

Linwood Public Schools

Acceptable/Responsible Use Agreement

General Information:

For the purpose of this Policy the following definitions apply:

- “Technology” – hardware or software.
- “Software” – any computer program(s) or related data that provide instructions for telling a device what to do and how to do it.
- “Users” – any person that connects to the Linwood Public Schools computers or network.
- “Privately owned” – technology hardware and software that is purchase, owned, and maintained by the pupil at no expense to the school or district.
- “Device” – any technology that can store, access, retrieve, and/or communicate data or information.

The Linwood Public School District provides devices, services, and Internet access to its students and staff for educational purposes only. The purpose of providing these technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. The “system administrators” referred to herein are employees of the Linwood Public School District. They are the administrators of the computer system, and, as such, reserve the right to monitor all activity on network facilities.

Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. The district may modify these rules at any time by publishing modified rule(s). The signatures of the staff, students and/or parents on the district-approved permission form are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules established under this policy.

All users are responsible for good behavior on personal or school owned devices and networks, just as they are in a classroom or school hallway. Communications on the network can be public in nature. General school rules for behavior and communications apply. The network is provided for users to teach, learn, conduct research and communicate with others. Access to network services is given only to users who agree to act in a considerate and responsible manner. Parent permission is required for all student users. Staff are required to sign their own agreement as well. *Access is a privilege – it is not a right.* Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards/policies and will honor the agreements they have signed. Beyond the clarification of such standards and policies, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like district file cabinets or lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate material. Older students may be given the responsibility for locating appropriate materials under teacher supervision. As outlined in the Board policy and procedures on Acceptable Use of Computer Networks/Computers and Resources (#2361), copies of which are available in school offices, the following are not permitted:

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- A. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer networks in a manner that:
1. Intentionally disrupts network traffic or crashes the network;
 2. Degrades or disrupts equipment or system performance;
 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
 4. Steals data or other intellectual property;
 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
 6. Gains or seeks unauthorized access to resources or entities;
 7. Forges electronic mail messages or uses an account owned by others;
 8. Invades privacy of others;
 9. Posts anonymous messages;
 10. Possesses any data which is a violation of this Policy; and/or
 11. Engages in other activities that do not advance the educational purpose for which computer networks/computers are provided.

Violations may result in a loss of access as well as other disciplinary or legal action. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior (in addition to district level penalties).

Information Content and Uses of the System:

Users agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to disclose or post personal contact information about themselves or other people (address, telephone number, etc.). The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity which is prohibited by law.

Because Linwood Public Schools provide, through connection to the Internet, access to other computer systems around the world, students and their parents understand that the District and system administrators have no control over content. As a condition for receipt of certain Federal funding, the school district is in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries (Linwood Board Policy #2361). While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The District will permit Internet access by students only in supervised environments, but potential dangers do remain. Students and their parents / guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Linwood Public School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors having accounts on the system should be aware of the existence of such materials and should monitor future home usage of the District's resources.

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Users knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the District and such activities may result in the termination of a user's network accounts and privileges.

Social Media and Online Conduct and Expectations:

The District shall incorporate instruction on the responsible use of social media into the technology education curriculum for users as part of the district's implementation of the Common Core Standards in Technology. The instruction shall provide users with information on:

1. the purpose and acceptable use of various social media platforms;
2. social media behavior that ensures cyber safety, cyber security, and cyber ethics; and
3. potential negative consequences, including cyber bullying, of failing to use various social media platforms responsibly.

Any action by a user of the computer network that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in termination of the offending user's account and other action in compliance with the District's discipline code. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information, or software in violation of any local, state, or federal law is also prohibited and is a breach of the Terms and Conditions.

Staff, Students, and their parents/guardians, specifically agree to indemnify the Linwood Public School District and the system administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by the District relating to, or arising out of any breach of this section (On-Line Conduct) by the user.

Network resources are to be used by the user for his/her person only; commercial uses are strictly prohibited. Each user is personally responsible for his/her own behavior.

Software Libraries:

Software is provided to users as a curricular/professional resource. No users may install, upload, or download software, without the expressed consent of the district or building administrator in consultation with the system administrator. Any software having the purpose of damaging other users' accounts or the District network (example: computer viruses) is specifically prohibited. The system administrators, at their sole discretion, reserve the right to refuse the posting of files. Additionally, files may be removed at any time without notice. The system administrators, at the direction of the administration or Board, further reserve the right to immediately terminate the account or take action consistent with the District's discipline code of a user who misuses the software libraries.

Copyrighted Material & Plagiarism:

Copyrighted material must not be placed on any system connected to the network without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Users may review copyrighted materials for their own use. Software copyright laws will be followed to the fullest extent. Additionally, I understand that I am not permitted to use copyrighted materials and not site their authors.

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Real-Time, Interactive Communication Areas:

The system administrators, at the direction of the administration or Board, reserve the right to immediately terminate the account of a member who misuses real-time conference features (talk, chat, Internet relay chat, video conferencing, etc.).

Electronic Mail:

Staff and select students will have electronic mail (email) accounts. They are prohibited from access to third party email (i.e. AOL, Comcast, Verizon, Hotmail, Yahoo, etc.) as well as instant messaging on the district computer network. E-mail accounts may be set up for classroom use, for a grade level/student, at the direction of the administration or Board, for curricular use. Student email will be restricted to sending/receiving email from users within the district, while staff will be able to send messages to any internal or external address. Incoming email from external addresses will be blocked for students.

Disk Storage:

The system administrators reserve the right to set quotas for disk storage on the system. A user who exceeds his/her quota will be advised to delete files to return to compliance. A user who remains in non-compliance of disk space quotas will lose the ability to save their files due to quota restrictions.

Security:

Security on any computer system is a high priority, especially when the system involves many users. If a user feels that he/she can identify a security problem on the system, the user must notify his/her teacher or the system administrator. The users should not demonstrate the problem to anyone except a teacher or building/system administrator. In order to maintain proper system security, a user must not let others know their password, as this would allow others access to their account. Attempts to log in to the system using another user's account or as a system administrator will result in termination of the account of the user in violation. Users should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk will have his/her account terminated and be subject to other disciplinary action.

Vandalism:

Vandalism will result in cancellation of system privileges and other disciplinary measures in accordance with the District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Game Playing:

Game playing is permitted on the Linwood Public School system only when terminals are not needed for other purposes and the game conforms to the curricular goals of the District. Game playing over dial-up links or other inter-machine communication is prohibited.

Printing:

The printing facilities of the Linwood Public School network should be used judiciously. Unnecessary printing is a drain of the capacity of the networks, adds expense, and shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently. Prior to printing a document, it is recommended to "print preview" first, to be certain that the document appears as you intend. Students are to seek the approval of their instructor before printing anything.

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Use of Privately Owned Devices:

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many users possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial during school hours for approved educational purposes. Therefore, the Board of Education will allow staff/students to use their privately-owned technology devices under conditions outlined in this Policy.

The use of privately-owned technology by a pupil in the educational program during the school day must be approved by the pupil's parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the pupil's instructional program. A teaching staff member may approve a pupil's use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

The use of privately-owned technology by a staff member, providing an educational program during the school day, must be approved by their supervisor. The staff member's privately-owned technology must be used for curricular or professional needs and is subject to the rules of use outlined in the above document. The staff member's supervisor must approve the use of privately-owned technology based on need and/or the lesson plans of the staff member. The designated supervisor may also prohibit the use of privately-owned technology at their discretion.

The school district assumes no responsibility for any privately-owned technology brought to school by a user. The user shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a user. Users are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the user brings to school.

School District Provided Technology Devices (Anti-Big Brother Act)

As outlined in board policy and procedures, "*School District Provided Technology Devices to Staff Members/Pupils*" (#199) and pursuant to New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 (P.L. 2013, c. 44) requiring notification about the usage of certain electronic devices the following applies:

The Linwood Public School District, based on educational need or job description, may furnish a user with a laptop computer, cellular telephone, or other electronic device. These electronic devices may record or collect information on the user's activity or the use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the user's activity or use of the device.

The Linwood Public School District and their providers shall not use any of these capabilities in a manner that would violate the privacy rights of an employee, student, or any individual residing with the student. Employees and the parent/guardian of a student(s) shall acknowledge receipt of this notification. The school district will retain this acknowledgement as long as the user retains the use of the electronic device.

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Student Account Agreement

When completing the Acceptable/Responsible Use Agreement, please print all information, except when a signature is required.

I, _____ have read the Acceptable Use Agreement for the Linwood Public School District. As a user of the school's network, I hereby agree to comply with all stated rules in the Acceptable Use Agreement. In summary, I understand the following:

1. Communications and files on the network should be considered as public information.
2. Students are responsible for good behavior on the school's computers and networks.
3. Access to the school's computers, networks, and the Internet is a privilege – it is not a right.
4. I will not send or display offensive messages or pictures, and I will not use vulgar or obscene language.
5. I will not harass, insult, or attack others through the use of the computer.
6. I will not intentionally damage computers or networks.
7. I agree not to violate copyright laws, and I understand I may not download or install files without proper approval.
8. I will not access another person's account, and I will not trespass or destroy another person's files.
9. I will not use the network for commercial reasons.
10. I agree to abide by quotas set for file storage, and I agree to delete files no longer needed. Further, I agree not to waste system resources or supplies. I will only print with permission.
11. I will not view my personal email at school.
12. I will not use instant messaging services at school.
13. I agree not to plagiarize works I locate on the Internet, just as I agree not to plagiarize works I find in a library book or in a magazine.
14. I will not open files that I bring in from outside school (CD's, flash drives, any storage devices) that have not been approved by a staff member.
15. I will not photograph or videotape anything on school property without permission.
16. I will not access social media sites: i.e., Facebook, YouTube, Twitter, etc.
17. I will not access unapproved blogs, podcasts, wikis, etc.
18. I understand that if I violate any condition in the acceptable use policy, I may lose my privilege of using the computers, the networks, and/or the Internet. Additionally, I understand that I may face further penalties at either the building or district level, or both. Based on the severity of my actions, I understand that legal action may become necessary.

Signature of the Student: _____ Date Signed: _____

As the parent or legal guardian of the minor signing above, I grant permission for my son or daughter to access networked computer services such as software, electronic mail, and the Internet. I understand that individuals and families may be held liable for violations, as stated in the Acceptable/Responsible Use Agreement. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use— setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media. I accept the terms and conditions of the Acceptable/Responsible Use Agreement, as adopted by the Linwood Public Schools Board of Education.

Parent/ Guardian Name: (Please Print) _____

Signature of the Parent/Guardian: _____ Date: _____

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Staff Account Agreement

When completing the Acceptable/Responsible Use Agreement, please print all information, except when a signature is required.

I, _____ have read the Acceptable Use Agreement for the Linwood Public School District. As a user of the school's network, I hereby agree to comply with all stated rules in the Acceptable Use Agreement. In summary, I understand the following:

1. Communications and files on the network should be considered as public information.
2. Staff members are responsible for good behavior on the school's computers and networks.
3. Access to the school's computers, networks, and the Internet is a privilege – it is not a right.
4. I will not send or display offensive messages or pictures, and I will not use vulgar or obscene language.
5. I will not harass, insult, or attack others through the use of the computer.
6. I will not intentionally damage computers or networks.
7. I agree not to violate copyright laws, and I understand I may not download or install files without proper approval.
8. I will not access another person's account, and I will not trespass or destroy another person's files.
9. I will not use the network for commercial reasons.
10. I agree to abide by quotas set for file storage, and I agree to delete files no longer needed. Further, I agree not to waste system resources or supplies.
11. I will only print for professional/curricular use, not personal.
12. I will only use district provided/approved messaging services at school.
13. I will not access social media sites: i.e., Facebook, YouTube, Twitter, etc. without the consent of my supervisor.
14. I understand that my e-mail will be internal and external and may be subject to preview. In accordance with class projects, you may incorporate the works of your students as e-mail messages.
15. I understand that if I violate any condition in the acceptable use agreement, I may lose my privilege of using the computers, the networks, and/or the Internet. Additionally, I understand that I may face further penalties at either the district level. Based on the severity of my actions, I understand that legal action may become necessary.

Staff Member Name (Please Print): _____

Signature of the Staff Member: _____

Date Signed: _____