



Germantown Central School District

Student Acceptable Use of Technology Policy Regulations and User Agreement

Germantown Central School (GCS) is pleased to offer 21st century technology to its staff, faculty and students and recognizes that technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work and life.

This Acceptable Use Policy defines the guidelines and behaviors that students are expected to follow when using school technology resources. The use of technology exacts certain responsibilities on the parts of educators, parents and students and is provided as a privilege, not a right. This form is a promise that the responsibilities inherent to technology use will be respected.

Technologies Covered

GCS may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, GCS will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be respectful, responsible, safe, and ready to learn; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

GCS provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Child Internet Protection Act (CIPA) regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Uses are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Digital Citizenship

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Students should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there – and can sometimes be shared and spread in ways you never intended.

Email

GCS may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If students are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.



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Social/Web 2.0/Collaborative Content

Recognizing the benefits collaboration brings to education, GCS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Students are expected to communicate with the same appropriate safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Communicating over the Internet brings anonymity and associated risks, and students should carefully safeguard the personal information of themselves and others. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately. Students should never agree to meet someone they meet online in real life without parental permission.

Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Students should not download or attempt to download or run .exe programs over the school network or on school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Mobile Devices Policy

GCS may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same acceptable use policies when using school devices off the school network as on the school network. Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Students should report any loss, damage, or malfunction to IT staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours – unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Cyber bullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyber bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.



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Examples of Acceptable Use

I will:

- Use school technologies for school-related activities.
- Keep my personal log in/password to myself.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. If you are unsure whether or not a particular action is acceptable, please bring it to the attention of an adult

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Share my personal log in/password with others.
- Attempt to find inappropriate images or content.
- Engage in cyber bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.
- Create, share, distribute or sell sexually explicit or other inappropriate materials.

This is not intended to be an exhaustive list. If you are unsure whether or not a particular action is acceptable, please bring it to the attention of an adult

Violations of this Acceptable Use Policy

Violations of any of these rules may result in loss of technology use privileges, a failing grade, suspension, expulsion, and/or legal action.

Limitation of Liability

Germantown Central Schools does not guarantee that the services provided through our network and computers will be free of defects. The District is not responsible for any damage a student may suffer through loss of service or data. GCS is not responsible for the veracity or accuracy of the information obtained through the use of its network and computers.

By signing the attached page, Germantown Central School, it's employees and/or any affiliated institutions will be released from any and all claims of any nature that may result from a student's use of, or inability to use, our computers and network, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.



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Permission Form and Student User Agreement

Please complete ALL SECTIONS and return this form to the school office.

Student's Name _____

My child has access to the Internet at home for their school work. YES NO

Parent Permission for Student Computer Use

As a parent or guardian of a student at Germantown CSD, I have read the **Acceptable Use of Technology Policy (AUP)** and I understand this agreement will be kept on file at the school. (Questions should be directed to the principal for clarification.)

1. My child may use the computer/instructional network according to the rules outlined in the AUP. YES NO
2. My child may use the Internet according to the rules outlined in the AUP. YES NO

Parent Name (Please Print) _____

Parent Signature _____ Date _____

Student Use Agreement

As a Germantown CSD Student, I have reviewed the **Acceptable Use of Technology Policy (AUP)** with my parents and I agree to comply with these rules.

Student Name (Please Print) _____

Student Signature _____ Date _____