

# *Nutley Public Schools*

## *Technology Acceptable Use Agreement*

Nutley Public Schools is pleased to offer access to the district computers, networks, application platforms, e-mail and to the Internet. There are specific rules that ALL users must follow. Users agree to the following:

1. The computers, networks, and Internet connectivity are provided for the educational use of students, staff, faculty and other authorized users. Work of a commercial nature is not permitted. Supplies and equipment are to be used only for academic purposes.
2. The use of the computers, networks, application platforms, and Internet connectivity is a privilege that will be revoked for inappropriate use. The system administrator has the authority to enforce this agreement.
3. Your computer account and password should be protected as you would protect a locker and combination. Therefore, you should not consider anything that you say or store as private. The system administrators may spot check to insure adherence to these rules.
4. If you notice any security problem on the Internet or on our network, it must be reported to the system administrator immediately. Do not demonstrate the problem for anyone else. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
5. Vandalism will not be tolerated. Vandalism is defined as any malicious attempt to harm or destroy data or the physical hardware. Violators will be subject to the board discipline code.
6. Network etiquette is expected. Students should:
  - a) Be polite. Do not be abusive in your messages to others.
  - b) Use appropriate language.
  - c) Do not reveal the address, phone number, or other personal information of yourself or other students.
  - d) Note that electronic mail (e-mail) and the World Wide Web are not guaranteed to be private.
  - e) Do not use the network in such a way that you would disrupt the use of the network by other users.
  - f) All communications and information accessible via the network should be assumed to be private property and will be subject to copyright laws.
7. The viewing, downloading, and distribution of inappropriate materials are prohibited.
8. The unlicensed copying and distribution of copyrighted software is prohibited.
9. Nutley Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Nutley Public Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Nutley Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.
10. Permission is granted for the Nutley Public Schools to post photographs, images, and works of art or other material created by students or staff on the district website without specific written authorization.
11. Bring Your Own Device (BYOD) students will be allowed to bring in their own devices to be used in selected classrooms under the direct supervision of their teacher. For BYOD, a "device" is a privately owned laptop, tablet computing device, netbook, notebook, e-Reader, iPod touch (or similar), or cell/smart phone. For the purposes of this program, the term "device" also includes any similar product owned by Nutley Public Schools and provided for student use.

**Access:** wireless connection to Nutley Public Schools' Internet connection. This **does not** include access to Nutley Public Schools' network resources, such as file shares or printers. Any and all access through the wireless network may be monitored and/or recorded for the purposes of network security and student safety.

- In order to utilize Nutley Public Schools' services (specifically Internet access) and participate in the BYOD program, students and a parent or legal guardian must review and sign the Acceptable Use Policy. This will be considered a legally binding agreement.
- The student is fully responsible, at all times, for the personally owned device brought to school. Nutley Public Schools is not liable for any loss/damage/theft of a personally owned device. Mobile device insurance policies are available through third party insurance providers (see [www.nutleyschools.org](http://www.nutleyschools.org) for more information).
- The student is responsible for the condition of the device brought to school, including updates, antivirus software, and repair.
- Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.
- Device use is limited exclusively to classrooms participating in the BYOD Pilot Program. Outside these classrooms all electronic devices should be turned off and should not be visible.
- Students may not use any device or service for non-educational purposes during school hours, unless granted permission by the building administration.
- No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from Nutley Public Schools, except for approved projects with the express permission of the teacher.
- If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by the building administration.

***STUDENT***

I understand and will abide by the above Acceptable Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Name: \_\_\_\_\_  
First Name Last Name

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

***PARENT OR GUARDIAN (if student is under 18)***

As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand that this access is designed for educational purposes. Nutley Public Schools has taken precautions to limit controversial material. However, I also recognize it is impossible for Nutley Public Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent / Guardian Name (please print clearly): \_\_\_\_\_  
First Name Last Name

Signature: \_\_\_\_\_ Date: \_\_\_\_\_