

Deal Borough Schools

Acceptable Use Policy

2021-2022

Student name (print) _____ Teacher _____

Acceptable Use Policy Deal School

At Deal School, our students have access to many valuable instructional technology tools as well as Internet access in our media center, technology labs, and classrooms. Our goal is to teach students to utilize these electronic resources to enhance our school's instructional goals.

Deal School has taken precautions to ensure that students are using the Internet and other electronic resources for appropriate educational means. Student use of the Internet and multimedia resources will be supervised by an adult at all times. However, we cannot guarantee that students will refrain from locating inappropriate sources. Please review the guidelines listed and sign below.

1. Student use of instructional media must be in support of grade appropriate educational standards and Instructional Technology Competencies.
2. Students will use respect and show proper care and handling of all equipment. Any student found to be intentionally damaging any software or hardware will be cited for school property abuse.
3. Students are expected to respect and not attempt to by-pass security in place on computers. Changing or attempting to change a computer's settings is a violation of acceptable use of our equipment.
4. Students will observe software copyright laws. No students will bring software from home to copy on school workstations, nor will students copy school software for personal use.
5. When using the Internet, students' actions will be closely supervised. They will be held responsible for information viewed, received, and sent.
6. Students are expected to respect the work and ownership rights of students, staff, and people outside the building.

Video Conferencing:

The use of video conferencing requires all students and staff to adhere to the rules contained in our district Acceptable Use Policy. Foremost of these policies is the expectation that all parties will participate in these learning experiences in a respectful manner while ensuring that all parties will be respectful of the rights to privacy for all participants of any video activity. All parties need to respect the academic work and personal opinions of all students, staff and teachers involved in any and all video conferencing sessions. The unauthorized recording of another student or staff member's voice or image without their consent, is a violation of the Acceptable Use Policy and may also be subject to disciplinary action from school administration while possibly resulting in a formal report being filed with the Deal Police Department. The dissemination of any unauthorized recordings from any and all remote learning experience is also seen as a violation of the Acceptable Use Policy and subject to a disciplinary response and/or a formal report being filed with the Deal Police. Therefore, all participants in any and all remote learning experience and its use of video, agree that they will not save, record, share or post this video session or any photos or audio recording from this video session. Lastly, the rules of the classroom and school building apply to all remote learning experiences. If you or your parents do not agree to these rules, please contact the Deal School administration.

1. Video conferencing is a way that students can communicate with other students, speakers, museums, etc. and receive remote learning from teachers outside of the school setting. Video Conferencing equipment allows students to see, hear, and speak with classmates and outside professionals as well as receive remote instruction in real time.
2. Videoconference sessions may be videotaped by district personnel or by a participating agency or school involved in the exchange in order to share the experience within ours or their building or district.
3. Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all video conference sessions.

Student: I have read (or it has been explained to me) and agree to follow the Deal School Acceptable Use Policy. I understand that any violation of the procedures may result in the loss of technology privileges for the remainder of the year. Additional consequences may be determined and carried out by the administration.

Student Signature: _____ Date: _____

Parent/Guardian: I have read the Deal School Acceptable Use Policy. I understand the access is for educational purposes and that the Deal School has taken precautions to eliminate controversial material from being viewed by users. However, I recognize that it is impossible to restrict access to all controversial materials. I also understand that my child will be utilizing video conferencing software to interact with their teachers through virtual/remote learning as well as other opportunities that may extend the educational experience of my child beyond the classroom. I will not hold Deal School, or any staff member responsible for materials acquired over the Internet. I hereby give permission to my child to be given the privilege of Internet access and the ability to utilize video conferencing software with Deal School supervision.

Parent/Guardian Signature: _____ Date: _____

Permission Form for World Wide Web Publishing Of Student Work

We understand that our child's work or writing may be published on the school's web page at <http://www.dealschool.org> as well as other social media sites associated with the school. We further understand that no last name, home address or home telephone number will appear with such work. I grant permission for the World Wide Web publishing until August of 2022. I may withdraw permission in writing at any time.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Permission Form for World Wide Web Publishing Of Student Photograph

We understand that our child's photograph may be published on the school's web page at <http://www.dealschool.org> as well as other social media sites associated with the school. We further understand that no last name, home address or home telephone number will appear with such work. I grant permission for the World Wide Web publishing until August of 2022. I may withdraw permission in writing at any time.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Permission Form for Student Google Accounts and Web based Program Accounts and Video Conferencing

It is understood that the Deal School is a Google for Education School and utilizes a number of Google Applications that require student accounts be set up with an email account. In order to utilize many of these web based applications, a student Google email account must be created within the Deal School Domain. Students in grades K-2 will not have access to this email. Students in grades 3-8 will be able to access this email and utilize it to communicate within the Deal School domain for the facilitation of classroom assignments and teacher contacts. This may be expanded for specific projects where outside contact with professionals may be warranted. We understand that our child will be set up an email account within the Deal School domain and will have accounts for web based programs such as Tinkercad, Ozobot, Span, etc. I grant permission for my child to work within the parameters of the Deal School Domain and within the acceptable use standards of Deal School Policy to utilize web based programs to enhance their learning. This permission is authorized until August of 2022. I may withdraw permission in writing at any time.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

The Board of Education recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of,

and consistent with the vision, mission and goals established by the Board and for the purpose of instructional support. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of these guidelines is to ensure that all Deal School technology users share the Deal School technology resources in an effective, efficient, ethical and lawful manner. Deal School technology should be used for legitimate educational reasons only, and not for personal use. Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services including electronic mail (e-mail). Users must respect intellectual property rights and understand that school system data accessible over the network, regardless of the computer or device being used, constitutes property. All electronic, telephonic, and communications transmitted by, received from, or stored in these systems are property of the Deal School. Users of such systems should have no expectation of privacy. Student e-mail use for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider Deal School e-mail private or confidential in any way. It is important to note that with a global network it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. Deal School personnel will make every effort to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither the Deal School nor any district staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. Deal School DOES NOT CONDONE the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology. ACCESS IS A PRIVILEGE - NOT A RIGHT! Inappropriate use will result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the policies and procedures of Deal School. Building administrators shall establish a process for informing students and staff about the district and local school Acceptable Use Procedures. The definition of Deal School information and data resources will include any computer, server or network, or access provided or supported by Deal School, including portal-delivered applications and the Internet. Use of computer information and resources includes the use of data/programs stored on Deal School computing systems, data/programs stored and/or delivered through external drives, and web based programs. The "user" of the system is the student using Deal School technology. Access is a privilege, not a right, and all students are expected to treat this learning tool with respect. Deal School technology and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work.
- Use a computer to steal property.
- Gain unauthorized access to other people's files or programs.
- Gain unauthorized access to on-line resources by using someone else's password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improperly using the network, including introducing software viruses and/or bypassing local school or office security policies.
- Steal or damage data and/or computers and network equipment.
- Access, upload, download, and distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.

Such actions will lead to disciplinary actions, up to and including loss of access to Deal School technology resources and further disciplinary actions as defined by existing Deal School policies.

Initials _____