

## **Canaan School District – Acceptable Use Agreement**

### **Introduction**

Canaan School District recognizes that access to technology in school gives students and staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills and to provide staff with the tools and training to facilitate this development. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Agreement outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Canaan School District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Canaan School District makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

### **Technologies Covered**

Canaan School District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, Canaan School District will attempt to provide access to them. This agreement is intended to cover all available technologies, not just those specifically listed.

### **Usage**

All technologies provided by the district are intended only for education purposes. “Education purposes,” as used in this Agreement, for students means that students may only use the District’s technology for the purpose of their education, class work and District extra-curricular activities. “Education purposes,” as used in this Agreement, for staff means that staff may only use the District’s technology for the purpose of fulfilling their job duties. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not circumvent technological protection measures; use good common sense; and ask if you don’t know.

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### **Web Access**

Canaan School District provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations school policies, and agreements. Web browsing may be monitored and web activity records may be retained.

Users are expected to respect that the web filter is a safety precaution, and should not try to bypass it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should notify the IT staff or submit the site for review.

### **Email**

Canaan School District may provide users with email accounts. All students and staff provided with email accounts may only use them for education purposes and in accordance with this agreement and any other applicable policies. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; should not engage in any of the activities listed in the "Unacceptable Use" section of this Agreement; and should only communicate with other people as allowed by District policy and only for education purposes.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, Canaan School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

### **Mobile Devices**

Canaan School may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

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### **Personally-Owned Devices**

Users of Personally-owned mobile devices (including laptops and tablets) must adhere to local school policy on such devices.

All personally owned devices must be registered with the school using the form attached to this packet. Even if you do not plan to bring a device to school, you must return the form stating that fact

Cell phones must remain powered off and put away during school hours, unless express permission is granted by a teacher or staff member.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

### **Downloads**

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

### **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember to be careful of what they post online. Once something is online, it's out there for everyone to see and you may not be able to delete it once it is posted—and can sometimes be shared and spread and used in ways you never intended.

### **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

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### Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.

Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

### Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities may be monitored and retained.

### Examples of Acceptable Use

I will:

- ✓ Use school technologies only for education purposes.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for education purposes.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies. If in doubt, students should contact their teacher and staff should contact the IT Director.

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### Examples of Unacceptable Use

I will not:

- ✓ Interfere with the work of a faculty member, administrator or school district business.
- ✓ Engage in any activity that is prohibited by this Agreement or by any applicable law
- ✓ Participate in a public forum(s), “blogging,” “chat rooms,” or instant messaging
- ✓ Send, receive or display offensive messages or pictures
- ✓ Violate copyright law or license agreements
- ✓ Spread, create or use invasive software, such as computer viruses, worms, or other detrimental technology.
- ✓ Misrepresent oneself in any e-mail communication or while accessing the network.
- ✓ Access, use, or distribute another’s login or password.
- ✓ Violate any rules of behavior as listed in the student handbook or district policies, or agreements.
- ✓ Allow third-party access to technology resources or network services without prior authorization of the school administration.
- ✓ Post items to the Internet or on the District’s website without proper administrative authorization and parental permission, if the posting relates to students.
- ✓ Encrypt communications or files to avoid system security review.
- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school’s safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn’t intended for my use.
- ✓ Use the district’s computers, networks and Internet services for non-school related purposes such as private financial gain; commercial, advertising or solicitation purposes; or any other personal use not connected with the educational program or assignments.

Staff and students should immediately notify the building principal or superintendent of any violations of this Agreement. This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies. If in doubt, students should contact their teacher and staff should contact the IT Department.

### No Expectation of Privacy

The Canaan School District’s computers remain under the ownership, control, custody and supervision of the school district at all times. The administration reviews student and staff usage. Users have no expectation of privacy from the School District administration in their use of district computers, including e-mail, stored files and Internet access logs.

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Also, the School District is a public entity subject to laws regarding public records and their disclosure. Accordingly, users must understand that some emails, Internet logs, and other District documents and electronic records may be accessed by third parties, including Internet service providers, and may be the subject to disclosure upon a public records request or be disclosed to the general public under certain circumstances.

### Limitation of Liability

Canaan School District will not be responsible for damage or harm to persons, files, data, or hardware.

While Canaan School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Canaan School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### Violations of this Acceptable Use Agreement

- I. Student Violations of this Agreement may have repercussions, including:
  - Suspension of network, technology, or computer privileges
    - First offense:
      - 1 week loss of network, technology, and computer privileges
      - 1 Day In-School Suspension
    - Second offense:
      - 1 month loss of network, technology, and computer privileges
      - 3 Days In-School Suspension
    - Third offense:
      - 1 year loss of network, technology, and computer privileges
      - 5 Days In-School Suspension
    - Notification to parents
  - The severity of the offense may result in a harsher consequence even for a first offense (Example: Hacking, Illegal Activities, Bullying or harassment, etc.) and may include, but are not limited to:
    - Suspension of network, technology, or computer privileges
      - To be determined by School/District Administrators
    - Detention or suspension from school and school-related activities
      - To be determined by School/District Administrators
    - Legal action and/or prosecution
- II. Staff violations of this Agreement may have repercussions, including:
  - Loss of network, technology or computer privileges
  - Discipline, up to and including discharge, subject to any applicable collective bargaining agreement.
  - Legal action and/or prosecution.

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I have read and understand this agreement and understand the consequences for violations.

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

**Parent Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you are a staff member of CMHS please sign below and return.

**Staff Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please return this signed portion to school.*

<b>BYOD AGREEMENT – 2017-2018 - ESSEX NORTH SUPERVISORY UNION</b>
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**The above agreement and guidelines will apply to the following device(s) :**

Device \_\_\_\_\_ Serial # \_\_\_\_\_

Date: \_\_\_\_\_ MAC Address: \_\_\_\_\_

Device \_\_\_\_\_ Serial # \_\_\_\_\_

Date: \_\_\_\_\_ MAC Address: \_\_\_\_\_

     **My child will not be bringing a device to school at this time**

I, the undersigned, as a student of Canaan Schools, have reviewed the above policy and guidelines. I understand that any violation of the policy or guidelines may result in revocation of technology privileges, and possible further disciplinary action.

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

**Signature** \_\_\_\_\_

I, the undersigned legal guardian, have reviewed the Acceptable Use Policy for Canaan Schools. My child \_\_\_\_\_ is also aware of the terms and conditions, and has reviewed the additional information about digital citizenship.

**Parent/Guardian Name** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

**Signature** \_\_\_\_\_

*If a student wishes to bring in their device after handing in form, or if they wish to replace a current device with another, this form MUST BE UPDATED and given to the Office.*