

PMSD Digital Media Student User Agreement

Originated 9-30-2014

1. All student digital accounts are property of Portales Municipal Schools. General computer use must comply with Board of Education Policy (Computer and Internet Code of Conduct). The user accepts all responsibility to ensure full compliance.
2. The student will be removed from the system upon transfer out of the school district, graduation, or for any of the outlined infractions. Accounts will remain active for 30 days to allow sufficient time to transfer information from the school account to a personal account or device.
3. The primary purpose of the student digital content system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities. The Portales Municipal School District digital content system is not a social network. Account usernames and passwords will be provided to parents upon requests. Use of the district's digital content system is a privilege.
4. Use of the digital content system will align with the school's code of conduct and the code will be used for discipline purposes if necessary. Communication through the district's digital content system will exhibit common sense and civility. Students are responsible for messages sent from their accounts. Students should not share their passwords or usernames.
5. Messages or content posted on the district's digital content system should not cause disruption to the school environment or normal and acceptable school operations.
6. The digital content system cannot be used to operate a personal business or any social media activity.
7. Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like, immediately to their teacher or other school personnel, who will then report the incident to the school's technology contact for action. Students must not forward emails or files which are not conducive to an educational setting (i.e. chain letters, jokes, or social graphic files).

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8. Students will not identify or share their home phone or cell phone numbers, or home addresses in any digital correspondence.
9. Digital information sent or received using the Portales Municipal School's system is not confidential. Portales Municipal School does make a practice of monitoring digital content. Administration reserves the right to retrieve any or all digital content for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts, or to recover from system failure.
10. System administrators create filters to scan for and eliminate viruses.
11. When issues arise, the Portales Municipal Schools will deal directly with the student and parents/guardians. Improper use of the system will result in disciplinary action and possible revocation of the student's digital access. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.
12. The Technology Department is responsible to ensure the efficient use of any digital content. The interpretation of appropriate use and future revisions of this guideline are the responsibility of the Director of Technology.

Consequences for abuse of the Digital Content system are as follows: (Severity of abuse will escalate the progression)

1st Offense - Student conference with the teacher

2nd Offense - Teacher conference with parent/teacher notify principal

3rd Offense - Student removal from digital content access for one week

4th Offense - Student removal from digital content access for remainder of school year (this will affect all classes)

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Please sign and return this page if you give permission for your child to utilize this educational tool. The copy of the use agreement is yours to keep.

Student Name

Parent/Guardian Signature

Date