



South Brunswick School District

Technology Use Agreement for Students - Grades 6-12

September 2020

### Students:

*To use any technology for our educational program (including but not limited to while on school grounds, school buses, etc.) students must have this signed agreement on file. The electronic signature and submission of this document through the Genesis Portal will serve as acknowledgement of and agreement to abide by the terms and conditions of this agreement and applicable board policies.*

### Acknowledgement Process

Students will acknowledge the Technology Use Agreement through the Genesis Portal. Acknowledgement is not an option; it's a requirement due by September 18th.

### 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 cyberbullying and interacting with others on social media/networking sites. In addition, we take steps to block access 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), and prevent unauthorized disclosure, use and dissemination of students' personal information. Internet use on school networks 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 Technology Use Agreement also applies to 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 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 communication<sup>1</sup> 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 this agreement.
12. I will not take or share pictures, or record or share audio or video, 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.
14. I will report to the principal any staff member who contacts me individually through a personal device/account including, but not limited to personal email, cell phone, text messaging, or connecting with others on a social media/networking site.
15. I will demonstrate appropriate online behavior when interacting and sharing with others on district-approved social media/networking sites, other websites (including but not limited to blogs and wikis), chats, Google Drive, podcasts, videocasts, and videoconferencing applications 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 each staff member may approve the use, or prohibit the use, of 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 when/where I am 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 a vibrate signal).
  - g. I will be responsible for the safety, security, loss, damage, operation, and charging of my privately-owned device.
  - h. I will not use any devices to copy, cheat, plagiarize, fabricate, steal, misrepresent, buy, sell, or distribute information.
  - i. I understand that school administration has the authorization to collect and examine my BYOD device if a violation of policy is suspected.
  - j. 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.

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<sup>1</sup> "Electronic communication" 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.

## Student User Agreement

*Note: Students cannot use any technology in school - district-owned or privately-owned devices, including participation in BYOD - without the following acknowledgements. (Students without Internet access will be provided with a paper copy of this form to sign and return to school.)*

By signing below, I certify the following:

- *I have read, understood, and will abide by this Technology Use Agreement, 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 acknowledge that my 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.

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I will sign my name or acknowledge this form on the Genesis Portal to show that I will follow these rules.

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

Student Signature \_\_\_\_\_ Date Signed \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Revised: 7/23/2020. 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.