

Dear Parent/Guardian:

We are requesting consent for your child to use the Internet and other computer resources in school. This document is intended to inform you and your child about the Calvert County Public Schools (CCPS) Responsible and Appropriate Use of Computer Systems and other Electronic Communications Media Policy (#2718) and procedures (#2718.1). Please refer to the CCPS website to read the policy and procedures. We encourage you to discuss with your child all of the information, especially the terms and conditions for responsible and safe use and the penalties for misuse of computers and the Internet.

Please read, sign, and return pages 3 and 4 of this document to the school. Consent is required before your child is permitted to use the Internet.

**Parent/Guardian Reply**  
**Must be completed if your child is under 18 years of age.**  
**(Please see P. 3 of this document for consent form.)**

Students will be using Office 365 and/or Google Apps for Education (Educational version of Google).

- Office 365 provides the ability for CCPS students to store files and collaborate on documents and presentations in real time from school or home, all within a secure online environment. Students are also able to communicate through a secure e-mail address with other students and with their teachers.
- Google Apps For Education (GAFE) is a suite of free, web-based programs that includes document creation, and collaboration tools, hosted by Google and managed by CCPS. GAFE will provide the ability for CCPS students, faculty and staff to communicate, store files and collaborate on documents, spreadsheets, and presentations in real time from school, work, home, or any place with an internet connection all within our secure @ccps21.net online environment. Students using GAFE must be provided a Gmail e-mail account.

Students will use a “student” library card for the Calvert Library which enables easier access for students to digital library resources in school and at home. There are NO fines associated with this account.

Students will also utilize safe, secure, and appropriate web tools as selected by CCPS and CCPS teachers. These tools are FERPA and safety compliant and include such platforms as Dreambox, Agile Mind, system purchased databases, Edmodo, MoodleRooms, Apex, Blackboard.

All applications are complaint with Child Internet Safety regulations and are secure for student use.

# Calvert County Public Schools

## Summary of Policy 2718

### Responsible and Appropriate Use of Computer Systems and

#### Purpose of the Policy

- ✓ Promote intellectual development and enhanced communications while using Internet resources, electronic communication media, computer systems and devices.
- ✓ Ensure that all computer systems and devices are used in a responsible, appropriate, and safe manner.
- ✓ Ensure the security of all elements of CCPS computer systems.
- ✓ Ensure compliance with relevant federal, state, and local laws.

#### CCPS Computer and Internet Safety

Students will be instructed in appropriate and safe Internet use, selection of information, and evaluation of sources. As required by the Children's Internet Protection Act (CIPA), software which attempts to block access to objectionable material will be provided on computer networks used by students.

#### Expectations

The use of computer systems in school and access to the Internet are integral to the instructional program. However, access may be limited due to inappropriate use. CCPS staff, student, and guest networks are protected by filtering software as required by CIPA. Consequences for unacceptable use of computer systems are outlined in the CCPS Code of Student Conduct.

#### Other Resources

- Digital Citizenship, Online Safety and Civility  
[www.common sense media.org](http://www.common sense media.org)
- A Parent's Guide to Internet Safety  
<http://www.fbi.gov/stats-services/publications/parent-guide>
- Internet Keep Safe Coalition  
[www.ikeep safe.org/](http://www.ikeep safe.org/)

#### Overview of the Policy

##### *Students will:*

- ✓ Learn CCPS procedures for accessing the Internet.
- ✓ Report to a staff member any inappropriate material found on websites used for instructional purposes.
- ✓ Take precautions to protect school computer systems from damage and/or theft.
- ✓ Access only those resources that meet the standards of the Acceptable Use Policy.

##### *Students should not:*

- ✓ Reveal personally identifiable information (e.g., home phone number, address) except in specific circumstances where prior written consent has been received.
- ✓ Create, access, download, store, or print files, messages or images that are abusive, harassing, libelous, obscene, offensive, profane, pornographic, depict gang affiliation, threatening, sexually explicit, or illegal material, or that violate Code of Student Conduct and/or any CCPS policy.
- ✓ Access non-educational online games without the permission of a building administrator.
- ✓ Install software or hardware on CCPS owned devices without consent of building administrator.
- ✓ Circumvent and/or disable content filtering or other computer system protection measures.
- ✓ Attempt to access and/or alter CCPS network systems.

**Student User Agreement**  
**Must be signed by all students.**

I hereby agree to abide by the Calvert County Public Schools' Responsible and Appropriate Use of Computer Systems and other Electronic Communications Media Policy. I further understand that any violation of the policy may be a violation of law, civil regulations, or Board of Education Policy 2718 and the Code of Student Conduct. Should I violate the policy, my access privileges may be suspended, school disciplinary action may be taken, and/or appropriate legal action may result.

Student Name (Please Print) \_\_\_\_\_

Date \_\_\_\_\_

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

Grade \_\_\_\_\_

**Parental Consent for Student Internet Use and E-mail Accounts**

*Please check lines 1, 2 and/or 3 granting permission or line 4 denying permission for internet and e-mail accounts.*

I have read and understand the Calvert County Public Schools' Responsible and Appropriate Use of Computer Systems and other Electronic Communications Media Policy. As the parent/guardian of the student signing above:

1.  *I grant consent for my child to have supervised access to the Internet at school.*
  
2.  *I grant consent for my child to have a secured Calvertnet e-mail address through Office 365.*
  
3.  *I grant consent for my child to have a Gmail @ccps21.net e-mail account to access Google Apps for Education.*
  
4.  *I have decided that my child will not participate in the use of Internet at school. Students will complete assignments in alternative format.*

Parent Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

### Bring Your Own Device Agreement

Please review and sign the Bring Your Own Device (BYOD) agreement between parents, students, and staff of Calvert County Public Schools. No student will be permitted to use personal technology devices unless the agreement is signed and on file. Students and parents participating must also adhere to the CCPS Responsible and Appropriate Use of Computer Systems and other Electronic Communications Media Policy (2718) and the attached procedures (#2718.1), which can be found on the Calvert County Public Schools’ website. **Please initial indicating you have read and agree to each statement listed below.**

Parent / Student

		Students agree to use personal electronic devices at their own risk. The school is not responsible for device maintenance, loss, theft, damage, or malware inadvertently acquired via the CCPS wireless network. Virus protection for a computer is required.
		Devices are to be used for educational purposes in the classroom under the direction of a teacher. Teachers may choose not to utilize devices during instruction and students may be instructed to turn off or store the device.
		Devices must be in “silent” mode when in the building.
		Students are prohibited from posting and transmitting pictures or videos that are not for an educational purpose while on the school campus. Students can use devices before school, after school, and during lunch for personal messaging consistent with the CCPS Code of Student Conduct.
		Students will use the CCPS wireless (Wi-Fi) connection to ensure appropriate network filters.
		Personal devices should be fully charged upon arrival each morning. The school is not responsible for providing charging areas for students.

The use of personal devices to support education is a privilege and is not a necessity. Students unable to abide by the guidelines for using a personal device may find their privilege revoked.

**I understand and will abide by the above guidelines and the CCPS Responsible and Appropriate Use of Computer Systems and other Electronic Communications Media Policy (2718.1). I further understand that any violation may result in the loss of technology privileges as well as other disciplinary action.**

Student Name \_\_\_\_\_ Parent Name \_\_\_\_\_

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

Date \_\_\_\_\_ Date \_\_\_\_\_

**Please list all devices. If you acquire a new device, it is the responsibility of the student to update this form.**

Type of Device \_\_\_\_\_ Type of Device \_\_\_\_\_

Device Serial Number \_\_\_\_\_ Device Serial Number \_\_\_\_\_