

Pequannock Township School District

Acceptable Use Policy Contract

The Pequannock Township Public School District provides its students with access to extensive age-appropriate technology resources in pursuit of various curriculum goals. Such access is a privilege and requires that students act responsibly and agree in writing to the terms and conditions for acceptable technology use. The District's Acceptable Use Policy 5516, *Use Of Electronic Communication And Recording Devices*, governs hardware, software, network and Internet resources has been developed to define acceptable and unacceptable use of technology resources, promote understanding of responsible use, and protect and conserve such resources. Students should be aware that in order to maintain appropriate security measures for the technology system, they are subject to the monitoring of their use of the school's computers, software, network, and Internet at any time. Violation of the Acceptable Use Policy may result in suspension or termination of the user's computer privileges, and may be subject to other disciplinary actions as well. **The District requests that parents and students review Policy 5516 in its entirety and other applicable policies by visiting www.pequannock.org.**

We are pleased to be able to offer our students, staff and guests access to computer technology, including access to the Internet, certain online services, and the Pequannock Township School District network. We are dedicated to technology that unlocks potential and connects us locally and globally. We envision a learning environment in which technology provides options for robust instruction regardless of location.

The school's information technology resources are provided for educational purposes.

The following acceptable use policy applies to any and all district-owned devices and/or student devices that are used to access electronic resources including, but not limited to, Google or other educational applications, district websites, electronic systems and resources and other related applications.

Users must respect and protect the privacy of others by:

1. Using only their unique district assigned accounts.
2. Only accessing resources or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.
4. Respect the Child's Internet Protects Act (CIPA) compliant firewall, web-filtering and internet safety tools.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all district Internet filters.
2. Reporting security risks or violations to a teacher or network administrator.

3. Not destroying or damaging data, networks, or other resources that do not belong to them.
4. Notifying a staff member or administrator of computer or network malfunction.

Users must respect and protect the intellectual property of others by:

1. Following copyright laws (for example: making illegal copies of music, games, or movies).
2. Citing sources when using work that is not your own (avoid plagiarizing).

Users must respect one another by:

1. Communicating in ways that are kind and respectful.
2. Reporting threatening or inappropriate materials to a teacher or administrator.
3. Not accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not accessing, transmitting, copying, or creating material that is illegal (such as pornography, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.

Users may:

1. Use the resources for any approved educational purpose.
2. Request additional resources for the purpose of enriching their learning

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Board's Code of Conduct up to and including suspension, expulsion, or legal action depending on the degree and severity of the violation.

Supervision and Monitoring

The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to protect the health, safety, discipline, or security of any student or other person, or to protect property.

Disclaimer of Liability

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and New Jersey public records law, it is also impossible for the district to guarantee confidentiality of email sent and received over any computer network.

The district shall not alter the functions of the network to meet any specific user requirements, or that it would be error free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, or inability to use the network.

PARENT/STUDENT ACKNOWLEDGMENT OF THE BOARD'S COMPUTER AND TECHNOLOGY POLICIES

HONOR CODE: In signing I hereby acknowledge that the technologies provided to me and to my child are privileges provided for our own safety and benefit, and that these privileges will be limited and removed to the extent they are abused to distraction. To effectuate optimal service to the student body, I vow to limit mine and others' misuse, misappropriation, and mischief conducted through these technologies.

As a student:

I understand that using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to only work on the programs and web pages that my teacher tells me to use.
2. I promise not to download any unauthorized programs or files from the Internet
3. I promise to tell my teacher if I read or see something on the computer that is inappropriate or makes me feel uncomfortable.
4. I promise that I will not open my classmates' files or folders without their permission. I will not damage or delete other students' files or folders on purpose
5. I promise to use the computer and technology equipment carefully. I will not damage any computer or technology equipment on purpose.

6. I promise not to send any hurtful messages to others using technology.

7. I understand that if I break any of my promises, I may not be able to use the computers and may face disciplinary action.

By signing my name below, I show that I understand and agree to follow the rules of the Pequannock Township Public School District Acceptable Use Policy. I understand that computer and Internet use is a privilege and not a right, and that school computers should only be used for schoolwork.

Student Name	Student Signature	Date
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As a parent or guardian:

I have read the Pequannock Township Public School Computer Acceptable Use Policy and understand its contents. I have discussed the guidelines with my child. I understand that although the District uses a highly effective filtering program to block inappropriate Internet content, it cannot guarantee that web-filtering software will be 100% foolproof. Further, I accept full responsibility for supervision when my child's use of the Internet for all school settings. I hereby give permission for my child to have access to the Internet under the supervision of the Pequannock Township Public School faculty.

Parent/Guardian Name	Parent/Guardian Signature	Date
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