Dear Parents or Guardian:

OCS offers students access to the computer network resources and the Internet. To use these resources, students must sign and return this form, and those under age 18 must obtain parental permission.

Parents, please read and complete this document carefully, review its contents with your son/daughter, and sign, date, and return this form. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school’s principal.

___________________________________________________________________________________

Student User Agreement:
As a user of the OCS electronic resources, I hereby agree to comply with the statements and expectations outlined in the Acceptable Use Guidelines for Electronic Devices and Information Systems: E-Mail, Networks, and Internet and to honor all relevant laws and restrictions.

Student Name: __________________________________________________________ Grade Level _____________

Student Signature __________________________________________________________ Date _________________

Parent/Guardian Permission:
I have reviewed the OCS Procedure, “Acceptable Use Guidelines for Electronic Devices and E-Mail, Networks, and Internet”, and give permission for my student to use OCS electronic resources, including the internet.

Parent Signature __________________________________________________________ Date _________________

____________________________________________________________________________________________

Acceptable Use Guidelines for Electronic Devices and Information Systems: E-Mail, Networks, and Internet

Use of Personal and OCS issued/owned Electronic Devices

Authorized Use of Technology Policy
OCS students must have an Authorized Use Policy (AUP) signature form on file in the Media Center.

- On campus, OCS students are permitted to access computers designated for student use. This access is a privilege, not a right.

- In the OCS school environment, each student is responsible for his/her use of technology resources whether provided by OCS or personally owned.

- A student MUST ask permission before using a personally owned laptop, iPad, Nook, etc. during a class or in the Media Center. While accessing OCS or personally owned technology resources on or near
school property, in school vehicles, at school-sponsored activities, and via off-campus remote access, each student must act in an appropriate manner consistent with school rules and legal guidelines.

-OCS uses network monitoring software and Internet filtering software (as defined in the Children’s Internet Protection Act) to filter objectionable materials.

-Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer or accessing the Internet is desired but not always possible.

-Please note: The OCS monitoring and filtering software is active only on the OCS computer network, not on personally owned technology brought from home.

-Neither OCS nor its employees shall be held responsible for any objectionable material that a student may intentionally or unintentionally access.

-In cases where a student views or reproduces inappropriate materials, he or she may be suspended from use of the computer and will be subject to disciplinary action.

-Any intentional act by a student that damages OCS technology hardware, software, operating systems, or data will be considered vandalism. Any intentional act that requires a person’s time to repair, replace or perform corrective work on OCS technologies or data is also considered vandalism and will result in disciplinary action.

-Students should not trespass in another person’s folders or work files. Students should not share logins or passwords.

-Students MUST never attempt to access a teacher’s or administrator’s work station.

**Cell Phones:**

Cellular phones are not allowed at anytime during the academic day. They can be used in the middle school office with permission from the office staff. School phones may be used with permission from the office staff or teacher.

1. Violations of this expectation will result in the loss of the cellular phone until the end of the following school day for the first-time offense (and over the weekend if the incident occurs on a Friday).

2. If there is a second occurrence, the cellular phone will be lost for the duration of one week.

3. If there are further occurrences, cellular phone use privileges may be permanently lost.

Record keeping of each incident will be handled by respective offices.

**Stereos, MP3/I-Pod players, CD players and electronic games:**

These items will not be permitted during or between classes and may result in these items being confiscated.