

**Audubon Public Schools**

**Technology Handbook**

**For Parents/Guardians**

**And Students**

**2016-17**

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Portions of this handbook are adapted from Gloucester Township Public Schools 1:1 Chromebook Guidelines, Haddon Township Public Schools One to One iPad Documentation, and Eastern High School’s Digital Learning Environment Documentation, Audubon Public Schools Policies and Regulations 2361, 5513, 5600, 5700, 5750, 5755, 7522, 7523, 7610, 9230, 9240, and 9260, and previous drafts of Audubon Public School’s 1:1 Initiative Documentation.

## **I. Introduction and Philosophy:**

Audubon Public Schools seek to provide equitable, developmentally appropriate access to technology to enhance the academic learning of all students. The Audubon Public Schools use technology of many sorts to provide depth and breadth to your child's education and to engage him/her in the world both now and in the future.

This Handbook provides access to policies and resources that will help parents/guardians guide their children as they utilize this technology for learning. Further, this Handbook outlines the steps that we have taken to keep our children safe and the ways that parents/guardians can support the safe, educationally beneficial use of technology for all students.

Audubon School District's aim is to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and opportunity to explore resources comes a responsibility for the parent/guardian and for the student.

We expect that students respect the resources provided to them by using them for educational purposes and in the manner of responsible digital citizens. Responsible digital citizens of any age

- Use technology to learn, to communicate, to collaborate, and to support creativity and innovation
- Use the resources provided with care and responsibility

## **II. 1:1 Technology Initiative Instructional Goals:**

Audubon Public Schools will promote the following instructional goals and strategies with the 1:1 Technology Initiative

- 21st Century Skills: Ensuring that students have high level 21st century skills that will prepare them for future academic and career experiences. These skills include technology proficiency, problem solving, and collaboration.
- Meaningful Student Engagement: The 1:1 Technology Initiative provides the opportunity for learning experiences to be more engaging and relevant for our students.
- Inquiry and Problem-Based Learning Opportunities: Through authentic and collaborative experiences, students will solve problems and demonstrate their learning through inquiry based activities.
- Equity of Access: All students will be provided access to technology tools and resources that will expand where and when they can learn.

### III. Technology Responsibility Expectations

When signing the Technology Responsibility Agreement for Students in K-5 or the Technology Responsibility Agreement for Students in 6-12, you are acknowledging that you understand and will comply with the information in this document, and that you will comply with Audubon Public School's policies and procedures, including the expectations listed below.

Parent/guardian and Student Responsibilities:

- A. All users of Audubon Public Schools' network and equipment must comply with the district's policies, rules, and guidelines for acceptable use, including Audubon Public Schools' Acceptable Use Policy, which is available on the district web site. These remain in effect before, during, and after school hours, for all Audubon Public School devices whether on or off the school campus. All users must comply with all school, district, local, state, and federal laws.
- B. Devices are available for student use and remain the property of Audubon Public Schools.
- C. Students must use the devices, network, and email capabilities for educational purposes only.
- D. Students are not to loan the device to others. Students who do so are responsible for any loss.
- E. Students are prohibited from creating or sending offensive, obscene, or harassing messages, images, videos, or audio transmissions.
- F. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- G. Students are prohibited from damaging devices, networks, systems, or software. Students are responsible for any damage caused by neglect or vandalism.
- H. Students are expected to keep the devices in good condition. Failure to do so will result in bills for repair or replacement.
- I. Students are responsible to charge the device prior to coming to school each day.
- J. Students are prohibited from accessing another's folders, files, password, or accounts.
- K. Student accounts allow the student certain privileges and rights. The student should in no way attempt to gain other privileges or to attempt to access resources to which no explicit rights have been granted.
- L. Students are expected to follow copyright law and educational fair use policies. Students may not download copyrighted software, audio or video files, or any other copyrighted material from the Internet not legally allowed to be used. Any such material found will be deleted without prior notification.
- M. All files stored on Audubon Public School equipment or the networks are property of the district and may be subject to review and monitoring.
- N. Students are prohibited from circumventing any security features. Students who identify or know about a security problem on the network or a device are expected to convey the details to their teacher without discussing it with other students.
- O. Students should not give out personally identifiable information to any web based service.
- P. Students may not use district devices or network for computerized gaming, other than educational games assigned or authorized by a teacher.

- Q. Students should protect their password to all accounts. Never give your password out to another student.
- R. Students are responsible to report any damage to Audubon Public Schools technology as soon as possible to their teacher. Students in 6-12 are responsible to report damaged or malfunctioning 1:1 devices to the Audubon Public Schools Technology Team for service as soon as possible. This means no later than the next school day.
- S. Students are prohibited from defacing Audubon Public Schools issued equipment in any way. This includes but is not limited to marking, painting, drawing, placing stickers, affixing personal identifiers or marring any surface of the devices or any stitching on the case. If such action occurs, the student will be billed the cost of repair or replacement.
- T. Students will face consequences for violating the Acceptable Use Policy which may include suspension or revocation of the device, email, and/or network privileges. Students who have been issued a device who demonstrate a pattern of negligence or destructive behavior may be required to use it only under supervision, or may lose the privilege of taking the device home on a short or long term basis.
- U. Once this device is no longer connected to the school district network, there will be NO filtering. It therefore becomes the parent(s) and/or guardian(s) responsibility to monitor appropriate student use of the device. Audubon Public Schools reserves the right to apply additional filters in the future.
- V. Audubon Public Schools reserve the right to confiscate devices at any time; further, we may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
- W. All conduct on district devices and the district network is also subject to the district discipline code. Please refer to policies 2361 (Acceptable Use) and 7523 (District Issued Technology)
- X. All students and parents must sign the Audubon Public Schools Technology Responsibility Agreement for the appropriate grade level of the student (K-5 or 6-12) before students will be granted access to the network or issued a device.
- Y. All students in grades 6-12 must pay the mandatory User Fee prior to being issued the device. Details of the User Fee and other potential costs are in Section IX (p. 11) of this handbook.

#### Audubon Public School Responsibilities:

##### Audubon Public Schools will

- A. provide email access to students; Internet access will also be provided to students while they are at school.
- B. provide instruction about how to conduct research and ensure student compliance with the district's Acceptable Use Procedures.
- C. provide filtering/blocking of inappropriate Internet materials at the district level, and the district provides network data storage areas for all students.

Audubon Public Schools reserve the right to investigate the inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via Audubon Public Schools owned equipment and resources.

#### **IV. Safety and Security**

- A. “Anti-Big Brother” notification: The device is the property of the school district. Student activity on the device, including browsing history and files, may be monitored by the school district. The device is equipped with a camera. The school district will not utilize the camera to monitor students or violate student privacy. In the event of a device that is reported stolen, Audubon Public Schools may take steps to locate the device including accessing images on the device.
- B. CIPA certification: The district Technology Supervisor certifies that Audubon Public Schools provides internet filtering and instruction on appropriate online behavior in accordance with the Children’s Internet Protection Act (CIPA).
- C. Lending Equipment to Others: Students may not lend the device or device components to others for any reason. This includes other family members. Parents/legal guardians may use the device to assist their child who is assigned the device with homework and school assignments. Parent/Guardians are not to test the device’s security features or filtering by attempting to circumvent security features or by typing inappropriate sites into the device.
- D. Passwords: Students will login under their assigned usernames and passwords. Students will not share their password with other students.
- E. Device Security: Students should never leave devices in unsupervised areas. Unsupervised areas include, but are not limited to, the cafeteria, outdoor tables, benches, computer labs, buses, locker rooms, media centers, classrooms, gyms, dressing rooms, restrooms, hallways. Students in grades 7-12, secure your device in your locker before going to class in an unsecured area. Students in grade 6, secure your Chromebook in your classroom before going to class in an unsecured area.
- F. Internet Safety: As part of our curriculum, students will be instructed about appropriate online behavior and safety precautions. We ask students to:
  - a. Immediately report any unauthorized activity on the Internet or network.
  - b. Notify a teacher immediately if you accidentally access an inappropriate site.
  - c. Never read someone else’s email or open their folders or files.
  - d. Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, obscene, or inflammatory content.
  - e. Never arrange to meet an unknown person.
  - f. Observe all copyright laws; do not claim authorship of work copied from a web site or from any other source; accurately cite sources of information.
  - g. Protect your user account by keeping your password secure. Do not leave your device logged on and unattended. All email, network, and Internet activity is the responsibility of the individual whose account is logged in to the device at the time of the activity. If your account is logged on you are responsible. Keep your password a secret.
  - h. Protect personal information. Never give full name, addresses, phone numbers, passwords, and social security numbers for yourself or others. Do not post personally identifiable information where unknown viewers can see it.

## V. Terms of Device Agreement (Grades 6-12)

### A. Distribution of Devices:

All students entering grades 6-12 in the 2016-17 year will be issued a device. Each individual student will be assigned a device, and the serial number of the device will be recorded.

The student will retain possession of the device for the remainder of the school year in which it was issued, or until the student withdraws from school. Each student will use his/her device in a responsible manner and return it to the school in good working order.

Students are responsible to bring the device to school each day, to take them home each day, and to ensure that they are charged for use the following day. Devices are not to be left unsupervised at home or at school in unsecured locations. Devices will be stored by the school over the summer months.

### B. Charger:

All students will be issued a charger. Students are responsible for returning the charger in good working order at the end of the school year in which it was issued. Chargers will be stored by the school over the summer months.

### C. Carrying Case:

All students will be issued a carrying case for the device. No other case shall be used to carry the device. Other materials, such as pencils, pens, textbooks, or papers, should not be stored in the case.

### D. Operating System:

These devices run the Google Chrome Operating System, and most applications are web based. These devices also have web-filtering and antivirus services. Additionally, all devices have a tracking and monitoring system that is activated when the device is logged on. The school does not have remote access to the web camera installed on each device.

## VI. Care and Maintenance of Devices

The device is the property of Audubon Public Schools, and all users will follow this procedure and the Audubon School District Acceptable Use Policy. Below are guidelines for caring for the device.

### A. Device Care Guidelines:

- For prolonged periods of inactivity, you should shut down completely before closing the device. This will help conserve the battery.
- Placing any object in addition to the device in the carrying case will damage the device. Take precaution when placing the case on a flat surface. When using the device, keep it on a flat, solid surface for air to circulate. For example, using a device while on a carpet or bed can cause damage due to overheating.
- Always disconnect the device from the power outlet before cleaning.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Wash hands frequently when using the device to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.
- Do not leave the device in a vehicle for extended periods of time or overnight.
- Liquid, foods, and other debris can damage the device.
- Do not eat or drink while using the device.
- Take extreme caution with the screen. The screens are susceptible to damage from pressure or weight. In particular, do not pick up the device by the screen or place your finger directly on the screen with any force.
- Never attempt to repair or reconfigure the device. Under no circumstances are you to attempt to open or tamper with the internal components of the device.
- Do not expose the device to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the device.
- Do not place additional stickers/items on the device.
- Keep your device away from magnets and magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, or vacuum cleaners.

### B. Screen Care:

- Do not pick up the device by the screen.
- The device must not be bumped against lockers, walls, car doors, floors, etc. as it will break the screen.
- Avoid touching the screen with fingers, pens, pencils, or any sharp instrument.
- Do not lean on top of the device.
- Avoid placing pressure or weight on the device screen.
- Be careful not to leave pencils, pens, or papers on the keyboard when closing the screen.
- Clean the screen with LCD approved anti static screen cleaners or wipes. Never clean the screen with glass cleaner.

C. Carrying the Device:

- All devices are to be carried in the school-provided carrying cases at all times. Do not place the device into another bag.
- Devices should always be shut down or placed in sleep/hibernate mode before being placed in the carrying case.
- Always close the device before moving or carrying it.
- Carefully unplug all cords, accessories, and peripherals before moving the device or placing it in the case. Only the device should be carried in the case.

D. Storing the device:

- Avoid using the devices in areas where damage or theft is likely.
- When students are not using the devices, they should be stored in their secured lockers. Nothing should be placed on top of the device in the locker. Students are expected to take their devices home every night
- Devices should not be stored in a vehicle at home. If a device is placed in a vehicle temporarily, it must not be visible from the outside.

E. Care of the device at home:

- Keep the power cord/charger in a safe location at home.
- Charge the device fully each night.
- Use the device in a common room of the home.
- Store the device on a desk or table--never on the floor.
- Protect the device from extreme heat or cold, food and drinks, pets and small children.
- Do not leave the device in a vehicle.
- In case of theft, an official police report will be required to be submitted to Audubon Public Schools.

## VII. Use of Gmail for Students

All Audubon Public School students are issued a Gmail account. District Gmail allows students to communicate safely and effectively and to collaborate with staff and classmates, giving them an authentic purpose for writing. These accounts will be used at school for school related projects. The accounts could also be used outside of school for school related email by students, with the permission of their parents/guardians.

A. Gmail Usage:

- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities.
- Students are responsible for good behavior while using school Gmail (at school and at home), just as they are in a classroom or a school hallway.
- Access to Gmail is given to students who agree to act in a considerate and responsible manner.
- Access is a privilege – not a right. Access entails responsibility.

- Students are responsible for messages sent from their accounts.
- Students should not share their passwords.
- Students should not give out personal information over email, including home telephone numbers or home addresses.
- Students will not use Gmail to bully, harass, or threaten other students or individuals.
- Students will report any unusual activities such as "spam" communications, obscene email, and an attempt by adults to lure them into dangerous behaviors to their teacher and the school's technology specialist.
- Students will not use Gmail to send chain letters, viruses, hoaxes or forward social or non school related email to other students or staff.
- Gmail accounts are filtered and messages written containing inappropriate language or content will be flagged.
- School email should only be used to sign up for school related accounts and other collaborative Internet tools.
- Student Gmail is provided by the district and is district property. Audubon Public Schools reserve the right to archive, monitor and/or review all use of its email system. Users should not have any expectation of privacy in any electronic message created, sent or received on the District's email system.
- Student Gmail accounts will be removed from the system after graduation, leaving the school district, or disciplinary actions. If necessary, Audubon Public Schools, at their discretion, may close the accounts at any time.

#### B. Email Etiquette

- Use a meaningful subject line. This is the first thing your reader will see, so use the space to help them understand the contents of the email even before they open it. Type in a subject that relates to the message you're sending.
- Don't SHOUT! If you type in all capital letters, your reader will see this as yelling, or they will think that you were just too lazy to use proper text formatting. It's also hard on the eyes did you know that it takes longer to read something written in all caps than it does to read something that is properly formatted?
- Proof, spell check, and use proper formatting. Poor writing skills are a direct reflection on you, and the reader never forgets the person who writes a poorly written message.

#### C. Guidelines and Reminders

- Email should be used for educational purposes only.
- Email transmissions may be monitored by staff at any time to ensure appropriate use. This means that teachers may check students' email.
- All Gmail, Google Drive files, and all contents are property of the district.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

#### D. Unacceptable Use Examples

- Non-education related forwards (e.g. jokes, chain letters, and images).
- Harassment, intimidation, (cyber)bullying, profanity, obscenity, racist terms, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

## VIII. Monitoring Network and Device Usage

- A. Anti-Big Brother Act Notification: In accordance with the New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 "The Anti-Big Brother Act", Audubon Public Schools informs you that the device may record or collect information on the student's activity or the student's use of the device. The device is equipped with a camera and other features capable of recording or collecting information on the student's activity or use of the device. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.
- B. Monitoring Usage: Students will provide access to the device and any accessories assigned to them upon request by the school or district. A search of the device and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated. School District technicians and personnel will be able to monitor student devices at any point during the day through remote transmission. Students may be randomly selected to provide the device for inspection. Students with damaged devices who fail to report the damage will be subject to additional fines and disciplinary actions.
- C. Privacy: There is no expectation of privacy regarding the contents of the device or communication using any school-owned device or network. Audubon Public Schools reserve the right to investigate, review, monitor, and restrict information stored on or transmitted via school equipment. Parents, guardians, and students do not have the right or expectation of privacy for any use of school-owned devices, the district network, or email systems. All devices have a tracking/monitoring system that is activated when the device is logged on. The school does not have remote access to the web camera installed on each device. Capturing video, audio, or photographs without consent of the classroom teacher is forbidden.

## IX. User Fee, Damages, and Loss of Devices

### A. User Fee and Coverage:

- Each student will pay a \$20 mandatory, nonrefundable annual User Fee, with an annual family maximum of \$50 User Fee.
- The User Fee covers Level 1 service throughout the school year.
- The \$20 User Fee will be credited to the first instance of service per year that incurs a service cost.
- Service costs are based on current device part replacement pricing. A brief explanation of service levels and associated costs is in the table below.

Level of Service Required	Sample Repairs and Cost
1	Missing/damaged OS.....\$0 Wifi Connectivity Issue.....\$0 Dim Display.....\$0
2	a. Case replacement.....\$20 b. Dell AC Adapter replacement.....\$45 c. Dell Top Lid replacement.....\$35 d. Dell LCD Bezel replacement.....\$25 e. Acer AC Adapter replacement.....\$20 f. Acer Top Lid replacement.....\$30 g. Acer LCD Bezel replacement.....\$20
3	Screen replacement.....\$30 Dell Battery replacement.....\$50 Acer Battery replacement.....\$40
4	Dell Keyboard replacement.....\$45 Acer Keyboard replacement.....\$60
5	Dell Mainboard replacement.....\$120 Acer Mainboard replacement.....\$110 Device replacement.....\$260

The technology team will notify parents of service through the assignment of the appropriate fee. Parents are responsible to pay the fee within a timely manner.

The technology team will notify the appropriate discipline principal for a second and subsequent level 2 service and for any level 3, 4, or 5 service, except in the case of an overt device defect. When notified, the discipline principal will investigate whether disciplinary consequences are appropriate and determine what actions will be taken to remediate the student's behavior to encourage responsibility.

- B. Audubon Public Schools provides students in grades 6-12 with devices for the furthering of their education. We expect students to treat the devices in a responsible, respectful manner. The following prohibited actions will incur service costs and may incur disciplinary consequences:
- Willful or malicious damage
  - Lost devices
  - Lost chargers or carrying cases
  - Negligence (repeated accidental damages or damages due to improper care may be judged negligent care of the device)
- C. Lost or Stolen Devices:
- Students must report lost devices to the school as soon as possible. Students are responsible for the full replacement cost of a lost device.
  - Students must report stolen devices to the school within two school days. Additionally, stolen devices must be reported to their local Police Department. A copy of the police report must be given to the school administration. Filing false police reports or false lost/stolen device reports may be punishable by law.
- D. Financial Responsibility:
- Any Level 2-5 damage or loss will result in a fine based on current device pricing.
  - Failure to return the device, carrying case, or charger at the end of the year will also result in a fine for the missing device or equipment.
  - Families are encouraged to add coverage of the device to their Homeowner's or Renter's insurance.

## **X. Copyright and Plagiarism**

- A. Students are expected to follow all copyright laws as outlined in Fair Use Doctrine of the United States Copyright Law (Title 17, USC). The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission. Copyright protects the particular way authors have expressed themselves. The safest course is to get permission from the copyright owner before using copyrighted material.
- B. Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. To "Plagiarize" means that you are stealing and passing off the ideas or words of another as one's own. You should never use another person's work without crediting the source. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

## **XI. Rules and Discipline**

### **A. Classroom Rules and Procedures:**

- Teachers will create classroom rules and procedures related to student use of the device according to sound classroom management principles.
- These classroom rules will be equivalent to traditional classroom rules.
- Some examples are provided below:
  - Leaving your device at home is equivalent to leaving your textbook or school supplies at home.
  - Browsing a website not related to the assignment is equivalent to not paying attention to instruction in class.

### **B. Technology Discipline:**

- Most technology related behavior violations are equivalent to traditional classroom violations addressed in the code of conduct.
- Students are responsible for following all school rules and the code of conduct.
- Some examples are provided below:
  - Cyberbullying is equivalent to bullying or harassment.
  - Damaging or defacing the device or accessories is equivalent to vandalism or property damage.

### **C. Suspension or Revocation of Privileges:**

- Violations of discipline policy or violations of acceptable use of the device may also result in suspension or loss of privileges of district issued device, network privileges or email capabilities, or the revocation of the privilege to take the device home on a short or long term basis.
- Serious violations of acceptable use, including but not limited to, criminal activity or “hacking” may result in long term suspension and/or legal action.

XII. Required Forms  
**Grades K-5**

**Audubon Public Schools Parent/Guardian Permission Form 2016-17**

Audubon Public Schools strives to maintain a high level of security for your child. With this in mind, there are several items below that require parental permission.

Please read each item. You must check the appropriate response for each item. Please sign, date, and return this form to your child's teacher by Friday, September 9. We need one form signed for EACH child.

		<b>Please check the appropriate box</b>	
<b>Item</b>	<b>Explanation</b>	<b>Yes</b>	<b>No</b>
Computer User Agreement	Permission for my child to access networked computer services and the internet. I understand that individuals and families may be liable for violations. I understand some materials on the internet may be objectionable, but I accept responsibility for guidance of internet use--setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media. I have read and agree to comply with Audubon Public School's Acceptable Use Policy (attached).		
Publishing Work on the School/District Web Site	Permission for my child's academic work or materials to be featured on the school's website. (No personal information, such as last name, home address, or phone number will be published.)		
Publishing Photo on School/District Web Site	Permission for my child's photo to be featured on the school's website. (No personal information, such as last name, home address, or phone number will be published.)		
Publishing Photo and/or Student Work in Media	Permission for my child's photo or academic work to be featured in newspaper publications. (No personal information, such as last name, home address, or phone number will be published.)		

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Teacher/Grade \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

According to New Jersey Bill A592, (01/08/02): No school may disclose any personally identifiable information about a student on a website without receiving prior consent from the student's parent or guardian.

#### Acceptable Use Policy:

The following will NOT be permitted by students, teachers, administrators or any other employee with district access to the Internet:

- Posting or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

#### **VIOLATIONS MAY RESULT IN A LOSS OF ACCESS AND DISCIPLINARY ACTION.**

More details regarding the District's Acceptable Use Policy (6142.10 & 6142.11) can be found at <http://www.audubonschools.org/policies/>

**Audubon Public Schools**  
**Grades 6-12 Technology Responsibility Agreement 2016-17**

As a user of the Audubon Public Schools technology resources and the recipient of a technology device for my use while I remain a student in Audubon Public Schools, I hereby agree to comply with the rules as stated below. I have read and agree to abide by the guidelines and procedures established in the Audubon Public Schools Technology Handbook for Students and Internet Safety and Technology/Acceptable Use of the Internet Policy 6142.10, including communicating over these resources in a reliable fashion while honoring all relevant laws and restrictions.

In order to maintain the privilege of using the technology device, I agree to the following:

1. I agree not to use the Audubon Public Schools' computing facilities for any other purpose than that for which it was intended.
2. I will only use the computer account provided to me and will take the responsibility to protect my account from unauthorized access. When given a personal password, I will not share it with anyone and will take steps to prevent others from learning my password. If I become aware of attempts to violate or bypass security mechanisms, I will promptly report such attempts to my instructor. I understand that I am responsible for any actions done under my account by improperly protecting my password or forgetting to log off the network.
3. I understand that using the Internet is a privilege and therefore will only use the Internet when and how instructed by the teacher.
4. I understand that I must report any software or hardware problems immediately to avoid losing credit for lost files or being held responsible for any malfunctions.
5. I understand that printing is a privilege and agree only to print material needed for school related activities. I understand that I will be charged a fair rate per page for each non-school related printout or for excessive printouts.
6. I agree to keep this technology device in my possession at all times.
  - a. I will not give or lend it to anyone except to return it to Audubon Public Schools for upgrades or repair.
  - b. If I place the device in a locker, I will lock the locker and the combination will not be shared with anyone else.
  - c. During Physical Education class, I will lock the device in a locker and the combination will not be shared with anyone else.
7. I agree to carry this technology device in a secure manner to minimize the chances that it will be damaged or destroyed. This includes utilizing the case given to me by Audubon Public Schools.
8. I will not use this technology device, in or out of school, for inappropriate or unlawful purposes.
  - a. I understand that Audubon Public Schools will fully cooperate with all relevant authorities in investigating and prosecuting any unlawful use.
  - b. I will not use my technology privileges, including any school generated web page or email address, to send or display offensive messages or pictures, use obscene language, harass, insult, or attack others.
  - c. I will not use my privilege to damage computers, computer systems, computer networks, computer desktop, software, hardware, or peripherals.

- d. I will not use my privilege to use another's password or trespass in another's folders, work, or files nor will I delete, rename, move, copy, or change another's work. I will not share, read, or use any file other than my own personal files. This is considered cheating and will result in a zero for the assignment and a referral to administration.
  - e. I will not use my privilege to tamper with or change installed software, files, program set-ups or teacher/program preferences.
  - f. I will not use my privilege to violate copyright laws, nor will I copy or download unauthorized software onto the local drive or onto the network drive; I will not install, copy, or knowingly infect the computer system with a virus nor will I install my own personal software on school computers/network. I will not use my privilege to intentionally waste technological resources nor will I employ network for commercial purposes or for playing computer games in the classroom or library.
  - g. I will not use my privilege to engage in any activity which would be deemed hacking or cracking.
9. I understand that this technology device may record or collect information on my use of the device if the technology device is equipped with a camera, global positioning system, or other features capable of recording or collecting information on the activity or use of the device. It is possible this collection of information on the student's activity or use of the device may occur outside of the school. Audubon Public Schools shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student as per NJSA 18A:3639 (P.L. 2013, c. 44).
10. I understand that if this technology device is stolen or lost, Audubon Public Schools shall not be responsible for any damages or loss of the device. Any cost associated with instances of loss, theft, or damage are the full responsibility of the student and his/her parent/guardian.
- a. If this technology device is stolen, I will immediately notify the police and file a police report.
  - b. If this technology device is lost, I will immediately notify Audubon Public Schools
11. I agree to return this technology device to Audubon Public Schools at the conclusion of the school year, or earlier if I should leave the school. I further understand that any applications, music, etc., loaded on the device become the property of Audubon Public Schools and will not be returned.
12. I agree to keep this technology device adequately charged for school use.
13. I agree to pay the annual technology device fee of \$20; coverage included in this fee is outlined in the Audubon Public Schools Technology Handbook for Students.
14. I understand that failure to comply with any of the terms of this agreement, Audubon Public School rules, or policy may result in a loss of privileges, including but limited to the suspension of my uses of this technology device, as well as disciplinary action according to the discipline code and subject to legal action should that apply.

Name of Student (please print clearly) \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

As the parent/legal guardian of the minor student signing above, I grant permission for my child to access network computer services and the Internet. I understand that individuals may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility along with Audubon Public Schools for the guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information. I understand that the Access to Information Software and Computing Agreement my son or daughter signed is a binding agreement and will be supported by me as a parent or legal guardian.

Name of Parent (please print clearly) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign, date, and return this form to Audubon Public Schools by Friday, September 9. We need one form signed for EACH child.

### XIII Acceptable Use Policy:

The following will NOT be permitted be permitted by students, teachers, administrators or any other employee with district access to the Internet:

- Posting or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

**VIOLATIONS MAY RESULT IN A LOSS OF ACCESS AND DISCIPLINARY ACTION.**

More details regarding the District's Acceptable Use Policy (6142.10 & 6142.11) can be found at <http://www.audubonschools.org/policies/>