

TECHNOLOGY ACCEPTABLE USE AGREEMENT

Introduction

The following policy outlines the acceptable use of technology resources in the Sayreville Public Schools. This acceptable use policy applies to, but is not limited to, school-based computer networks, stand alone computers, peripheral devices (magnetic and optical disk storage devices, modems, scanners, wireless devices, and printers), telecommunication links, licensed software, CD-ROM programs, district databases and use of the Internet, as well as any similar equipment/services to be added by the district in the future.

The Internet is an electronic highway connecting thousands of computers (educational, governmental, industrial, commercial, and millions of individual subscribers) all over the world. The Internet and other on-line services allow individuals to access diverse databases of information. Individuals can participate in discussion groups on a variety of topics and have the ability to send and receive electronic mail. These capabilities and services can be valuable educational resources for both students and staff.

The goal in providing technology resources is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Privilege to Use Technology

The use of school technology and Internet access is a privilege not a right and inappropriate use will result in cancellation of privileges.

Acceptable Use of Technology

Acceptable use can be defined as the employment of technology for information-gathering, problem solving and, as an educational tool, for the advancement and promotion of learning and teaching. Examples of actions that violate what is considered acceptable uses are listed under the heading Unacceptable Use of Technology. Any material accessed by students must be related to the approved curriculum or to the approved extracurricular activities of the schools. Personal use of district-provided technology is prohibited. The use of the technology and the Internet shall be consistent with the educational objectives set forth by the Board of Education.

Acceptable Use of the Internet

With access to computers and to people all over the world comes the availability of material that

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is inappropriate for students and does not possess educational value in the context of approved curricula. A goal of this policy is to define acceptable use of the Internet by students and staff. It is possible that students may find material on the Internet that they or their parents consider objectionable. Our policy strictly prohibits access to material that is inappropriate in the school environment. Although staff will supervise student use of the Internet while at school, we cannot guarantee that students will not gain access to inappropriate materials. We encourage parents to have a discussion with their children about values and how they should guide student activities while using the Internet. The policy balances issues of intellectual inquiry, freedom of speech and privacy.

Internet access is being established in all district schools for educational purposes. Internet or any other on-line service access is to be used solely for educational purposes and related to learning and teaching, career or professional-development activities, and time-limited self enrichment activities. Internet access will be available in each school library and all classrooms. While in school, student access to technology and the Internet will be monitored by the staff member in the same manner as any other classroom activity.

Unacceptable Use of Technology

All users of the district's technology agree and understand that the following are considered prohibited activities and subject to school disciplinary and/or legal action:

Attempting to access and/or directly/indirectly accessing information for the purpose(s) of:

- A. Disrupting or damaging equipment, software, or the operation of the system. This includes changing the configuration of an individual computer (including control panel settings) or network and creating or installing a computer virus.
- B. Using technology for illegal activities prohibited by Board of Education Policy, local ordinance, state statute and/or federal statute.
- C. Using technology for commercial purposes, financial gain, political lobbying or fraud.
- D. Stealing data or other intellectual property (e.g., copyright infringement).
- E. Vandalizing the account, work or data of another user.
- F. Hacking to gain access to or harm the data or technology of any outside network or agency. This includes gaining unauthorized access to another account, confidential school records, or the system operation.
- G. Using abusive or obscene language, sending hate mail or harassing another individual.
- H. Using technology to send, receive or display material that is racist, sexist, pornographic, or offensive to religious beliefs.
- I. Revealing personal information about one's self or others during any electronic communications. This includes, but is not limited to, age, home addresses, and home telephone numbers. (Users of electronic communications must never agree to meet people

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with whom they have communicated electronically and should report to a district representative any information that appears dangerous or makes them feel uncomfortable).

- J. Trying to login as anyone but one's self.
- K. Downloading any executable file or a compressed file which contains an executable file to the network or the local hard drive.

Policy Violations

Any unacceptable use of technology will result in the termination of technology and Internet privileges, as well as disciplinary action. Legal action may be taken and monetary restitution sought, as appropriate.

District Technology Authorization

Before the use of technology shall be granted to students and staff in this district, students and staff shall be required to sign the Technology Use Agreement. Students who are not eighteen years of age or emancipated minors shall be required to obtain their parent's/guardian's signature and approval of the Technology Use Agreement before access to technology and the Internet is granted.

The Sayreville Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Sayreville Public School District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence, personal errors or omissions. Use of any information obtained via the Internet is at your own risk. The Sayreville Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The signatures on the Technology Acceptable Use Agreement are legally binding and indicate the parties who sign it have read the terms and conditions carefully and understand their significance.

Staff Acceptable Use Agreement

In addition to the provisions of the district's TECHNOLOGY ACCEPTABLE USE POLICY 6142.10 all district staff who have access to district technology devices, Internet and /or email privileges will be required annually to sign the TECHNOLOGY ACCEPTABLE USE AGREEMENT FOR STAFF which requires them to agree to the district's Technology Acceptable Use Policy, as well as following statements, on an annual basis before they may use district equipment or services:

- A. I will only use the software to which I have been granted express rights by the school administration.
- B. I will not copy unauthorized software onto the local drive or onto the network drive.
- C. I agree to abide by any patent, copyright, or license restrictions that may relate to the use of

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the computing facilities, products, programs, or documentation. I agree not to copy, disclose, modify, or transfer any such materials that I did not create without the express consent of the original owner or copyright holder. I agree not to use Sayreville Public School's computing facilities to violate the terms of any software license agreement, or any applicable local, state or federal laws.

- D. I agree not to use Sayreville Public School's computing facilities for any purpose other than that for which it was intended.
- E. I will not use my privileges to access other computing facilities to which Sayreville Public School is connected without appropriate approvals to do so.
- F. I will immediately report any student violation of the Technology Acceptable Use Policy. I understand that not doing so may result in penalties and repercussions.
- G. I will ensure that there are no food or beverages near the computer.
- H. I will report immediately to my supervisor any physical vandalism (e.g., missing mouse balls, missing keys from the keyboard, rearranged keys, etc.) I understand that by not doing so, my class will be held responsible for the damage.
- I. I will not download any material to a network or local hard drive.
- J. I will not access SASIxp (our student database) in the presence of any student.
- K. I will not share my password with any student or use it in the presence of any student.
- L. I understand that in transmitting and/or receiving e-mail communications or saving information on district owned equipment, there should be no expectation of privacy or confidentiality. This communication, information and/or data stored on or through the use of district owned equipment/services may be accessed by the Superintendent at any time.
- M. I understand the Superintendent has the capability to access, review, copy, delete, or confiscate any information, messages or data sent, received, or stored through/on district equipment/services at any time. He/she also has the right to disclose or share such information, messages or data with any party inside or outside the district whom he/she deems appropriate.
- N. I understand that violation of any provision of the Technology Acceptable Use Policy or the Technology Acceptable Use Agreement for Staff may result in the curtailment of the privilege of using district technology, official reprimand and/or legal action.
- O. This agreement remains in force as long as I make use of Sayreville Public School's computing facilities or services.

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Possible

<u>Cross References:</u>	1111	District publications
	3514	Equipment
	5114	Suspension and expulsion
	5124	Reporting to parents/guardians
	5131	Conduct/discipline
	5131.5	Vandalism/violence
	5142	Pupil safety
	6142.10	Technology
	6144	Controversial issues
	6145.3	Publications

Key Words

Acceptable Use, Blocking/Filtering Software, E-mail, Internet, Technology, Web Site, World Wide Web

Date Adopted: 08/23/2005

Date Revised: