



MIS Technology Use Agreement and Online Behavior Expectations

Users of the MIS network, computers, and Internet services provided by MIS must adhere to the following rules and acknowledge their consent by signing this Parent Consent Form. This document will guide our actions as we work together using technology. The same behavioral expectations for school apply while engaging in online/remote learning.

Guideline #1: **SHOW RESPECT**— Respect yourself and others, the school materials and the environment.

Guideline #2: **SHOW RESPONSIBILITY**—Take responsibility for your actions, your belongings, and your learning.

Guideline #3: **SHOW SELF CONTROL**— Keep your hands, feet, and objects in your own space. Use kind words and actions.

Guideline #4: **SHOW INTEGRITY**—Demonstrate honesty in your thinking, your words, and your actions.

1. Access to the Missoula International School network, computers and the internet is considered a privilege. Anyone found using access in an inappropriate way may be denied privileges, either temporarily or permanently, at the sole discretion of the Head of School. This includes abuse of hardware and accessories.
2. Use of the MIS network, computers, and internet should support education and research and be consistent with the mission of MIS.
3. Use of inappropriate language is not permitted. Profanity, obscenity, and disrespectful speech that is harmful or offensive to others in electronic communication, is inappropriate and violates school rules.
4. Accessing or downloading offensive or sexually explicit material is prohibited.
5. Account users are ultimately responsible for all activity under their account. Therefore, unless expressly directed to do so for classroom or maintenance reasons by faculty, staff or administrators, users are not to share passwords with others.
6. Users may not attempt to gain unauthorized access to other people's accounts or files. Users may not modify files or obtain copies of data files belonging to the users without the written permission of the account registrant. Users must not misrepresent one's identity in electronic communications or any other use of the network or internet.
7. Users must respect copyright or other legally protected status of programs, books, articles, and data.
8. Personal information regarding students, such as addresses, telephone numbers, and last names, are confidential and must never be used when communicating via the internet. For personal safety reasons, students must never provide personal information about themselves or anyone else.
9. No user may release any personal information (address, telephone number, last name, etc.) about any other person associated with the Missoula International School.

10. Students must never make an appointment to meet in person, someone they have contacted via the internet.
11. Students must notify their teacher or other adult if they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
12. Diligent effort must be made to conserve system resources like printer ink and paper.
13. Installation of software and setting changes may only be done by a Network Administrator.
14. Users of the MIS network, computers or internet should have no expectation of privacy. MIS Network Administrator or the Head of School (or her designee) may access files in any account at any time, with or without notice. MIS uses third party applications to further the educational program, including but not limited to Google Workspace for Education, Scratch, Raz-kids, Canva, etc. These applications are subject to change at the discretion of the school.
15. MIS uses Bark for Schools to monitor students' internet use.
16. Students may not remove technology items from the school without permission.
17. MIS does not provide technical support to personal devices.
18. This agreement will be updated annually and will be reviewed each fall with students prior to the use of said technology.
19. Users, at all times, are expected to demonstrate the IB Learner Profile as a digital citizen.
20. Users understand that the school will be monitoring all communications at school or on school platforms outside of school.
21. Private communication among students through the MIS Google platform is expressly forbidden.
22. Playing video games is expressly prohibited at school.
23. Changing VPNs is expressly prohibited.
24. Student use of personal cell phones or other devices beyond the computer or tablet assigned by MIS is not allowed. All phones/watches/personal devices must be checked in with the student's homeroom teacher at the start of the day.
25. Using a personal electronic device outside of school in a way that impacts the school community may result in action by the school.
26. The impact of artificial intelligence on the learning environment will be unprecedented and a unique challenge for education. The teaching faculty at MIS will set appropriate guidelines for how to learn about artificial intelligence and also how to use it honestly and correctly. The MIS parent community will be informed of updates and changes as they develop.

When behavior expectations are not met, teachers will report the incident to the Assistant Head of School and students will be suspended from technology use until a plan is developed with parents.

By signing below, I acknowledge that I have read, understand and agree to the terms of the Technology Use Agreement.

Signature _____ Date _____

Signature _____ Date _____