



IMS USER AGREEMENT POLICY

Dear Parents/Caregivers and Guardians of PK–8th Grade Students,

There are a lot of important changes for the 2020-2021 school year that your school has communicated to you over the past few months, and changes that schools will continue to communicate with you. One of the most notable change will involve our use of technology for our staff and students. For the beginning of the school year, learning will be *online*, meaning that students will use access the internet to take part in school classes and complete school assignments. This online learning will make use of a lot of different online applications, programs, and tools. These applications, programs, and tools will allow your child's teacher to provide a variety of unique learning opportunities at home and upon return to school.

Section 1: Student Responsibilities

Students must follow school policies for appropriate use when using Internet based services. Students must follow the Acceptable Use Policy outlined in their school handbook and signed during the TADS enrollment process. If you are not sure if this was signed – please reach out to your school's leader or your enrollment office. Students should always and only use their school email address for all school-related matters and should always and only use their school computer for school assignments. Students are responsible for their own behavior at all times and are expected to attend and engage with their classes. Additionally, students are expected to follow any online instruction communicated to them from their teachers or their school leadership.

Section 2: Information for Parents

Students' email is archived and the Acceptable Use Policy for students will be fully enforced. School staff will monitor use of applications when students are at school and through online dashboards and other tools. Student information will be shared only with their teachers and school leaders, but will be administered by professional at the Independence Mission Schools Central Office. Parents are responsible for monitoring their child's use of applications when accessing programs from home and are responsible for following any instructions as it pertains to using online resources for learning at home. Students are responsible for their own behavior at all times. Students should always and only use their school email address for all school-related matters.

Additionally – teachers from your child's school will need to communicate with your child using email, chat features, message boards, or video conferences that are features of any learning tool It is understood that this form of communicate is essential to student learning and class operations.

Section 3: Student Devices and Device Responsibilities

Your school will be providing your child a device, in most cases a Chromebook, free-of-charge. This device will be used to access the internet to make use of online-based applications, programs, and tools for learning. These applications, programs, and tools will be a part of your student's learning experience and will be managed by your student's teachers, school leaders, and the Independence Mission School Central Office. We fully expect that each device is used with care and is returned in good condition, and expect that students use the device always and only for their school work and school-related activities.

If devices are returned with any form of damage a charge will be added to your student's account. Please review the table, below, for a list of damage types and charges associated with the damage:



Type of Damage	Charge Amount
Device will not turn on	\$300
Device will not charge due to a broken port	\$150
Device will not charge due to a broken charger	\$50
The charger is missing	\$50
The device has a very dim or cracked screen.	\$300
The device has physical damage that cannot be fixed	\$300
The device powers on, but the trackpad won't scroll or click.	\$150
Visible physical/liquid damage	\$150
The device is missing keys or has non-working keys	\$50
The device is lightly cracked	\$50
The device has a large crack or chipped cased	\$150
The device is stolen or missing or otherwise not returned	\$300
The device is stolen or missing or otherwise not returned, but you are able to provide a police report.	\$50

Section 4: Acknowledgement of Communications from Schools and the Network

Your child's school leaders, teachers, and other school employees, as well as the Central Office of Independence Mission Schools, will be reaching out to you regarding updates to policies. These policies include, but are not limited to: attendance expectations, online learning expectations, grading procedures, classroom procedures, school scheduling, and student activities. It is expected that each parent/guardian read and understand the implications of each communication sent to them. It is also expected that any question be directed to the appropriate individual(s) indicated in the communication.

Section 5: Online Learning Tools Terms of Service

Below is a list of the most commonly-used applications and digital-learning tools we will be offering through your child's class. This list is not exhaustive and your child's school may add applications, websites, or other digital-learning tools, depending on the needs of schools and students.

In the event that a new tool is added, IMS staff will make all reasonable efforts to ensure it complies with federal and state regulations on students' privacy and data-protection. You reserve the right to opt-out of any such tools at any time.

These tools have Terms of Service and Privacy Policies that outline their approach to meeting federal and state regulations. For each of the most commonly-used applications at IMS, these agreements may be found here:

- [Clever](#)
- [ClassDojo](#)
- [FlipGrid](#)
- [Happy Numbers](#)
- [Google Classroom](#)
- [Khan Academy](#)
- [Great Minds](#)
- [DreamBox](#)
- [Zearn](#)
- [Zoom](#)
- [Showbie](#)
- [NearPod](#)
- [Formative](#)
- [SeeSaw](#)