

File: IJNDB – E – NETWORK RESPONSIBILITY CONTRACT

Please read the following carefully before signing this document. This is a legally binding contract and must be signed before network access is given.

The Gateway Regional School District's electronic communication devices (ECD) network provides access to the Internet. The Internet is an electronic information and communications "highway" connecting millions of electronic communication devices all over the world and millions of individual people. Students, teachers, support staff, parents and community members with accounts have access to any or all of the following:

- 1) electronic mail (email) communication with people all over the world;
- 2) information and news from a wide variety of sources and research institutions;
- 3) public domain and shareware software of all types;
- 4) discussion groups on a wide variety of topics;
- 5) access to many university libraries, the Library of Congress, and more!

With access to electronic communication devices and people all over the world also comes the availability of some materials that may not be considered to be of educational value within the context of the school setting. The School Committee and Administration of the GRSD firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility of users procuring material that is not consistent with the educational goals within each school.

Here are some of the guidelines provided to establish the responsibilities you are about to acquire. If any user violates any of these provisions, his or her account or access privileges may be terminated, appropriate disciplinary action taken, and all future access could be denied.

1. ACCEPTABLE USE:

1. The purpose of GRSD's provision of access to the Internet is to support research and education in and among schools and academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of Gateway Regional School District. The use of other organizations' networks or computing resources must comply with rules appropriate for that network. Transmission of any materials in violation of any U.S. or state organization is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or materials protected by trade secrets. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. During personal time (i.e., during lunchtime, before and after school) in which staff or students have no specific responsibilities to the district, the Internet may be accessed through the District's ECD network for non-professional and personal interests provided that they fall within the realm of the district's "Internet Acceptable Use Policy."

2. PRIVILEGES:

The use of GRSD network services is a PRIVILEGE, not a right, and inappropriate use may result in a cancellation of those privileges.

a. The site and/or system administrator(s) will deem what is inappropriate use, take appropriate action and determine the consequence. Also, the site and/or system

b. administrator(s) may close an account or deny access at any time as required. The site administration and/or staff of GRSD may request the system administrator to deny, revoke, or suspend specific user accounts.

1. NETIQUETTE (NETWORK ETIQUETTE): The use of an account/access requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:

. BE POLITE. Do not send abusive messages to ANYONE.

a. USE APPROPRIATE LANGUAGE. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. (Note that email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities must be reported to appropriate authorities.)

b. PRIVACY. Do not reveal the personal address or phone numbers of yourself or any other person. All communications and information accessible via the network should be assumed private property. Do not forward/distribute an email message without permission from the author.

c. CONNECTIVITY. Do not use the network in such a way that would disrupt the use of the network by others.

1. SERVICES: The Gateway Regional School District uses the Google Applications Suite for both students and staff for the purposes of collaboration, classwork, and creativity including Google Drive for storing documents created in Google Drive, Google Mail, Google Calendar, and Google Sites. Unlike the consumer version of many Google products, this Google Apps for Education Platform is entirely managed by the GRSD, thereby allowing for enhanced security, privacy, and supervision of content.

. As part of this, we are giving students access to the Google Apps store to download appropriate free applications for classroom use. Before we can open up the store to students, the Children's Online Privacy Protection Act (COPPA) of 1988 requires parental consent for children aged 13 and under, and Google requires parental consent up to the age of 18. Please visit <https://support.google.com/a/answer/139019?hl=en> for frequently asked questions and http://www.google.com/apps/intl/en/terms/education_terms.html for the terms of service.

a. GRSD will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. The use of any information obtained via GRSD network services is at your own risk. GRSD denies any responsibility for the accuracy or quality of information obtained through network services.

1. SECURITY: Security on any computer network system is a high priority, especially when the system involves many users. If you feel you can identify a security problem within the GRSD network, you must notify a system administrator either in person or via the network. Do not demonstrate the problem to other users. Do not use another individual's account, forge messages or post anonymous messages. Attempts to login to the system as any other user may result in cancellation of user privileges. Attempts to login to GRSD networks as a system
2. administrator or any other form of unauthorized access may result in immediate cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to GRSD network services.
3. VANDALISM: Vandalism may result in cancellation of privileges and/or criminal prosecution. This includes, but is not limited to, contamination, deletion or reconfiguration of data or degradation of system performance in any way.
4. UPDATES: GRSD may occasionally require new registration and account information from you to continue providing services. You must notify the system administrator of any changes in your account information. All Terms and Conditions as stated in this document are applicable to the Gateway Regional School District. These Terms and Conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and

conditions shall be governed and interpreted in accordance with the laws of the Commonwealth of Massachusetts, United States of America.

5. INTERNET ACCEPTABLE USE POLICY: All of the requirements, understandings, and obligations the GRSD "Internet Acceptable Use Policy" are incorporated and are made a part of this contract. Your signature on this document signifies your understanding and acceptance of said Internet Acceptable Use Policy.

WEB PAGE and SOCIAL NETWORKS POLICY

I. The availability of Internet access in Gateway schools provides an opportunity for students and staff to contribute to the school district's presence on the World Wide Web through websites, blogs, wikis and other social networks. The district's internet sites provide information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our schools and our district's mission. Internet access for the creation of Web pages and posting to social networks are provided by the district's Technology Department. Creators of internet content need to familiarize themselves with and adhere to the following policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authoring privileges or other more stringent disciplinary measures.

II. The intention of this policy is to create an environment for creative publishing at Gateway through the medium of the World Wide Web. As with the printed media, state and federal laws govern the use of trademark and copyright material. Furthermore, Web publishing at Gateway takes place in a context subject to some additional regulations.

III. SUBJECT MATTER - All subject matter on district maintained internet pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the school district, or the schools within the district. Therefore, neither staff nor students may publish personal home pages as part of the district Web sites, or home pages for other individuals or organizations not directly affiliated with the district or the Community Access Network. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

IV. QUALITY - All published work must be free of spelling and grammatical errors. Documents may not contain objectionable material or point (link) directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in the district's Selection Policy. Regarding the question of quality or propriety of published material, appearance, or content, the judgment of the Web Specialist, building or district administrators will prevail.

V. OWNERSHIP AND RETENTION

a. All Web pages on the district's server(s) are the property of the school district. Web pages will be deleted when a student graduates or moves, unless prior arrangements have been made with the Web Specialist.

b. All publications to the internet that are done as part of a district-related project or are completed on district time are the property of the school district.

VI. STUDENT SAFEGUARDS

. Documents may not include a student's phone number or address.

a. Published email addresses are restricted to staff members or to a general group e-mail address where arriving e-mail is forwarded to a staff member.

b. Decisions on publishing student pictures (video or still) and audio clips are based on the building Web Master's judgment. The Webmaster must first check with the school office or the district's Information Technology coordinator to determine if the student's parents/guardians have objected to such publication through the regular data privacy restriction process.

VII. SCHOOL BOARD POLICIES

. All material published to the internet that is done as a district related project or is completed on district time or published to district server(s) must conform to School Committee Policies and regulations as well as established school guidelines. Persons developing or maintaining this information or documents are responsible for complying with these and other policies. Some of the relevant issues and related Committee Policies include the following:

- a. Electronic transmission of materials is a form of copying. As specified in the district's Computer Network and Internet Use Policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the district's equipment, including its Web server(s).
 - b. Documents created for the Web and linked to district Web pages will meet the criteria for use as instructional resources.
 - c. Any links to district Web pages that are not specifically curriculum-related will meet the criteria established in the district Computer Network and Internet Use Policy. Any other non-curricular materials should be limited to information about other youth activities, agencies, or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, are non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.
 - d. All communications via the district Web pages will comply with the district Computer Network and Internet Use Policy (AUP) and the district's Student Discipline Policy. Offensive behavior that is expressly prohibited by this policy includes bullying or religious, racial, and sexual harassment and/or violence.
 - e. Any student information communicated via the district Web pages will comply with Gateway's policies on data privacy and public use of school records.
 - f. Any deliberate tampering with or misuse of district network service or equipment will be considered vandalism and will be handled in accordance with the district Computer Network and Internet Use Policy, the district Student Discipline Policy, and other related policies.
- VIII. **DISCLAIMER** - Material on Web pages reflect an individual's thoughts, interests, and activities. Such Web pages do not, in any way, represent individual schools or the Gateway Regional School District, nor are they endorsed or sanctioned by the individual school or the district. Concern about the content of any page(s) created by students or staff should be directed to the district Information Technology Coordinator. Given the rapid change in technology, some of the technical standards outlined in this policy may require change. Such changes will be made by the district Technology Coordinator with the approval of the Superintendent.

STUDENT FORM

"I have read, understand and will abide by the above Terms and Conditions for use of GRSD network services and the GRSD Acceptable Use Policy. I further understand that any violation of the regulation above is unethical and may constitute a criminal offense. Additionally, I have also read, understand and will comply with the Limited Expectation of Privacy statement as it is written in the district Acceptable Use Policy. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action pursued."

Student's/User's Full Name:(please print)_____

Student's/User's Signature:_____

Date:___/___/___

Current Grade Level:_____

Year of Graduation:_____

School:_____

Parent or Guardian Network Responsibility Contract

(If user is under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Terms and Conditions for use of GRSD network services, as well as the District Acceptable Use Policy. I understand that these privileges are designed for educational purposes only. However, I also recognize it is impossible for the school district to restrict access to all potentially controversial materials and I will not hold GRSD responsible for material acquired or problems related to the use of the material acquired on the Internet. I have also read, understand and will comply with the Limited Expectation of Privacy statement as it is written in the district Acceptable Use Policy I hereby give my permission for my child to utilize GRSD network services, the Google Suite of Applications, and the Google Store for Education and certify that the information contained on this form is correct. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent or Guardian Name (please print):_____

Signature:_____

Date:___/___/___

*****OFFICE USE ONLY*****

DO NOT WRITE BELOW THIS LINE

Login Name	Initial Password	Created(by/date)

File: IJNDB – E - STAFF FORM

"I have read, understand and will abide by the above Terms and Conditions for use of GRSD network services and the GRSD Acceptable Use Policy. I further understand that any violation of the regulation above is unethical and may constitute a criminal offense. Additionally, I have also read, understand and will comply with the Limited Expectation of Privacy statement as it is written in the district Acceptable Use Policy. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action pursued."

User's Full Name:(please print)_____

User's Signature:_____

Date:

