



South Brunswick School District: Agreement to the Acceptable Use Policy (AUP)
Grades 2-5
September 2017

Parents/Guardians and Students:

To use any technology in our schools, students must have a signed "Agreement to the Acceptable Use of Policy" on file. Please read this together, sign and return this document to the school.



Statement of Purpose for Parents

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 and networking sites.

In addition, we take steps to:

- o Block access by students to inappropriate matter on the Internet and World Wide Web.
- o Monitor the safety and security of students when using electronic communications.
- o Prevent unauthorized access including "hacking" by students.
- o Prevent unauthorized disclosure, use, and dissemination of students' personal information.

All school Internet use is filtered and monitored.

Definitions

The Acceptable Use Agreement (AUP) references tech tools, Web 2.0 tools and electronic communication.

- ✓ **Tech Tools.** This refers to all digital tools and equipment that are used in South Brunswick classrooms and schools including such electronic devices as computers, laptops, Chromebooks, iPads, SmartBoards, digital visualizers, cameras, etc.
- ✓ **Electronic Communication.** This 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.
- ✓ **Web 2.0 Tools.** Students will be using Web 2.0 tools. These technologies enhance student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills. Examples of the kind of Web 2.0 tools being used for sharing and posting in South Brunswick School District include Google Drive, social networks such as Edmodo, blogs, wikis, video-casts, podcasts, and web applications. As per NJ statute and Federal law, the District adheres to the web release policy prior to posting or publishing. This AUP refers to students' careful and proper use of Web 2.0 tools.

Terms of Agreement for Students

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in the schools of South Brunswick:

Using tech tools correctly and responsibly is very important. I promise to follow these rules:

1. I promise to use all tech tools and equipment carefully.
2. I promise never to use any electronic communication to harass, frighten, or bully anyone.
3. I promise to never be a cyber-bully.
4. I promise to never talk with strangers online.
5. I promise to tell a trusted adult if a stranger tries to talk with me online.
6. I promise not to damage, change or tamper with hardware software, settings or the network.
7. I promise to use the tech tools, the Internet and Google Drive for schoolwork only.
8. I promise to use programs, databases, applications and websites that my teacher approved.
9. I promise to never take a picture or record video or audio while in school or on the bus unless my teacher says I can.
10. I promise not to share my passwords with anyone other than a trusted adult.
11. I will not view, send or display inappropriate messages or pictures.
12. I promise to tell an adult if I read or see something that is inappropriate.
13. I promise to obey copyright laws. I will not plagiarize and will properly cite sources.
14. I will not use personal electronic devices at school *except with my teacher's permission*.
15. I promise to print only when my teacher tells me to.
16. I promise to communicate with staff only through their district email, Google Drive, and phone.
17. I promise I will let my principal know if a staff member tries to contact me with his or her personal email, cell phone, text messaging, or social media/networking site.
18. I promise to only use my own Google Drive account, file or folder.
19. I promise to follow the rules for proper, ethical and safe online behavior.
20. I promise to act safely by not posting any personal information or any information about others.
21. I promise to not give out any information that could help someone locate or contact others or me.
22. I promise to not post identifying images or pictures of anyone including myself.
23. I understand that if I break any of my promises, I might not be able to use electronic devices or tech tools in my classroom or school.

I will sign my name to show that I will follow these rules.

Student Name (Print) _____

Student Signature _____

Homeroom Teacher _____

Grade _____ Date Signed ____/____/____

I have read this Acceptable Use Agreement and have discussed it with my child. (Note: Without parent/guardian and student signature of agreement, the student will NOT be permitted to use any of the school technology.)

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____

Date Signed ____/____/____