

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: COMPUTER/INTERNET ACCEPTABLE USE POLICY AGREEMENT

Overview

Access to information is fundamental to citizenship and the foundation for further educational attainment. The Board generally supports access by staff and students to educational technology that allows rich information resources along with the development of appropriate skills to analyze and evaluate such resources. Our goal in providing educational technology to teachers, staff and ultimately students, is to promote educational excellence in Springfield Public Schools by facilitating resource sharing, innovation and communication. Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils will not be tolerated in or outside of the school facilities or school day.

The Internet, for example, is an electronic communications network that provides vast, diverse and unique resources. To support the proper delivery of information via the Internet, the District has in place filtering software. Filtering software, however, is not 100% effective; while filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. It is the user's responsibility not to initiate access to materials that are inconsistent with the goals, objectives and policies of the educational mission of the District. The Board believes that the benefits to staff and students from access in the form of information resources and opportunities for collaboration exceed the disadvantages.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. Recognizing that the Internet is neither a regulated nor a policed entity, the Board requests that students and staff agree to use this resource of information as an aid in the learning according to the guidelines set forth. Therefore, the smooth operation of this resource relies upon the proper conduct of the end users who must adhere to these strict guidelines. These guidelines are provided so that users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical and legal utilization of the equipment, computers, software and network resources.

Terms and Conditions

The use of equipment, computers, network resources and the Internet is a privilege, not a right, and inappropriate use will minimally result in the suspension and/or cancellation of those privileges. No reasonable expectation of continued use or access shall exist. The administration, faculty and staff of the Springfield Public Schools may deny, revoke or suspend specific user accounts/access. Violation of the terms of the policy may also result in more severe penalties as deemed necessary.

1. The use of an account and/or access must be consistent with the educational objectives of the Springfield Public Schools.
2. To transmit or knowingly receive any materials in violation of any United States, New Jersey, or Springfield Public Schools regulation or law is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret. Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils will not be tolerated in or outside of the school facilities or school day. It may not be used to harass, intimidate or bully any person or persons. Any violation of law through the use of this technology may be dealt with through disciplinary action and may result in the suspension and/or cancelation of privileges.
3. Commercial activities, product advertising, political lobbying and extensive personal use, including spamming, are prohibited.
4. Network Etiquette – All computer users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not be abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language, material or images.
 - c. Do not reveal the full name, phone number, or home address, or those of other persons when using the Internet.
 - d. Note that electronic mail (email) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by District personnel and may be accessed by other computer users.
 - e. Do not use computers or the network in such a way that would disrupt the use by other people. *Talk, Write, and Chat* commands may be intrusive and should only be used after receiving permission from a teacher. Chain letters and Internet relay chat are misuses of the system.
 - f. Permission of the supervising staff member must be obtained before downloading large files.
 - g. Disk space is limited. Remove outdated or unneeded files promptly.
 - h. Gaining access to network resources with another person's account or a fictitious name is illegal.

5. Installation of software on any of the district's computer system is not allowed without approval of the Technology Department.
6. Anyone found guilty of vandalism will lose Internet privileges and may be subject to criminal prosecution. Vandalism is defined as any malicious attempt to harm or destroy data or hardware on this system or any other system.
7. Respect the integrity of the computing system. Do not intentionally develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer or system. This includes but is not limited to: revealing, or attempting to learn or use other users' passwords, spreading viruses, attempting to "hack" into restricted systems or attempting to use administrative commands.
8. Only public domain files in which the author has given expressed written consent for online distribution, may be uploaded to the system. Students and teachers may download copyrighted material only for their own use following the fair use provisions in the U.S copyright law.
9. Security of any computer system is essential. Access to electronic resources is intended for the exclusive use of authorized individuals. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another user's account or share your account. Doing so will result in the loss of privileges for both parties.
10. Any problems that arise from the use of an account are the liability or responsibility of the account holder or user. All account holders or users hereby release Springfield Public Schools from any and all claims or damages of any nature arising from the access, use, or inability to access or use computers or the network system and by obtaining an account or use of the computers or network system agree to such and agree to indemnify and hold Springfield Public Schools harmless from same. Springfield Public School District makes no warranties of any kind for the information or the service it is providing.
11. Any student, staff or community member who seeks to use the technological resource of the district, must sign an Acceptable Use Policy Agreement. In addition, all students must have a signed parent/guardian consent form.
12. Education will be provided about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
13. Electronic devices provided by the District are equipped with recording capabilities and may record or collect information on your activity or your use of the device. Springfield Public Schools shall not use any of the recording capabilities in a manner that would violate your privacy rights or any individual residing with you.

Laptop Regulations

1. Prior to the issuance of a laptop, **Staff** must sign and agree to adhere to the Acceptable Use Policy. In addition, **Staff** will be required to sign an acknowledgement when the laptop and its equipment are received.
2. The laptop is an educational tool and should be used in that capacity only. Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of **others** will not be tolerated in or outside of the school facilities or school day. It may not be used to harass, intimidate or bully any person or persons. Any violation of law through the use of this technology may be dealt with through disciplinary action.
3. Once the laptop is issued, **the staff member** is responsible for it at all times. If the laptop or any of its components is suspected to be lost, **staff** must report it immediately to the main office and the technology department.
4. Laptops are subjected to recall at any time by **district administration**.
5. Keep all food and drinks away from the laptops.
6. DO NOT physically mark up the laptop or its storage case with writing, stickers, etc.
7. DO NOT remove the inventory tag – if the tag becomes damaged and/or worn, please report it immediately to the technology department.
8. Keep laptop in its storage case when not in use to avoid damage.
9. The **staff member** is the only authorized user of their assigned laptop. Never share or swap laptops with another **person** unless directed by a school administrator.
10. There is a possibility files or data stored on the laptop may be deleted when it requires repair. Note: All data will be deleted when the laptop is returned at the end of the year. The **staff member** is responsible to save and backup any schoolwork or pertinent data.
11. Keep passwords confidential.
12. Use the laptop on a flat, stable surface.
13. Avoid touching the screen. When cleaning is necessary, wipe the laptop surface lightly with a soft cloth. Never use a cleaner, such as Windex or water, to clean laptop screens.
14. Do not rest pencils/pens or other items on the keyboard. Closing the laptop with items on the keyboard may accidentally damage the screen.
15. Do not insert objects into ports (openings) in the laptop that are not intended to be inserted.
16. Laptops are school district property. If a **staff member** fails to surrender their laptop prior to leaving the Springfield Public Schools District, **that person** will be in possession of stolen property and charges will be filed.



TEACHER LAPTOP AGREEMENT

This Agreement is between the Springfield Public Schools and

Teacher's Name

Asset:

Serial Number:

Computer Name:

The following are the conditions under which you accept the provision of a laptop and for your use from the District. This Agreement will start on receipt of the laptop from the District. The District reserves the right to transfer the laptop to another eligible teacher if you do not, or are unable to, for any reason, fulfil the requirements of this Agreement.

UNDER THIS AGREEMENT THE SCHOOL WILL:

1. Provide a laptop computer for your sole use while you are a permanent full-time or part-time teacher in the District. The laptop is for work use. You are encouraged to use it outside work hours, however, it is for your sole use only, and not for use by students, family members or any other person.
2. Set-up the laptop to enable you to connect to and make effective use of the school network, and provide a secure location for the safe storage of your laptop during the school day.
3. Plan and manage the integration of laptops into the school environment, and provide the professional development required to enable you to use the laptop effectively in your professional practice.
4. When required, expect you to pay an excess for accidental damage or loss, or repair/replacement costs where the loss or damage is a result of your own negligence.
5. Have an expectation that you will abide by the District's Acceptable Use Policy. Please review and/or download a copy at the following URL:
http://www.springfieldschools.com/downloads/boe_policies/6000/6142_10.pdf

UNDER THIS AGREEMENT YOU WILL:

1. Use the laptop for the educational purposes it was provided.
2. Provide suitable care and security of the laptop computer at all times and immediately report any damage or loss of the laptop to the District.
3. Be prepared to cover the excess or the cost of repair or replacement of the laptop when the damage or loss has been a result of your own negligence.
4. Make a commitment to achieving the educational goals of the District and take part in the professional development activities provided for you by the District.
5. Make necessary arrangements, for the return of the laptop to the School when you resign or leave the District or when you will be away from the school for an extended period.
6. In accordance with school policies, be held responsible for any involvement by yourself or any other user of your laptop in activities associated with accessing inappropriate or illegal materials. Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of pupils, staff and community members will not be tolerated in or outside of the school facilities or school day.

7. Acknowledge that the laptop is equipped with recording capabilities and may record or collect information on your activity or your use of the device. Springfield Public Schools shall not use any of the recording capabilities in a manner that would violate your privacy rights or any individual residing with you.

Teacher's Signature

Date

<i>Date Returned</i>	<i>Received By:</i>	<i>Teacher Initials</i>
----------------------	---------------------	-------------------------



TEACHER iPad AGREEMENT

This Agreement is between the Springfield Public Schools and

_____ *Teacher's Name*

Asset:

Serial Number:

The following are the conditions under which you accept the provision of an iPad for your work use from the District. This Agreement will start on receipt of the iPad from the District. The school reserves the right to transfer the iPad to another eligible teacher if you do not, or are unable to, for any reason, fulfil the requirements of this Agreement.

UNDER THIS AGREEMENT THE SCHOOL WILL:

6. Provide an iPad for your use while you are a permanent full-time or part-time teacher in the district. The iPad is for work use. You may request written permission to use it outside work hours for your sole use only, and not for use by students, family members or any other person.
7. Set-up the iPad to enable you to connect to and make effective use of the school network, and provide a secure location for the safe storage of your iPad during the school day.
8. Plan and manage the integration of iPads into the school environment, and provide the professional development required to enable you to use the iPad effectively in your professional practice.
9. When required, expect you to pay an excess for accidental damage or loss, or repair/replacement costs where the loss or damage is a result of your own negligence.
10. Have an expectation that you will abide by the **District's** Acceptable Use Policy. Please review and/or download a copy at the following URL:
http://www.springfieldschools.com/downloads/boe_policies/6000/6142_10.pdf

UNDER THIS AGREEMENT YOU WILL:

8. Use the iPad for the educational purposes it was provided.
9. Not logout of the District's Apple ID, reset or erase any of the settings and immediately report all setting changes to the District.
10. Not attempt to login using any Apple ID.
11. Provide suitable care and security of the iPad at all times and immediately report any damage or loss of the iPad to the District.
12. Be prepared to cover the excess or the cost of repair or replacement of the iPad when the damage or loss has been a result of your own negligence.
13. Make a commitment to achieving the educational goals of the District and take part in the professional development activities provided for you by the District.
14. Make necessary arrangements, for the return of the iPad to the School, in the event you were granted written permission to use it after work hours, when you resign or leave the District or when you will be away from the school for an extended period.

15. In accordance with school policies, be held responsible for any involvement by yourself or any other user of the iPad in activities associated with accessing inappropriate or illegal materials. Any use of this educational technology and/or electronic communication that substantially disrupts or interferes with the orderly operation of the school or the rights of pupils, staff and community members will not be tolerated in or outside of the school facilities or school day.
16. Acknowledge that the iPad is equipped with recording capabilities and may record or collect information on your activity or your use of the device. Springfield Public Schools shall not use any of the recording capabilities in a manner that would violate your privacy rights or any individual residing with you.

Teacher's Signature

Date

<i>Date Returned</i>	<i>Received By:</i>	<i>Teacher Initials</i>
----------------------	---------------------	-------------------------

Date: August 18, 2014