Keansburg Public Schools

Acceptable Use Agreement

ICT users are permitted to use the district's ICT resources for legitimate educational purposes. Personal use of district ICT resources is prohibited. In addition, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of ICT resources for the purpose of carrying out such behavior or activity is prohibited.

By signing below, ICT users (and, for students, their parent/guardian) agree to always adhere to the following standards and expectations for conduct:

1. **Behave ethically and responsibly when using ICT resources.**
   a. Refrain from utilizing proxy gateways, or similar technologies, to bypass the ICT monitoring and filtering.
   b. Handle ICT resources and equipment with care. Refrain from deleting, destroying, modifying, abusing, or moving resources without permission or accessing unauthorized ICT resources.
   c. Do not breach or disable network security mechanisms or compromise network stability or security in any way nor download or modify computer software in violation of the district's licensure agreement(s) and/or without authorization from the ICT Department.

2. **Use ICT resources, transmit communications or access information only for legitimate, educationally relevant purposes and to access educationally appropriate content.**
   a. Refrain from sending any form of communication that breaches the district's confidentiality requirements, or the confidentiality of students.
   b. Refrain from sending any form of communication that harasses, threatens or is discriminatory.
   c. Refrain from accessing any material that is obscene, harmful to minors or prohibited by law.
   d. Refrain from using social network tools for personal use.

3. **Respect the privacy of others and treat information created by others as the private property of the creator.**
   a. Maintain confidentiality of your username and password by not sharing it with others and not using another person's username and password.
   b. Maintain the integrity of files and data by not trespassing, modifying, copying or deleting files of other users without their consent.
   c. Protect the confidentiality and safety of others when sharing work and images.
   d. Share, post and publish only within the context of the district *Publishing Guidelines* (see attached).
   e. Respect copyright and fair use laws; these policies and procedures apply in digital contexts, as well. Plagiarism is prohibited

I have read, understand, and agree to abide by the terms of the Acceptable Use Policy Guidelines, Board Policy 2360. Should I commit any violation or in any way misuse my access to the school district's information and communication technologies resources, I understand that my access privilege may be revoked and disciplinary action may be taken against me.

User's Name (print) _____ Date _____
User's Signature _____ Circle: **Staff**   **Student**
School/Location _____ School Year _____
For students: Parent/Guardian Signature _____

Believe, Understand, and Realize Goals