



South Brunswick School District: Agreement to the Acceptable Use Policy (AUP)

Parents - Grades 6-12

September 2017

Parents/Guardians and Students:

To use any technology in our instructional environment and while on school grounds or on school buses, students must have an Agreement to the Acceptable Use Policy (AUP) on file. The signing and submission of this document will serve as acknowledgment of and agreement to abide by the terms and conditions of the AUP.



Acknowledgement Process

Students will sign their AUP in class in the opening days of school. Parents/guardians will “electronically sign” the AUP (name, date, and “submit”) through the Genesis Parent Portal where an AUP screen will automatically open upon entry. (The AUP is also available in the left navigation bar under “Forms.”) Once acknowledged, the AUP screen will not appear again. Acknowledgement is not an option; it’s a requirement. If not acknowledged by September 22, it will be understood that the parent/guardian is acknowledging by omission.

Statement of Purpose

The South Brunswick School District (SBSD) believes that all students should have access to technology tools, resources, and services 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.

We educate students about appropriate online behavior including awareness and response to cyber-bullying and interacting with others on social media/networking sites. In addition, we take steps to block access to inappropriate content, monitor safety and security when students use electronic communications, prevent unauthorized access including “hacking,” and prevent unauthorized disclosure, use and dissemination of students’ personal information. All school Internet use is filtered and monitored.

Acceptable uses of technology are devoted to activities that **support and enhance teaching and learning**. Use of “technology tools” refers to all digital tools and equipment— whether district-owned or privately owned. Therefore, the AUP also covers students in grades 6-12 who participate in Bring Your Own Device (BYOD) at the invitation of their teachers and under the conditions outlined in the BYOD Policy #2363.1 and in the Student Use of Privately-Owned Technology Guidelines #2363.

Terms and Conditions of Agreement for Students

1. I will not digitally harm other people or their work.
2. I will not use any form of electronic communication¹ to harass, intimidate, or bully anyone,
3. I will not use any form of electronic communication to incite conflict.
4. I will not damage, change, interfere or tamper with hardware, software, settings or the network.
5. I will obey copyright laws. I will not plagiarize and will properly cite sources.
6. I will not seek, view, send, or display offensive and inappropriate messages or media.
7. I will not share my passwords with anyone other than a trusted adult.
8. I will not waste limited resources such as server space, bandwidth, or printing capacity.
9. I will not trespass in another’s account, folders, work, or files.
10. I will not use technology to misrepresent my identity or impersonate another.
11. I will notify an adult immediately if by accident I encounter materials that violate the AUP.
12. I will not take or share pictures or record or share audio/video on school grounds or on the bus unless required for a staff-assigned task and under the direction of a staff member.
13. I will not electronically communicate with staff through anything other than the district email system, telephone, and district-sponsored or -approved social media/networking site such as Google Drive.

¹ “Electronic communication” means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, pager, iPad, tablet, iPods or other mp3 or audio-video players and cameras.

14. I will report to the principal any staff member who contacts me individually through a personal device/account including cell phone, text messaging, or "friending" on a social media/networking site.
15. I will demonstrate appropriate online behavior when interacting and sharing with others on district-approved social media/network sites, chats, Google Drive, or other web sites such as blogs, wikis, podcasts and videocasts by agreeing to the following actions and under staff supervision:
 - a. I will act safely by not posting any personal information about others or myself.
 - b. I will not give out any information that could help someone locate/contact others or me in person.
 - c. I will not post identifying images or pictures of myself or anyone else.
 - d. I will use appropriate and respectful language- just as I would in a classroom space.
 - e. I will only post on school-appropriate subjects.
 - f. If I include clipart or images, they will be appropriate and sources will be cited.
 - g. If I post a link, I will be certain that it is appropriate for the school community.
 - h. I will not engage in "anonymous surfing" of the Internet.
16. I will demonstrate appropriate behavior when using BYOD by complying with the following:
 - a. I will discuss BYOD with my parents before bringing a device to school.
 - b. I understand that BYOD is an individual staff member's decision. A staff member may permit or prohibit use of privately owned devices in an instructional space.
 - c. I will comply with each staff member's rules regarding BYOD.
 - d. I will use my BYOD headphones only where permitted to do so.
 - e. I understand that BYOD is prohibited for use in the gym or locker room.
 - f. I will keep my BYOD device in silent mode while I am on school grounds (without vibrate).
 - g. I know that I will not be penalized if I do not BYOD or share my device with other students.
 - h. I will be responsible for the safety, security, loss, damage, operation, and charging of BYOD.
 - i. I will not use any devices to copy, cheat, fabricate, steal, buy, sell, or distribute information.
 - j. I understand that school administration has the authorization to collect and examine my BYOD device if a violation of policy is suspected.
 - k. I understand that if my BYOD device is locked or password protected, I will be required to unlock the device at the request of a school administrator so that he/she can gain access to the device.

Note: The student cannot use any technology in school-- district owned or privately owned devices including participation in BYOD-- without acknowledgement.

Student User Agreement: When students acknowledge their AUP, they will be agreeing to the following- *I have read, I understand, and I will abide by the South Brunswick School District's Agreement to the Acceptable Use Policy (AUP) and all its terms and conditions. I realize that violation may result in my loss of the network and/or Internet access, disciplinary action per the Code of Student Conduct as indicated in the Student Handbook and possible legal action. I will sign my name to show that I will follow these rules.*

Parent/Guardian Permission: When parents/guardians acknowledge the AUP in the Genesis Parent Portal, they will be noting the following- *I have read this Agreement to the Acceptable Use Policy (AUP) and have discussed it with my child. By my acknowledgement, I give my permission for my student to use the school district's network and hardware and access the Internet.*

PARENT/GUARDIAN NOTE: If you do not have access to the Internet or Email, you will sign below and submit the AUP in hard copy to the school's main office.

Parent/Guardian Signature _____ Date Signed ____/____/____

Student Name (Print) _____