South Jefferson Central School District
Acceptable Use Policy for Computer Technology
This Policy must be read before computer access will be granted.

For Student and Parent:

Please read the following carefully before signing this document. This is a legally binding document. Computer Technologies and Internet access are available to students, faculty, staff and the community of the SJCS. The SJCS district believes that computers, electronic devices, and the Internet offer vast, diverse and unique resources. Our goal in providing these resources is to promote educational excellence at SJCS by facilitating resource sharing, innovation, communication and collaboration.

The SJCS district incorporates a computer data network consisting of hundreds of electronic digital devices, district programs, data, and a high speed Internet infrastructure that provides users access to information and people all over the world. The Internet also contains material that may not be considered to be of educational value in the context of the school setting. The SJCS district employs an Internet filtering service to restrict access to materials deemed inappropriate for school. The SJCS district firmly believes that the appropriate information and collaboration opportunities available through the Internet far outweigh the possibility that users may procure material that is considered inappropriate for school.

The use of the District's Data Network is considered a privilege, not a right. All students are expected to follow the generally accepted rules of proper use. Each student will be issued a computer account on the network for the purpose of saving files and collaborating on projects. The SJCS district reserves the right to review, monitor and restrict data stored on school equipment, and to investigate suspected inappropriate use of resources. Theft or vandalism of school property, including computers and electronic devices, is strictly prohibited and considered illegal. In accordance with policies outlined in respective student handbooks, personal electronic devices may be brought in and used by students, and the district will provide wireless internet access (Wifi and BYOD). The SJCS district is not responsible for loss of data or for lost, stolen or damaged electronics.

Student responsibilities:
- Students will only use district owned computing devices for **school related purposes.**[1]
- Students will keep their school computer account **passwords confidential**.
- Students will only access their own user accounts.
- Students will always use school **appropriate language** on all files created, printed, and/or saved at or for school.
- Students will abide by **copyright and anti-plagiarism** rules.
- Students who are granted a **school email account** are permitted to use that account for academic purposes only. Use of any other form of email is prohibited on district owned computing devices.
- Students will ONLY use **software programs, applications, and websites** that have been approved for use by district staff. This includes the use of such items on personal devices while students are on school property.
- Students will NOT **bypass** or attempt to circumvent the district's **Internet Filtering Service**[2].
- Students should NOT physically alter, change settings, or attempt to **destroy any district owned electronic computing devices** or accessories such as mouse pads, headphones, etc.
- Students should ONLY **access files and folders** that the student has been given permission by faculty to access.
- **Remote access** to the SJCS network is strictly prohibited.

Consequences
Violations of the Acceptable Use Policy will be dealt with by school administration and consequences will follow as deemed appropriate. Any user identified as a security risk or having a history of problems with computer systems will be denied access to SJCS computer technology.

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[1] Seniors with opportunities are permitted access to the Internet for non-instructional use in the High School computer lab only, following the guidelines set forth by the computer lab supervisor.

[2] For a more detailed description of the district's Internet filtering service and categories that are deemed appropriate contact the District Computer Leader.

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Student Name (please print): _____   **Date:** _____
(Last name, first)

Building: _____   **Grade:** _____

Parents: Please read this policy and discuss its implications with your child. Then sign (as indicated below) and return this form.
- If your student is in grade K-5, only a parent signature is required.
- If your student is in grade 6-12, both a student and parent signature are required.

FOR THE STUDENT (Grades 6-12 only)
I have read and understand the above terms and conditions for Computer Technology and Internet use at SJCSD. I will do my best to abide by these rules. I will ask my teacher when I have questions about these rules. I understand that if I break the rules of the AUP, appropriate school disciplinary action will be taken as described above.

Student Signature: _____
         (Students in grades 6-12 only must sign)

FOR THE PARENT OR GUARDIAN: (If student is under the age of 18, a parent or guardian must also read and sign this agreement.)

All terms and conditions as stated in this document are applicable to the use of computer resources at South Jefferson Central School District. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of New York, and the United States of America.

As the parent or guardian of this student I have read the terms and conditions for Computer Technology and Internet use at SJCSD. I have discussed these terms with my child and feel that he/she understands the rules for proper computer use. I understand that computer and Internet access is designed for educational purposes and that SJCS has taken available precautions to eliminate materials that are deemed inappropriate for school settings. I understand that it is ultimately my child's responsibility to use school computers in an appropriate manner.

Parent or Guardian Signature: _____   Date: _____

If you are interested in having a parent portal account so you can access grades (3-12) and access Accelerated Reader please give us a parent email below so we can set you up with those accounts. If there are multiple parents that would like accounts please list the emails below.

Parent e-mail _____

Parent e-mail _____

For future reference, the details of this policy can be found in the student handbook and on the South Jeff Website.

ATTENTION NEW STUDENT!
We will send notification to your homeroom teacher when your computer account has been created.