices to all classes, unless specifically instructed not to do so by an individual teacher.

STUDENTS MUST:

1. Never "swap" or share their device(s) with another student, unless directed by a teacher do so for a supervised classroom activity.
2. Maintain possession of their devices at all times, or ensure they are secured in a designated classroom / location at all times.
3. Never share passwords with another student. Passwords are to remain strictly confidential. If you suspect someone knows your password, see the Technology Director to have it changed.

CHARGING YOUR DEVICE:

Students who take their devices home are responsible for bringing their device fully charged to school each day. Students need to charge their devices each evening.

Administration will have plans in place to assist students in this process, when needed. Repeated violations will result in the student losing the privilege to use the device at home and / or other disciplinary measures.

FOR STUDENTS WHO ARE NOT ALLOWED TO TAKE DEVICES HOME:

JH / HIGH SCHOOL-Students who have not paid their technology user fee, a repair fee, or students who have lost the privilege to take devices home must turn in devices to the designated charging cart/ station at the end of each day, and check them out before first hour each morning.

ELEMENTARY- Students who have not paid their technology user fee, a repair fee, or students who have lost the privilege to take devices home must turn in devices to their teacher at the end of each day for charging.

HOME INTERNET ACCESS:

Students are allowed to set up home wireless networks on their devices.

IF DEVICE IS LEFT AT HOME:

Students must have permission to take their devices home, and must have all technology fees paid. If a student leaves his/ her device at home, they are still responsible for getting class work completed. If a student repeatedly leaves his/ her device at home, he/ she will lose privileges to use the device at home. In such cases, the student will be required to return the device to the appropriate charging area each day and leave the device at school.

IF DEVICE IS LEFT IN AN UNSECURED AREA:

Under NO circumstances should devices be left in unsecured / unsupervised areas. Unsecured areas are all public use areas of the school, including but not limited to: the stage, bleachers, lunchroom, computer lab, locker room, library, unlocked classrooms, dressing rooms, hallways, and restrooms. Devices left in unsecured and unsupervised areas are in extreme danger of being stolen.

If a student is participating in an activity that is not conducive to having the device (i.e., field trips, assemblies, sports, etc.), they are required to secure the device in a designated location. SCHOOL DEVICES ARE NEVER TO BE IN LOCKER ROOMS. Students in PE may leave their devices in their lockers (ensuring nothing is on top of them), or in a basket designated for devices in the coach's office or high school office. Devices found in unsecured areas will be taken to the office and students may be required to complete alternate assignments due to temporary loss of device. Repeated offenses will result in disciplinary action.

NETWORK CONNECTIVITY:

The District makes no guarantees that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

PERIODIC DEVICE INSPECTION:

District staff will periodically check devices for unauthorized materials or activities.

RULES FOR USING DEVICES AT HOME:

1. Students must have written permission of their parents/ guardians on file, and their technology user fees must be paid before they will be allowed to take devices home.
2. When at home, devices must always be used under the direct supervision of an adult in a common family location (i.e., kitchen, living room).
3. Devices must not be placed on or under soft items such as pillows, chairs, sofa cushions, or blankets. Doing so will cause devices to overheat and can result in permanent damage.
4. If a device is lost or stolen, parents/ guardians should immediately report the loss or theft to the school @ 660-267-3484.
5. If the device is damaged or not working properly, it must be turned into the high school office. Parents/ guardians are responsible for paying the deductible costs for device repairs. The District will then send the broken device for repair or replacement. Parents/ guardians are not authorized to attempt repairs themselves or to contract with any other individual or business for the repair of a device. Such action will void the warranty.

SAVING TO THE / HOME DIRECTORY:

Students may save work directly on the device. However, it is recommended that students save their work on a flash drive and / or apps such as Evernote. Storage space will be available on iPads, but it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Flash drives and other memory/ storage devices used in school devices are subject to search with reasonable suspicion that prohibited / illegal activities/ materials are present, in accordance with the law.

SCREENSAVERS AND BACKGROUNDS:

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes, but is not limited to: Depictions of guns, weapons, pornography, inappropriate language, vulgarity, tobacco, alcohol, drugs, gang-related symbols, or those that are threatening, harassing, or discriminatory against protected classes. Use of such screensavers or backgrounds will result in disciplinary action, when not protected by law.

SOFTWARE AND APPS ON DEVICES:

Originally Installed Software - The software and apps originally installed by the District must remain on the device in usable condition and be easily accessible at all times. From time to time, the school may add software and apps for use in a particular class. Period device checks will be made to ensure students have not removed any required apps or added apps that are not authorized by the District. Disciplinary measures per the student handbook may be incurred.

Additional Software and Apps - Students are not allowed to load extra software or apps on the devices unless otherwise directed to do so by their teachers or school staff. The District will synchronize the devices so that they contain the necessary apps. Students will not synchronize devices or add apps to devices, including home syncing accounts. Disciplinary measures per the student handbook may be incurred.

Procedure for Reloading Software - If technical difficulties occur or unauthorized software or apps are discovered, the device will be restored from backup. The District does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage. Disciplinary measures per the student handbook may be incurred.

Software Upgrades - Upgrade versions of licensed software and apps are available from time to time. Students may be required to check in their devices for periodic updates and syncing.

SOUND, MUSIC, GAMES, CAMERA, AND PROGRAMS:

Sound must be muted at all times unless permission is obtained from the teacher for a specific instructional purpose. Music is allowed on devices only for educational purposes and is only to be used at teacher's discretion. Programs,

games, etc. out of compliance with technology regulations that have been saved to memory sticks are not allowable on school devices. Students are not allowed to download or install ANY software, illegal music or movies, or other copyrighted materials. If the device has a camera, no photos or videos are to be taken without prior approval from the principal, and only for those reasons allowable in district policy KKB, as described in the JH / HS Student Handbook. All software / apps must be school-approved and installed by a staff member. Data storage will be through apps on devices and email to a server location. Inappropriate usage for purposes in this section will result in disciplinary action.

STUDENT DISCIPLINE:

The discipline policies and procedures outlined in Miami's Elementary and JH / HS Handbooks address major and minor offenses related to school technology, both on and off school property. Depending upon the seriousness of each individual offense, students may lose device and / or network privileges, as well as face suspension, expulsion, and even reports to law enforcement, where applicable. Please see respective handbooks for more information.

TAKING CARE OF DEVICES:

1. Students will be held responsible for maintaining their devices and keeping them in good working order throughout the school year.
2. Device batteries must be charged at home each night and ready to use each school day, or placed on chargers in stations located at school, for students who do not take devices home.
3. Devices must be returned with only normal wear and no alterations at the end of the school year. Students will be charged replacement fees if device cases or bags assigned to them are damaged beyond normal wear.
4. Devices must always be within their protective cases/ bags when carried.
5. Cords and cables must be inserted carefully into devices to prevent damage.
6. When transporting devices using backpacks or other similar carrying cases, use extra caution as to avoid potentially causing damage such as a broken screen.
7. Students are not to put labels or stickers on devices.
8. When students are not using their devices, they must be stored in a secure location. Nothing can be placed on top of devices when stored.
9. Devices must not be stored in vehicles at school or home. Devices will be damaged from high temperatures and cold temperatures.
10. If a student needs a secure place to store their device, school staff will provide assistance.
11. Devices that malfunction or are damaged must be reported to the teacher or office at first opportunity.
12. The school will be responsible for repairing devices that malfunction. Cost to repair devices that have been damaged from student misuse, neglect, or intentional damage will be the student's responsibility.
13. Only use a clean, soft cloth to wipe the screen; no cleansers of any type.

USING DEVICES FOR INTERNET AND EMAIL:

Students and parents/ guardians understand the District does not have control over information found on the internet. While every attempt is made to block access to inappropriate materials while students are at school, the District is not able to monitor student usage of devices while at home. It is the responsibility of parents/ guardians to supervise the information students access on the internet while at home.

1. Students must never share personal information about themselves on the internet. This includes a student's name, age, address, phone number, or school name.
2. Parents/ guardians and students are required to read and agree to the District's Parent-Student Acceptable Technology Usage Agreement and sign it prior to receiving their devices.

3. Students must be aware that internet access and email, as well as other media they have accessed, created, or stored on devices is the sole property of the District. The District has the right to review these items for appropriateness and adherence to Board policies, rules, and state/ federal laws, and to revoke students' access to devices at any time and for any reason.
4. Parents/ guardians who would like more information concerning internet safety may explore the links referenced later in this document located under the heading "Links for Information on Internet Safety."

LINKS FOR INFORMATION ON INTERNET SAFETY

A Platform for Good: A project of the Family Online Safety Institute designed to help parents, teachers, and teens to connect, share, and do good things online.

<http://www.aplatformforgood.org>

NetSmartz: An interactive, educational program of the National Center for Missing and Exploited Children® (NCMEC) that provides age-appropriate resources to help teach children how to be safer on- and off-line. The program is designed for children ages 5-17, parents, and guardians, educators, and law enforcement. With resources such as videos, games, activity cards, and presentations, NetSmartz entertains while it educates.

<http://www.netsmartz.org/>

WiredSafety: The largest and oldest online safety, education, and help group in the world. Originating in 1995 as a group of volunteers rating websites, it now provides one-to-one help, extensive information, and education to cyberspace users of all ages on a myriad of internet and interactive technology safety, privacy, and security issues. These services are offered through a worldwide organization comprised entirely of unpaid volunteers who administer specialized website, resources, and programs.

<https://www.wiredsafety.org/>

MO Safer Online: This website provides Missourians with resources and information about how to prevent and respond to technology-facilitated child abuse. Learn the term "Digital Citizen" and how to teach youth to protect their name, identity, and reputation online. Learn how to prevent and respond to cyberbullying, online enticement, access to inappropriate material, and/ or a damaged reputation.

<http://missourikidsfirst.org/>

Common Sense Media - This website is dedicated to helping children thrive in today's digital world. It provides resources to parents, teachers, and policymakers by providing unbiased information, trusted advice, and innovative tools to help them use media and technology as a positive force for all children's growth and development.

<https://www.common sense media.org/>

**AUTHORIZATION FOR ELECTRONIC NETWORK
ACCESS & PARENT-STUDENT TECHNOLOGY AGREEMENT AND CONSENT
FORM 2024-2025 SCHOOL YEAR**

STUDENT:

I understand there is a \$20.00 technology user fee and graduated deductible schedule for broken or lost devices.

I understand broken touch screens on laptops will incur a full screen replacement fee.

I understand and will abide by this Authorization for Electronic Network Access & Parent-Student Technology User Agreement. I hereby release the Miami R-1 School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the internet and assigned devices.

USER NAME (PLEASE PRINT): _____ DATE: _____

USER SIGNATURE: _____

.....

PARENT / GUARDIAN:

I understand there is a \$20.00 technology user fee and graduated deductible schedule for broken or lost devices.

I understand broken touch screens on laptops will incur a full screen replacement fee.

I have read this Authorization for Electronic Network Access & Parent-Student Technology User Agreement. I understand access is designed for educational purposes and the District has taken precaution to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, representatives, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision, if and when my child's use is not in a school setting, of the device and internet usage. I have discussed the terms of this Authorization with my child, and hereby request that my child be allowed access to the District's network and be issued a school device.

PARENT / GUARDIAN SIGNATURE: _____

DATE: _____

AGREEMENT & AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

Each student and his/ her parents/ guardians must sign the Parent-Student Technology Usage Agreement before being granted access to the District network and given a device. Please read this document carefully before signing.

All use of the internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization & Agreement does not attempt to state all required or prohibited behaviors of users. However, some specific examples are provided.

Failure of any user to follow the terms of the Authorization for Electronic Network Access & Parent-Student Acceptable Technology User Agreement will result in loss of privileges, disciplinary action, and / or appropriate legal action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

TERMS AND CONDITIONS:

Acceptable Use - Access to the District's electronic network must be (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for a legitimate school activity.

- Users will respect intellectual property of other users & information providers and obey copyright guidelines, providing proper citation. Users will not plagiarize or use others' work without written permission.
- The taking of unapproved videos/ photos of people and events at school, and/or the posting of such on any website is strictly forbidden.
- Users will follow all guidelines set forth by the District and teachers when publishing school work online (e.g. to a website, wiki, podcast, discussion board, blog, and video server).

Privileges - The use of District electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The school administration will make all decisions regarding whether or not a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time. His or her decisions are final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyrights or other contracts, or transmitting any material in violation of any State or Federal law;
- Downloading unauthorized software, regardless of whether it is copyrighted or virus-free;
- Hacking or gaining unauthorized access to files, resources, or entities, as well as using non-district proxies;
- Invading the privacy of individuals. This includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, including a photograph or video;
- Using another user's account or password;
- Posting material authored or created by another without his/ her consent;
- Posting anonymous messages;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; bullying and cyberbullying.
- Using the network while access privileges are suspended or revoked.
- Using electronic media that disrupts the educational process or interferes with the rights of others

at any time, either during the school day or after school hours.

- Disrupting or interfering with the system.
- Sending mass electronic mail to multiple users without prior authorization by the appropriate teacher or District administrator.
- Misrepresenting one's identity in electronic communications.
- Engaging in any activity that does not meet the intended purposes of the network, including, but not limited to, illegal, commercial, political, religious, union, or entertainment purposes.

Network Etiquette ("Netiquette") - Users are expected to abide by the generally accepted rules of netiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use school-appropriate language at all times. Do not swear or use vulgarities, or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers of students or staff/ adults.
- Recognize that electronic mail ("email") is not private. The staff members who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to authorities.
- Do not use the network in any way which would disrupt its use by other users.
- Consider all communications and information accessible via the network to be the property of the District.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non- deliveries, missed deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the internet is at a user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees incurred by the District, relating to, or arising out of, any violation of this Authorization & Agreement.

Security - Network security is a high priority. If a security problem is identified on the internet, users must notify the school administration. Users are not to demonstrate the problem to others. Users are to keep account and password information confidential. Attempts to log-on to the internet/ intranet as a system administrator will result in cancellation of user privileges and appropriate disciplinary action.

Vandalism - Vandalism is defined as any malicious attempt to harm or destroy any district technology tool, data of another user, the internet, the intranet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges, as well as appropriate disciplinary action.

Data Charges - The District assumes no responsibility for any unauthorized charges or fees, including data charges, long-distance charges, per-minute surcharges, and/or other costs incurred to devices.

Copyright Web Publishing Rules - District policy adheres to copyright law and this must be followed when publishing information on the web, District-sponsored websites, or file servers.

- For each republication of media produced externally (Website, District- sponsored website, or file servers), credit indicating the original producer and notification of how and when permission was granted must be visible. When possible, the notice should also include the web address (URL) of the original source.
- The absence of a copyright notice may not be interpreted as permission to copy the materials.

Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered the source of permission.

Use of Electronic Mail - The District's electronic mail system and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email where appropriate to aid students and staff members in fulfilling their duties and responsibilities, and as an educational tool. Under the CIPA (Child Internet Protection Act), the District is required to have email filtering in place. This does not assure all spam will be caught, nor does it assure all personal emails from outside district accounts will be delivered.

- The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Email shall be accessed only by the user to whom the District assigned the account.
- Each user should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an email message which would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the District's internet server carry with them an identification of the user's internet "domain." This domain name is a registered domain name and thereby identifies the author as being associated with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- Any message received from an unknown sender via the internet should be immediately deleted. If the message is deemed to be of an inappropriate nature, the user needs to notify a District staff member immediately. Downloading any file attached to an internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file transmitted.
- Users are never to reply to or share an email containing personal passwords or sensitive information.
- Use of the District's electronic mail system constitutes consent to these regulations.

Parent/Guardian Consent - Teachers may display a student's work as recognition of student achievement. As a parent/ guardian, if you do not want your child's artwork, special projects, or photographs taken by your child or images of your child to be displayed on District-sponsored websites, in printed materials, by video, or by any other method of mass communication, you must notify the building administrator in writing.

Internet Safety - Internet access is limited only to those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users do not engage in "unacceptable uses," as detailed in this Authorization, and otherwise follow this Authorization.

Staff members shall supervise student use of District internet access to ensure the student abides by the Terms and Conditions for Internet Access contained in this Authorization.

Each District device with internet access has a filtering device during school hours that attempts to block most depictions which are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The system administrator and building administrators shall monitor student internet access while at school.

Again: It is the responsibility of parents/ guardians to supervise the information a student is accessing from the internet while at home.

This procedure allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific Internet content.

Unblocking Content

District technology users who believe that a website or web content has been inappropriately blocked by the district's content filter must use the following process to request access to the blocked Internet content:

1. Users must submit a request, by e-mail or anonymously in writing, to the superintendent or designee for access. The request should include reasoning in support of the request.
2. Requests will be acted on within ten business days of the superintendent or designee receiving the request. The superintendent or designee will unblock access to the content unless there is an articulated and legal reason not to do so. The superintendent or designee may consult the district's attorney prior to making a decision. Unless the request was made anonymously, the user requesting access will be notified of the decision.
3. If access is denied, the user may request to be put on the agenda for the next Board meeting to discuss the issue. The Board has the discretion to grant or deny the agenda request. The requested material will remain blocked until the Board makes a decision, if any.

Disabling Content Filters

The superintendent or designee may fully or partially disable the district's content filter to enable access for an adult who is authorized to use district Internet resources to access content for bona fide research or other lawful purposes. Adult users must use the following process to request that a content filter be disabled:

1. Adult users must submit a written request to the superintendent or designee to have the content filter disabled. The request should include reasoning in support of the request.
2. Requests will be acted on within ten business days of the superintendent or designee receiving the request. The filter will be disabled only if the superintendent or designee determines that it will serve a legitimate educational purpose or otherwise benefit the district. The adult user will be notified of the decision.

FILE: EHB-AP2

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3. If the request is denied, the adult user may request to be put on the agenda for the next Board meeting to discuss the issue. The Board has the discretion to grant or deny the agenda request. The requested material will remain blocked until the Board makes a decision, if any.

TECHNOLOGY USAGE
(STUDENT USER AGREEMENT 2024-2025 SCHOOL YEAR)

I have read the Miami R-I School District Technology Usage policy and procedures, and I agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and suspension or expulsion from school.

I understand that my use of the District's technology resources is not private, and that the District will monitor my electronic communications and all other use of district technology resources and devices. I consent to district interception of, and access to, all of my electronic communications using district resources and devices, as well as downloaded material and all data I store on the district's technology resources. This includes, but is not limited to, deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I understand that flash drives and other memory/ storage devices used in school devices are subject to search with reasonable suspicion that prohibited / illegal activities/ materials are present, in accordance with the law.

I understand that this form will be effective for the duration of my attendance in the district unless revoked or changed by the district or me.

USER NAME (PLEASE PRINT): _____ DATE: _____

USER SIGNATURE: _____

