LITTLE SILVER PUBLIC SCHOOLS

ACCEPTABLE USE POLICY SIGN-OFF AGREEMENT FORM GRADES 5-8

Please discuss the following policies and regulations with your child/children and how these regulations should guide their technological activities both in school and at home. **Please visit the Board of Education QuickLink on the District's website at http://www.littlesilverschools.org to view School Board policies and regulations.** Clicking the red icon of the school building enables you to view each section of the policy guide including the policies associated with each section. Alternatively, you can click on the magnifying lens and input a key word. This will bring up all policies containing that word.

- Policy & Regulation #2361 Acceptable Use of Computer Networks/Computers and Resources
- Policy #2363 Pupil Use of Privately-Owned Technology
- Policy #7523 School District Provided Technology Devices to Pupils

No pupil shall be allowed to use the school district's computers/computer networks and the Internet unless they return an **ACCEPTABLE USE POLICY SIGN-OFF AGREEMENT FORM** signed by the pupil and his/her parent(s) or legal guardian(s). Following your review of these policies/regulations and discussion with your child, please be sure to complete this Acceptable Use Policy Sign-off form and return it to your child's homeroom teacher.

The Little Silver Board of Education believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. All school Internet use is filtered and monitored. We educate students about appropriate online behavior including awareness and response to cyberbullying, and interacting with others on social websites.

In addition, we take steps to:
- Block access to inappropriate matter on the Internet and World Wide Web.
- Monitor the safety and security of students when using electronic communications.
- Prevent unauthorized access including "hacking" by students.
- Prevent unauthorized disclosure, use, and dissemination of students' personal information.

The Board, therefore, adopts standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. The Acceptable Use Agreement references tech tools, Web 2.0 tools and electronic communication.

Tech Tools: This refers to the digital tools and equipment that are used in classrooms and schools including such electronic devices as computers, laptops, iPads, iPods, SmartBoards, cameras, etc.

Electronic Communication: This means a communication transmitted by means of an electronic device including, but not limited to a computer, iPods and cameras.

Web 2.0 Tools. As part of 21st Century learning, teachers and students will be using Web 2.0 tools. These technologies enhance student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills. Examples of Web 2.0 tools being used in the Little Silver School District include blogs, wikis, video casts, podcasts, social networks, and web applications. As per NJ statute and Federal law, the District adheres to the Parent/Guardian Consent form that you have completed prior to posting or publishing. This Acceptable Use Agreement refers to students' careful and proper use of Web 2.0 tools.

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Acceptable Use Agreement

- I will use all tech tools and equipment carefully and I will not damage, change, or tamper with the hardware, software, settings or the network in anyway.
- I will not interfere with the operation of the network.
- I will not take my Netbook or Chromebook off of school property and I will not leave it in an unsecured location.
- I know that I have been assigned a Netbook or Chromebook tracking number and I will not swap or share my device with anyone else. I will not add any stickers or markings to the Netbook or Chromebook.
- I will report any hardware or software problem to my teacher as soon as it happens so that he/she can report the incident to the Technology Department.
- I will charge the Netbook or Chromebook properly as instructed by my teacher.
- I will use my Gmail account for school purposes and to follow net etiquette. I know that if I use my email account inappropriately, including forwarding email chains or other people's photographs, it will be immediately shut down.
- I will not harm other people's work.
- I will obey copyright laws. I will properly cite sources.
- I will not seek, view, send, or display offensive messages or media.
- I will not share my passwords with another person.
- I will not waste limited resources such as disk or server space, bandwidth, or printing capacity.
- I will not trespass in another's folders, work, or files.
- I will not use my personal email account or any personal electronic device at school.
- I will notify an adult immediately if, by accident, I encounter materials which violate the rules of appropriate use.
- I will not use any form of electronic communication to harass, intimidate, or bully anyone.
- I will follow the rules as I have been instructed for appropriate online behavior when interacting and sharing with others on social network sites, chat rooms, or other Web 2.0 sites such as blogs, wikis, podcasts and video casts.
- I will act safely by keeping personal information out of my Web 2.0 projects. I will not give out my family name, email address, home address, school name, city, country or other information that could help someone locate or contact me in person. I will not post identifying photos or videos.
- I will treat social networking, blog and wiki spaces as I would a classroom space, and I will use appropriate and respectful language. I will only post on school-appropriate subjects. If I include pictures on my blog, podcast, video cast or wiki, they will be appropriate.
- If I post a link in a blog, podcast, video cast or wiki, I will have read that information carefully to be certain that it is appropriate for the school community.
- I understand that all documents, files, projects and folders are for school use and can be viewed at any time by my teacher or school official.
- I am prepared to be held accountable for my actions and for the loss of privileges if these rules are violated.

Using technology (or tech) tools correctly and responsibly is very important. Acceptable uses of technology are devoted to activities that support teaching and learning.

Student's Name (Print) _____**Date:** _____

I have read the **Acceptable Use Policy** and have discussed the **Acceptable Use Agreement Form** with my child.

Parent/Guardian Name: (Print) _____ **(Signature)** _____**Date**_____

Student's Grade:_____ **Student's Teacher Name:** _____

(Note: Without parent/guardian and student signature of agreement, the student will NOT be permitted to use any of the school technology.)

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