



Name: _____ Class of: 20 _____

SHORE REGIONAL HIGH SCHOOL

TECHNOLOGY ACCEPTABLE USE AGREEMENT FOR HIGH SCHOOL STUDENTS

The Shore Regional High School District provides access for students and staff to state-of-the-art computer technology, electronic mail and the Internet. All users must share the responsibility for seeing that our technology facilities are used in an effective, efficient, ethical and lawful manner. It is a privilege to have access to these extraordinary resources and therefore, all users must agree that they will comply with these guidelines. Whenever it is necessary for a student to be granted a district user account, **required signatures must first be obtained on this document.**

When using the network:

1. I agree to use the network for only lawful and school-related or school-appropriate purposes.
2. I will contact only sites on the Internet that are considered by staff or administration to be appropriate for educational content.
3. I will respect the integrity of the networks; I agree that the computer systems are set up by the system administrator and are **not to be altered in any way.**
4. I will display appropriate conduct if I send email and I will respect the rights and privacy of others:
 - a. Messages sent to anyone in the district will be signed with first and last name
 - b. Emails will contain appropriate language that is not abusive, profane or offensive
 - c. I will refrain from sending unsolicited messages or excessive, repetitive messages meant to disable another's account
 - d. I will refrain from sending games, chain letters or other large files through email which are not teacher approved materials.
5. I will respect the legal protection provided by copyright license to programs, books, data, articles, photography, artwork, etc.
6. I will adhere to printing, file saving and email distribution guidelines as directed by staff.
7. I will access, save or use only "school-appropriate" language, pictures, text or any other data on/from the internet.
8. I will protect any password I am granted, in order to maintain the security of the network.
9. I will respect the documents, files and intellectual property of others.
10. I will use the equipment with care.
11. I will report equipment or software problems to a staff member.
12. I will remember to keep all food and liquids out of the computer area.

When using the 1:1 Chromebooks:

1. All users of the Shore Regional network and equipment must comply at all times with the district's Acceptable Use Policy which is available on the district web site, www.shoreregional.org.
2. Devices are available for student use and remain the property of Shore Regional.
3. All users are accountable to all school, district, local state and federal laws.
4. All use of devices and network must support education.
5. Students and families must follow all guidelines set forth in this document and by Shore Regional staff.
6. All rules and guidelines are in effect before, during and after school hours for all Shore Regional devices, whether on or off school campus.
7. All files stored on Shore Regional equipment or the network are property of the district and may be subject to review and monitoring.
8. The term "equipment" or "technology" refers to devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook.
9. Students are expected to keep the devices in good condition. Failure to do so may result in bills for repair or replacement.
10. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.
11. Students who identify or know about a security problem are expected to convey the details to a teacher or administrator without discussing it with other students.
12. Students are expected to notify a staff member immediately if they come across information, images or messages that are inappropriate, dangerous, threatening or make them feel uncomfortable.
13. All users are expected to follow existing copyright laws and educational fair use policies.
14. Students may only log in under their assigned username. Students may not share their password with other students.
15. Students are encouraged **not** to loan device components to other students. Students who do so are responsible for any loss or damages for device assigned to them.
16. Any failure to comply with rules and/or policies will result in disciplinary action. Shore Regional may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
17. Shore Regional reserves the right to confiscate the property at any time.
18. Students must bring their Chromebooks to school every day and make sure it is fully charged. (Note: A fully charged Shore Regional Chromebook should last at least 7 hrs)
19. Students must treat their device with care and never leave it in an unsecured location.
20. Students must keep their device in a protective case.
21. Students must promptly report any problems with their Chromebook to the Technology Department.
22. Students may not remove or interfere with the serial number or any other identification tags.
23. Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.

24. Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.

Legal Title

Legal title to the device is with the district and shall at all times remain with the district. The student is responsible at all times for the device's appropriate care and use. The device is specific to the school. If a student transfers to another district their device shall be returned upon leaving.

Liability

Upon graduation or withdrawing from Shore Regional High School, Chromebook, charger and case **must** be returned in working condition, not above normal wear and tear and "sticker free." As stated in the handbook, any district-owned property that is damaged, misused or neglected is the responsibility of the parent/guardian/student.

Shore Regional reserves the right at any time to demand return of the device. Students remain responsible for the device until it has been verified to be in working order. Insurance policy and procedure implemented will be verified and in the event a student is uninsured or damages were due to neglect, loss or stolen, full replacement cost is the responsibility of the student/parent/guardian. (Please note: in the event of theft, an official police report will be required.)

Summer Liability

In order to extend the scope of our 1:1 initiative, SRHS will allow students **the option** of keeping their Chromebooks over the summer. This will allow students to take advantage of the many academic opportunities that will be available such as Summer Reading, AP/IB Summer coursework, and Math & Language Arts enrichment. Just like a textbook, these devices are the responsibility of the students. As with any district owned property (technological or otherwise), the Chromebooks should be handled with care regardless of where they are used. With this in mind, Shore Regional High School is implementing the following qualifications for summer Chromebook acceptance:

- If the Chromebook is insured through Shore Regional this existing insurance will continue to cover the device throughout the summer. **HOWEVER "Damage that occurs through neglect, misuse, or use outside the parameters of the AUP will be the responsibility of the student."** Damage outside the parameters of the AUP

Student Initials _____

Parents Initials _____

includes, but is not limited to; water damage, sand damage, and damage caused by prolonged exposure to excessive heat.

- Student use of the device is still governed by the AUP Policy.
- Students who take part in any of the extended learning opportunities offered by Shore Regional over the summer are expected to have access to their Chromebook.

Monitor Student Use

The parent/guardian must agree to monitor student use at home and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved.

Suggestions:

- Investigate parental controls available through your internet/phone service provider and/your wireless router.
- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements for you to sign.
- Only allow device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what your student is doing on the device. Ask questions and request that they show you his or her work often.

New Jersey's Anti-Big Brother Act

The electronic device provided by Shore Regional High School may record or collect information on a student's activity or a student's use of the device. Shore Regional High School District ***will not*** use any of these electronic capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

Signature

I understand that if I violate these guidelines, my computer and network privileges may be suspended and other school discipline and/or appropriate legal action may be taken against me.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____