



MONROE SCHOOL DISTRICT

200 E. Fremont Street • Monroe, WA 98272 • (360) 804-2500 • <http://www.monroe.wednet.edu>

Online Digital Resources Student Permission

Dear Parent(s)/ Guardian(s):

In the Monroe School District, a variety of technology and online educational resources are used to allow students access to their own student work and data from almost any networked device, at any given time. Technology is used to enhance the learning experience; augment learning in the classroom; provide for productivity tools to create, store and organize work; communicate with teachers; and collaborate on school projects inside and outside of the school day. Appropriate access and full utilization of these tools hinges on the cooperation of students with the support of parent(s)/ guardian(s). As a result, we are providing parent notification and requiring parents to give permission. Students under the age of 18 must have parental or legal guardian consent to be able to have full access to all of the digital and online resources. Online content is used to enhance the student's educational experience and develop safe, lifelong, technology skills.

We live in a global and digital world -- a world changed by technology and new ideas about how we communicate with one another. In the Monroe School District (MSD), we realize that students must develop the research, information fluency, and technology skills that will allow them to be successful in this digital world, as well as the skills necessary to live safely and ethically. Because of this, MSD provides computer access privileges, as well as access to the Internet, email, digital communication and collaboration tools, online learning spaces, and electronic educational resources. These resources, tools, and equipment are essential to teaching and learning. The stipulations for responsible use of these tools and digital citizenship are outlined in School Board Policy and Procedure 2022, which can be found here:

- [Policy 2022: Electronic Resources and Internet Safety](#)
- [Procedure 2022: Electronic Resources and Internet Safety](#)

Standard applications and accounts that are configured for student use include (but are not limited To):

- **Active Directory:** Each student is given an account in Active Directory that they will use to log on to any district-owned computer within the district network and provide them with access to educational resources that support their learning program.
- **MSD Google Apps for Education Environment:** This education-focused Google Apps environment is hosted by Google, and managed by the MSD. This collection of online applications provides students with a Google email account, calendar, and access to Google drive, where students can create, share, and publish documents, spreadsheets, presentations, and other artifacts of their learning. MSD creates and manages user accounts; manages access to applications and email based on grade level organizations; and manages permissions. Students should only use their district Google Accounts for school assignment purposes only. There should not be an expectation of privacy by the student when using their Google account.

The District reserves the right to review and suspend an account if violation of the Electronic Resources and Internet Safety Policy and Procedure 2022 is suspected. Through ongoing training, students will be taught that anything written or stated within the Google account should be treated with the same proper behavior expected publicly in their classroom, in the presence of peers and staff.

- **Office 365 Student Microsoft Tool:** Office 365 will be provided this year for specific grade level coursework. As we learn from these targeted classrooms, we may provide this tool district wide as another suite of educational tools that students can access from any networked device. This tool is a digital suite of tools that brings conversations, collaboration, content, assignments, and apps together in one place.
- **Online Curriculum Systems:** Most of the curriculum adopted in the District is accompanied by or relies on access to an online system where content and assessments are stored. Many of these systems require students to have a unique account created for them which allows them to access supplemental video content, take quizzes, and strengthen their understanding about the ideas in a content area. For approved district curriculum, MSD creates and manages these accounts. In these cases, the terms of use and privacy policies are reviewed thoroughly before providing any student account data to the vendor.
- **Online Educational Websites (those that require a student login or tracks student progress):** Many teachers use additional websites that require a student log in, yet enhance the learning experience of students. Permission only applies for sites that require a student login, collecting basic information such as name of the student and their email address to send a password confirmation to access the site. Secondary students can email peers for collaborative purposes. Please visit our “Vetted Website and Digital Resources” list. This list will show what has been reviewed and updated as well as approved status.

Under the Federal Children’s Internet Protection Act (CIPA), the District is required to filter Internet access and to teach online safety. The District takes your student’s safety and privacy very seriously and makes every effort to supervise and monitor student technology use. We use Internet filtering software to block access to content that is obscene, pornographic, and harmful to minors. We provide instruction to all students in the area of digital citizenship and online safety through use of district-approved curriculum from Common Sense Media as well as other supportive materials.

The Student User Privacy Educational Rights (SUPER) Act (Chapter 28A.604 RCW) requires districts to provide notification to parents about collection and use of student data by vendors who supply online curriculum or educational resources used by the District. MSD reviews these sites that require a student login or collects information from a student to create a log-in for compliance with the SUPER Act, CIPA, and the Family Educational Rights Privacy Act (FERPA). We want to assure you that we take cyber safety of our students very seriously and take necessary precautions as required by state and federal law.

Providing digital resources, technology, and proper utilization of these online educational tools is a partnership among our schools, students and parents. As such, please indicate whether or not you allow your student to have full access to the technology and online resources used for your student’s educational program. If permission is not provided, students will be given alternative means to complete assignments. If the student abuses these resources or violates the [Electronic Resources and Internet Safety](#) Procedure, access to utilizing the network, the technology, and online resources will be suspended at the discretion of the building administrator.

Thank you for your partnership in your student’s educational experience.

_____ I give permission for my student to have full access to district-approved digital resources including a Google Apps account and in limited cases, an Office 365 account that will support their educational experience in MSD.

_____ I **DO NOT** give permission for my student to have full access to district-approved online education resources. I understand that this will impact my child's full educational experience. I also understand this means my child may need to complete alternate assignments.

Parent signature: _____

Student name (Please print): _____
Last Name , First Name, Middle Initial

School _____ Grade _____

Notice of Non-Discrimination. *The Monroe School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Joanne Dickinson (360.804.2539), Section 504/ADA Coordinator, David Paratore (360.804.2609), and Compliance Coordinator, Joanne Dickinson (360.804.2539). The Monroe School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Ginnie Ayres (360.804.2558).*