

# Forbes Road School District

## Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources. This policy applies to all District-owned devices, network hardware, Internet connection, software, and peripheral devices (furthermore referred to as "District resources"). If a user desires access to District resources with a personal device, he/she will be subject to the Forbes Road School District "Network Connected Device" policy.

### Students must:

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices
  - b. Report security risks or violations to a teacher or network administrator.
  - c. Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
  - d. Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
  - a. Not infringe copyrights (no making illegal copies of music, games or movies!).
  - b. Not plagiarize.
4. Respect and practice the principles of community.
  - a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials to a teacher.
  - c. Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - d. Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - e. Not use the resources to further other acts that are criminal or violate the school's code of conduct.
  - f. Not send spam, chain letters, or other mass unsolicited mailings.

- g. Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

## **Consequences for Violation**

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use District resources.

## **Supervision and Monitoring**

School and network administrators and their authorized employees monitor the use of District resources to help ensure that uses 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 further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

## **Google Apps for Education**

Forbes Road School District uses Google Apps for Education as our online collaboration suite, and Apps for Education is considered a District resource. The purpose for Google Apps for Education is to support the educational goals and objectives of Forbes Road School District. This agreement requires that you will not use Google Apps inappropriately and that you will be polite and respectful of other students and users. You will also respect others' privacy and security when using Google Apps. You are also *personally* responsible for your Google Apps account, and will be subject to disciplinary action if you violate any part of this agreement, or any parts of the "Google Apps for Education and Student Email Permission Form".

By signing this acceptable use policy, students affirm the following:

- A. I understand that the use of District resources is a privilege, not a right, and that the system administrator(s) may close my account at any time deemed necessary. Inappropriate use may result in a suspension of privileges and/or other disciplinary measures.
- B. I will accept personal responsibility for reporting any misuse of District resources to school staff.
- C. I will not use District resources to post any web pages for commercial activities, product advertisement, or political advocacy.
- D. I will not use District resources to transmit or post any harassing, obscene, discriminatory or offensive material. All material posted will be in keeping with school assignments.
- E. I understand that school administration has the right to monitor all postings and that e-mail sent through District resources may be scanned for content violating the terms of this agreement

and that suspect e-mail may be reviewed by school administration. There should be *no expectation of privacy* for any information transmitted/stored in District resources.

- F. I understand that e-mail sent via District resources must be school related and must abide by the guidelines outlined here. Student email accounts are restricted to only send and receive mail to/from other Forbes Road School District addresses, and no attempts should be made to exchange email with outside domains. I will immediately report any threatening, obscene, or harassing e-mail to school staff.
- G. I understand that I will not share my passwords with other students and am responsible for all e-mail and postings sent through my account.
- H. I will not harm or destroy data of another user or student.
- I. I understand and will abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:
  - a. Being Polite: Never sending or encouraging others to send abusive messages.
  - b. Using Appropriate Language: I understand that I am a representative of our School and District on the Internet and will use polite and appropriate language.
  - c. Privacy: I will not reveal my home address or personal phone number or the addresses and phone numbers of other students.

I have read and understand this policy, and agree to abide by the guidelines established above.

Student's Full Name (please print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's/Guardians Signature: \_\_\_\_\_ Date: \_\_\_\_\_