

HARWOOD UNION MIDDLE/HIGH SCHOOL

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Technology Agreement

Technology is a significant part of teaching and learning at Harwood Union High School. Throughout your student's middle and high school career, he/she will engage in a curriculum that makes use of technology such as word processing, internet-based research, digital portfolios, pod casting, online class discussions, collaborative online projects, digital photography, video shooting and editing, and website design. Technology integration allows faculty and students to learn from a greater diversity of sources and create higher quality work than otherwise would be possible. In addition to the 1/2 credit in computer science required for graduation, your student may be accessing Harwood's computer network on a daily basis as a part of class activities. They may also use email for educational purposes and participate in audio or video conferences related to their studies. Faculty members occasionally post student work on Harwood's website as part of a class activity. No student data or contact information is given in such postings. Please contact Wendy Gilbert at 882-1101 regarding any concerns about students accessing Harwood technology or the posting of their work.

On occasion, students request to sign out school equipment for their learning. In this case, the student becomes fully responsible for returning that equipment on time in the condition that it was loaned. If the student damages or does not return it, he/she is financially responsible for its replacement and may be referred to a school administrator. With parental permission, students may borrow the following items: USB-drive stick, digital camera, Ipod / MP3-Player, camcorder, and voice recorder. Students may borrow a laptop to use in school only. The price of reimbursement for damaged, lost, or stolen items varies by the equipment model.

Students can learn more about the proper use of technology equipment, including data management and Internet safety, by referring to Harwood's *Information Technology Student Handbook*, available in the main office. Nevertheless, with such a powerful tool, occasionally students view Internet material unrelated to class, despite teacher supervision. It is the student's responsibility to click off an inappropriate website and report this accidental violation to his/her teacher.

While use of technology and the Internet allows for greater freedom, creativity, and choice, student responsibility, respect, and care is fundamental in maintaining a safe learning environment for all. Parents, guardians, and students need to be aware of the following:

Rules regarding use of technology apply to all hardware and software in the building, including personal laptops and other technology that students may bring to school.

The following uses of technology are forbidden: being wasteful, negligent, or harmful to equipment, cheating, plagiarism, violating copyright, visiting websites inappropriate for school, using another student's account or folders, impersonating others, unauthorized downloading or software installation, cyber-bullying, and other threatening behavior.

Appropriate consequences will be assigned by a teacher, the Campus Coordinator, or an administrator if a student engages in these behaviors, which may include mediation, community service, detention, suspension, or other responses.

Parent/Guardian Permission

My student and I have reviewed the Technology Agreement of Harwood Union Middle/High School and agree to follow its guidelines.

1. My student and I have reviewed the Technology Agreement of Harwood Union Middle/High School and agree to follow its guidelines.
2. I give my student permission to sign out Harwood technology equipment and understand that we are fully responsible for returning it in the condition it was received. ____ Yes ____ No

Student's Name (print) _____ Grade _____ TA Teacher _____

Student's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____

Please return this form to the student's TA teacher or Wendy Gilbert.