



**South Brunswick School District**  
**Technology Use Agreement - Grades 2-5**  
**September 2020**

*Dear Parents/Guardians and Students:*

*To use any technology for our educational program, students must have this signed agreement on file. Please read this together, and acknowledge through the Genesis Parent Portal.*



**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 in an ongoing manner including awareness and response to cyberbullying, and as appropriate, interacting with others on social media and networking sites.

In addition, while on the school network, we take steps to:

- Block access by students to inappropriate matter on the Internet and the World Wide Web.
- Monitor the safety and security of students when using electronic communications.
- Prevent unauthorized access, including “hacking,” and other unlawful activities by students online.
- Prevent unauthorized disclosure, use, and dissemination of students’ personal information.
- Measure restricting students' access to materials harmful to them.
- Filter and monitor Internet use on school networks.

**Definitions**

This Technology Use Agreement references tech tools, electronic communication, and digital tools, used in South Brunswick grades 2-5 educational program.

- ✓ **Tech Tools.** This refers to all digital tools and equipment including, but not limited to computers, laptops, Chromebooks, iPads, SmartBoards, digital visualizers, cameras, videoconferencing, etc.
- ✓ **Electronic Communication.** This means a communication transmitted by means of an electronic device including, but not limited to a telephone, cell phone, computer, laptop, Chromebook, iPad, tablet, iPod, audio/video player, camera, videoconferencing, etc.
- ✓ **Digital Tools.** Students will be using digital 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 digital tools being used for sharing and posting in the South Brunswick School District include, but are not limited to Google Drive, videocasts, videoconferencing, podcasts, and web applications. As per NJ statute and Federal law, the District adheres to the web release policy prior to posting or publishing student photographs, videos or student identifiers.

## Student Agreement

### Terms of Agreement for 2nd - 5th Grade Students

Using tech tools correctly and responsibly is very important for teaching and learning.

I promise to follow these rules at all times, when using district technology:

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 talk with strangers online.
4. I promise to tell a trusted adult if a stranger tries to talk with me online.
5. I promise not to damage, change or tamper with hardware, software, settings, or the network.
6. I promise to use tech tools, school Internet, and Google Drive for schoolwork only.
7. I promise to only use my own school Google account.
8. I promise to communicate with teachers or staff only through their district email, Google Drive, and/or phone.
9. I promise to only use programs, databases, applications, and websites that my teacher approved.
10. I promise not to take or share a picture, or to record or share audio or video, unless my teacher says I can.
11. I will not view, send, post or display messages, pictures, video, or audio, including in a video conference, without permission from a trusted adult.
12. I promise not to share my passwords with anyone other than a trusted adult.
13. I promise to tell a trusted adult if I read or see something that is inappropriate.
14. I promise to obey copyright laws. I will not copy (plagiarize) from the Internet without giving credit to the author.
15. I will not use personal electronic devices at school *except with my teacher's permission*.
16. I promise to print only when my teacher tells me to.
17. I promise I will let my principal know if a staff member tries to contact me with their personal email, cell phone, text messaging, or social media/networking site.
18. I promise to follow the rules for proper, ethical, and safe online behavior.
19. I promise to act safely by not posting any personal information, or any information about others.
20. I promise to not give out any information that could help someone locate or contact others or me.
21. I promise to not post identifying images or pictures of anyone, including myself.
22. I understand that if I break any of my promises, I might not be able to use electronic devices or tech tools.

With my teacher's permission, I may use a computer from home to do my classwork. (This is called BYOD, or "Bring Your Own Device.") If I use a computer from home, I will follow these **BYOD rules**:

- I promise to talk about these **BYOD rules** with the adult(s) that I live with, before bringing my computer to school.
- I understand that I need my teacher's permission, and must follow my teacher's rules, to use my computer in class.
- I promise to use my headphones only when and where my teacher says it's permitted.
- I understand that during gym class, I am not allowed to use my computer.
- I promise to make sure my computer doesn't make any sounds while I am in school.
- I understand that I am responsible for my computer. I will make sure that it is charged, doesn't get lost, stolen, or broken, and that I understand how to use it without my teacher's help.
- I will never use my computer to cheat, make up fake information, copy, or steal someone else's work.
- I understand that my teacher, principal, or assistant principal is allowed to check my computer if they think I'm breaking any rules. If the computer has a password, I will unlock it when asked.

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

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Grade \_\_\_\_\_ Date Signed \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### **Parent/Guardian Agreement**

By signing below, I certify the following:

- *I have read and understood this Technology Use Agreement, and discussed it with my child.*
- *I agree not to take a picture, or record video or audio of my child's remote learning sessions..*
- *I acknowledge that my child's use of technology is subject to the following South Brunswick Board of Education Policies:*

*2360 (Use of Technology)*

*2361 (Acceptable Use of Computer Networks/Computers and Resources)*

*2363, 2363.1 (Student Use of Privately-Owned Technology/BYOD Responsible Use Guidelines)*

*3283 (Electronic Communications Between Teaching Staff Members and Students)*

*4283 (Electronic Communications Between Support Staff Members and Students)*

- *I acknowledge the "Anti-Big Brother Act" Notification below:*

Pursuant to the Anti-Big Brother Act - N.J.S.A. 18A:36-39 (P.L. 2013, c. 44) you are hereby notified and informed of the following: Electronic devices being provided **may record or collect information on the student's activity or the student's use of the device because the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the activity or use of the device.** The school district **shall not** use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date Signed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Note: When your child is required to electronically communicate with a staff member, as per the Electronic Communication Policy 3283, such communication may only occur through the district email, Google Drive or phone. Conversely, please let the principal know if a staff member tries to contact your child through his or her personal email, cell phone, text messaging, or social media/networking site. This is prohibited.*

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Compliant with NJ Anti-Bullying Act NJ S-993, Federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Federal Communications Commission (FCC) Children's Internet Protection Act (CIPA) and Protecting Children in the 21<sup>st</sup> Century Act. Aligned with the SBSB Code of Student Conduct, and the SBSB Board policies regarding Electronic Communication #3283, Student Use of Privately-Owned Technology #2363 and BYOD #2363.1.