



***South Brunswick School District
Agreement to the Acceptable Use Policy (AUP)***

Statement of Purpose

The South Brunswick School District believes that all students and staff should have access to technology when they act in a responsible, efficient, courteous and legal manner.

South Brunswick permits access to both the District and personal electronic devices and peripherals (including but not limited to a telephone, cellular phone, computer, tablet, pager, iPad, iPod or other mp3 player and camera), computer networks, scanners and the Internet for activities which support teaching and learning, facilitate communication, and contribute to the District operations.

As part of 21st century learning, staff and students will use Web 2.0 tools such as blogs, wikis, podcasts, and video and audio recording for communication, collaboration, and as a way that extends learning beyond the classroom walls while building digital citizenship skills.

Use of these tools as well as Internet is both filtered and monitored. The following are our agreements about the staff use of technology in the schools of South Brunswick:

Terms of Agreement

BY MY SIGNATURE, I verify that I have read the policies and understand that they are binding. I understand that if I do not adhere to these policies, I will lose or be restricted in my computer and/or network privileges and that I will be subject to disciplinary proceedings as well as possible legal action.

Specifically, I agree to...

1. Use District Information Technology Resources for ethical purposes.
2. Treat with respect and exercise care in the use of all District computer software, hardware, peripherals and communication-related equipment.
3. Not reveal passwords or access codes assigned to me and not to use any other person's password(s) or access code(s) except as required by my job.
4. Make no attempt to install, alter or upgrade any software unless directed by a tech staff member.
5. Make no attempt to alter, modify, upgrade, repair or remove any District hardware or peripherals, including but not limited to computers, wireless cards, monitors, printers, scanners, interactive whiteboards, projectors, cameras, wiring or cabling unless directed to do so by a technology department staff member.
6. Make no attempt to acquire, display or transmit any material using electronic communication or hard copy that is considered obscene, racist, abusive, degrading by gender or disability, or demonstrating intolerance or prejudice towards any ethnic or religious group, nor harass, insult or attack others.
7. Refrain from using District technology resources to support political or religious causes, to support candidates for public or elected office or use the network for commercial purposes.
8. Adhere to all copyright and fair use guidelines.

9. Not allow my students to take or transmit pictures or record audio or video unless related to an academic task under my direction/supervision.
10. Follow the **Web 2.0 Guidelines** by:
- Monitoring all communication on blogs, podcasts or other Web 2.0 tools that are used to support classroom instruction or professional development and collaboration.
 - Treating student infractions of the Acceptable Use Policy according to the code of student conduct.
 - Providing alternate activities for students who do not have permission to use the Internet/tech tools.
 - Ensuring that I have parent permission (Web Consent Form) before I publish or post a student's name, image, work, and/or achievement information anywhere on the Internet.
11. Comply with the following **Electronics Communication Policy and Regulations**, by:
- Not communicating with any student in the school system through anything other than district email, district telephones, and district-sponsored or -approved social media/networking sites.
 - Not offering or accepting a "friend" request from any student in the school system.
 - Reporting to the principal any student who contacts me through one of my personal devices or media including cell phone, text messaging, or on a private social media site.
 - Requesting permission from the principal to use my personal device or media for the purpose of communicating information or notification in a timely manner under special circumstances (e.g. field trips, sports events, club activities).
12. Adhere to the **Bring Your Own Device (BYOD)** policy and guidelines with regard to my own personal devices while in school and, as applicable by grade level,¹ in regulating students' use of personal devices when and if they are involved with BYOD in my instructional environment² by:
- Keeping my device in vibrate mode while in class, and expecting students to have theirs in silent mode-- unless the device is being used as an instructional tool.
 - Being responsible for the safety, security, loss, damage, operation, and charging of my own device, and expecting the same of students.
 - Understanding that school administration has the authorization to collect and examine any device if the device is suspected of a violation of policy--staff or student-- and gain access to the device.
 - (Grades 6-12) Remembering that I have the discretion to allow or prohibit students' use of personal devices in my instructional environment. It is my decision to regulate the terms and conditions of use (or non-use).
 - (Grades 6-12) Understanding that BYOD is optional for students. I cannot penalize students who do not participate and I will provide alternative devices or methods as needed. I cannot force students to share their personal devices with others.

¹ Bring Your Own Device (BYOD) is applicable for Grades 6-12 only. However, elementary staff may choose to have students BYOD for a **special project with principal approval**.

² Instructional Environment includes all areas of the school building and grounds-- including buses.