

☆ Please review this with your student, sign, and return to school. Students will not be able to use Greenland Central School technology until students have a signed agreement on file. ☆

APPENDIX C

GREENLAND CENTRAL SCHOOL ACCEPTABLE USE POLICY

Greenland Central School Acceptable Use Policy (AUP-Technology) for All Students

Updates to the AUP will be posted on the School's website. Greenland Central School promotes academic excellence by providing students and staff opportunities to access information, communication, and research sources throughout the world. Therefore, GCS endorses the use of advanced technology as educational tools. **School-provided technology is for academic use only.** In this document, *technology* includes computers, network connections, Internet access, file servers, storage devices, digital cameras, electronic devices, video tools, projectors, printers, and calculators.

It is important for parents to review this document in detail with their child(ren) enrolled at GCS. The GCS Media Center staff will periodically review this document with students during Media classes.

Proper and Ethical Use

All authorized users of Greenland Central School's computers and associated technology must understand and practice proper ethical use, and must **read in full and sign the attached** document before using School technology.

Conditions and Rules for Use

1. Acceptable Use

- a) Your computer use must be in support of and consistent with the educational objectives at Greenland Central School. In other words, if you inappropriately use Greenland Central School's technology facilities, you are violating the AUP.
- b) Transmission of any material in violation of Greenland Central School rules, New Hampshire laws or regulations, or United States laws or regulations is prohibited. This includes, but is not limited to, *transmitting copyrighted material, threatening or obscene material, or material protected by trade secret.* Transmit only files that you, your friends, your teachers, and your families would not mind viewing.
- c) Use of Greenland Central School's computers for commercial activities or product advertisement is not allowed. This includes buying or selling items as an individual.
- d) You must respect the physical space surrounding Greenland Central School's computers and under no circumstances may you bring food or drink into the Media Center or Satellite Lab. Violation of this policy may result in expulsion from the Media Center or Satellite Lab and suspension of technology privileges.
- e) Each student will be allotted file server storage limited exclusively to academic files. Abuse of this policy will result in the deletion of stored files and/or suspension of privileges.
- f) Use of file sharing (peer-to-peer) applications at Greenland Central School is strictly prohibited. *Instant Messaging* or use of any *chat* applications is prohibited unless a faculty member grants prior permission for academic purposes. Students may not download or otherwise install software applications on school owned computers without prior consent from the Technology Coordinator. Additionally, accessing **social networking** sites, and **streaming audio or video** (including, but not limited to: Google Video, PhotoBucket, YouTube, Twitter, Instagram, Facebook, Snapchat, etc.) for other than academic purposes is prohibited.
- g) Greenland Central School uses a filter to block access to particular websites. Students attempting to circumvent that filter in any manner will face serious consequences; including suspension from use of all school computers.
- h) Students and their guardians are financially liable for damages to school owned technology caused by a student's misuse or neglect. It is extremely important for students to handle school owned technology appropriately, especially with regards to laptop computers and portable equipment.

2. Privilege

The use of Greenland Central School's telecommunications system is a privilege, not a right. If you violate the Acceptable Use Policy, you may lose your user account and/or computer use privileges. Greenland Central School has the authority to determine inappropriate use. Greenland Central School reserves the right to update these policies at any time.

3. Monitoring

You may only use Greenland Central School's computers while under the supervision of a Greenland Central School staff member. In addition, Greenland Central School staff reserve the rights to remotely monitor your use, review material on user accounts, and to monitor file server storage in order to determine inappropriate use.

4. Internet Etiquette

When communicating online, all users are expected to abide by the generally accepted rules of internet etiquette. These include, but are not limited to, the following:

- a) Be polite. Do not use abusive language in your communications.
- b) Use appropriate language. Do not swear or use vulgarities.
- c) Do not reveal your password to anyone. Do not reveal other personal information.

5. Privately Owned Laptop Computers and Internet Accessible Mobile Devices

Students may not access the Greenland Central School wireless network with any personal Internet accessible device (including iPod Touch, iPhone, and Blackberry-type devices). This ensures that students are not able to access Internet content in locations without direct supervision. Students who need to use privately owned laptops at Greenland Central School and need to access the network may connect to the *wired* network via a CAT5/6 ethernet cable in the Media Center and Satellite Lab. To connect in this manner, certain devices are required to have operable anti-virus software installed. All sections of this agreement apply to privately owned Internet accessible devices used on school premises.

6. Your User Accounts

You have multiple accounts at Greenland Central School, including: *Student-Server*, *Edline*, and *Google Apps*. Upon leaving Greenland Central School, your user accounts will be deleted. Usernames and passwords are recorded to a secure database for the duration of enrollment. Enrolled students are prohibited from changing their passwords without permission from the Technology Coordinator. Greenland Central School staff and guardians have the right to review the content of your accounts.

Penalties for Improper Use

What will happen if you are found violating these rules, applicable state and federal laws, or posted classroom and district rules?

1. You could lose your network and computer use privileges; this includes access to individual workstations and all your user accounts.
2. You could be subject to other school disciplinary actions, such as a parent conference or expulsion.
3. You could be prosecuted.

Liability

Greenland Central School has taken reasonable precautions to limit the inappropriate use and restrict access to offensive and questionable material and uses. However, due to the nature of technology and the Internet, absolute control of all online activities is impossible. Therefore, the ultimate responsibility for appropriately using the Internet rests in the hands of the user. Greenland Central School cannot be held liable for unacceptable use.

Please return the portion of this contract below signed by you and a parent or guardian. Students will not be able to use Greenland Central School technology and student user accounts may be suspended until students have a signed agreement on file.

Greenland Central School Acceptable Use Agreement (Technology)

I, the undersigned, understand and will abide by the attached Conditions, Rules, and Acceptable Use Policy. By accepting this user account, I agree to use this technology specifically for educational purposes related to my academic progress at Greenland Central School.

Student First and Last Name (please print neatly)

Present Grade Level

Student Signature

Date

Parent/Guardian Signature

Date