

**Stafford Public Schools  
Acceptable Use Agreement  
Internet and Network  
Specific Terms and Conditions for Users**

**(Middle and High School Student and Parent/Guardian Agreement)**

The Stafford School District provides an array of technology resources for student use. This agreement outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, students acknowledge the following rules and conditions:

**Government Laws**

I will use computers in conformity with laws of the United States of America and the State of Connecticut.

Violations include, but are not limited to, the following:

**Criminal Acts** – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, sending harassing email, cyber-bullying, cyber-stalking, accessing/distributing child pornography, vandalism, and/or unauthorized tampering with computer systems.

**Libel Laws** - Publicly defaming people through the published material on the Internet and/or email.

**Copyright Violations** - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all material available on the Internet are protected by copyright), engaging in plagiarism (using other’s words or ideas as your own).

**Netiquette and Appropriate Use Guidelines:**

**Network Resources** - The use of the school network is a privilege, not a right, and may be revoked if abused. The student is personally responsible for his/her actions when utilizing the school’s computer resources. Despite our best efforts and beyond the limits of filtering technology, your child may run across areas of adult content and some material you might find objectionable.

**Privacy** - Network storage areas are the property of the school district. The Network Administrator may review any storage area of the school network to maintain system integrity and to insure that students are using the system responsibly.

**Copying/Downloading** - Students are NOT permitted to download or install any software, shareware, or freeware onto the school’s computers. Students are NOT permitted to copy others’ work or intrude into others’ folders.

**Inappropriate Materials or Language** – Students are NOT permitted to transmit, retrieve or store materials that are discriminatory, harassing, obscene, pornographic, or inappropriate. Should students encounter such material by accident, they should report it to their teacher immediately. The use of District online systems for personal gain, political lobbying or any other purpose which is illegal or against District policy or contrary to the District’s best interest is NOT permitted.

**Student Understanding**

- I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others. I understand that my school network and email accounts are owned by the District and are not private. Stafford Public Schools has the right to access my information at any time.
- I will be polite and use appropriate language in my digital communications with others. I will refrain from using profanity, vulgarities or any other inappropriate language as determined by school administrators.
- I will use email and technology resources (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly. I will not use digital devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home. I understand that I am to notify an adult immediately if by accident I encounter materials which violate appropriate use.
- I understand that I represent the school district in all my online activities. I understand that what I do on social networking websites should not reflect negatively on my fellow students, teachers, or on the District. I understand that I will be held responsible for how I represent myself, my school and/or the District on the Internet.
- I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
- I will use technology resources productively and responsibly for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users.
- I will refrain from attempting to bypass or circumvent security settings or Internet filters, or interfere with the operation of the network by installing illegal software, or web-based services and software not approved by the Stafford’s District Technology Department.
- I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
- I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other’s work without proper citation and permission.

- I will only connect my own devices to the school's network in accordance with Policy 5131.84 Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools.
- I will refrain from the use of or access of files, software, or other resources owned by others. I will use only those school network folders that are designated for my use or for the purpose designated by my teacher.
- I will follow all guidelines set forth by the District and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet. I agree to abide by all Internet safety guidelines that are provided by the school and to complete all assignments related to Internet safety.
- I understand that District administrators will deem what conduct is considered inappropriate use if such conduct is not specified in this agreement.

Please return this agreement, signed by the student and parent / guardian, to your child's teacher or school office.

**STUDENTS ARE REQUIRED TO SIGN AND RETURN THE APPLICATION FOR NETWORK ACCESS BEFORE THE USE OF ANY TECHNOLOGY EQUIPMENT (PERSONAL OR DISTRICT-OWNED) IS ALLOWED AT STAFFORD PUBLIC SCHOOLS.**

Student's Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

School: \_\_\_\_\_

Home Room Number / Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

If you are a new student, please provide a password for network access (minimum of 6 numbers and letters) \_\_\_\_\_

**Student Agreement / Consequences For Violation Of This Agreement**

As a user of the School's technology resources, I understand and agree to comply with the specific terms and conditions for users as outlined in this Acceptable Use Agreement for Middle and High School Students. I also understand that I am responsible for any transactions that occur under my user ID or account whether it be on or off campus and that any violation of the Stafford Public Schools Policies, Regulations and Forms Governing the Use of Technology may result in denied access to the district's technology resources, in addition to other disciplinary action.

Should I commit a violation, I understand that consequences of my actions could include suspension or loss of computer privileges or data and files, disciplinary action up to and including expulsion, and/or referral to law enforcement.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Agreement**

By signing below, I certify that all the information that I have provided on this form is correct and that I, as the Parent or Legal Guardian of the above named child, acknowledge and agree to the following:

- I have read and discussed this Acceptable Use Agreement with my child. I also understand that this agreement will be valid through October 1 of the following school year.
- I fully understand that this access is designed for educational purposes in keeping with the academic goals of the district, and that student use for any other purpose is inappropriate.
- I recognize that while every effort will be made to filter out controversial material, it is impossible for the Stafford School District to restrict access to all controversial material, and I will not hold Stafford Public Schools responsible for controversial material offered on the network.
- I understand that my child is responsible for any transactions that occur under his or her user ID or account whether it be on or off campus and that any violation of the Stafford Public Schools Policies, Regulations and Forms Governing the Use of Technology may result in my child being denied access to the district's technology resources, in addition to other disciplinary action.

I understand that my child will use the Stafford Public Schools Network and have Internet access. I also understand the school could be publishing examples of my child's projects or publish photographs/video of my child participating in school related activities in district media or share with local media outlets. Unless otherwise notified in writing by a parent or guardian, the school will assume permission is given to publish students' names, work, videos, and photographs.

Parent/Guardian's Name (print) \_\_\_\_\_

Parent/Guardian's Email \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_