

All users of technology in Middlesex County Vocational Technical Schools are required to abide by the Appropriate Use of Technology Policy and Guidelines as set forth below.

ACCEPTABLE USAGE POLICY—TECHNOLOGICAL RESOURCES FOR STUDENTS

Introduction: The following policy outlines the acceptable uses of technological resources in the Middlesex County Vocational Technical Schools. This policy applies, but is not limited, to the following categories of technology: school-based computer networks, district-wide computer networks, stand alone computers, peripheral devices (digital video disk players, videocassette recorders, televisions, telephones, scanners and printers), on-line services, licensed software, CD-ROM programs and videocassettes, confidential district databases and use of the Internet.

Local area networks (a particular school) and wide area networks (the entire district) connect computers in a way that facilitates the use of software programs and the storage of information. The Internet is a worldwide system of computers linked together electronically. Each of these systems provides users with the ability to send and receive mail (e-mail) and access enormous and diverse databases of information. The Internet and other on-line services also allow individuals to participate in discussion groups on a variety of topics. Because of these capabilities, these services can be a valuable educational resource for the students and staff in the district. Our goal in providing these services is to promote educational excellence in schools by facilitating resource sharing, innovation, collaboration and communication. The district reserves the right to prioritize and limit access to and use of its technological resources.

Use of the Internet: Because anyone in the world has access to the Internet, the system also contains material which is inappropriate for elementary and secondary students or does not possess educational value in the context of our school curriculum. One of the goals of this policy is to outline acceptable use of the Internet by students. This policy seeks to balance issues of intellectual inquiry, freedom of speech and privacy with the responsibility of the district to ensure that students do not access or produce inappropriate or illegal material.

Acceptable Use of Technological Resources: Acceptable use in the framework of the Middlesex County Vocational Technical Schools can be defined as employing technology as an educational tool, using guidelines that the computing community at large and/or legal opinion have generally agreed are permissible. Examples of actions that violate this accepted standard are listed below under the topic of inappropriate uses. Access to, and use of, the Internet, like other educational tools, is provided by the school district to foster those learning experiences which are part of the district educational program or the approved extracurricular activities of the schools. Personal use of this school district-provided service is specifically prohibited, unless approved in writing by the administration. Any material accessed by students must be related to the educational program or to the approved extracurricular activities of the schools.

Privilege to Use the Technology: While in school, student access to technological resources will be under the direct supervision of teaching staff and will be monitored by the staff member in the same manner as any other classroom activity. Using technology in the context of a school setting is not a right, but a privilege. Inappropriate use will minimally result in a suspension of that privilege. Any student who uses the technological resources of the district consents to having all activities regarding this use monitored by a systems operator.

Prohibited Uses of District Technology

All users of the district's technology are expected to adhere to the following prohibitions as outlined in district policy:

- Personal use of the district's technological resources, including the development of bulletin boards and chat groups.
- Using technology for illegal activities as outlined in federal and state laws and network provider policies and licenses.
- Disrupting or damaging equipment, software or the operation of the system.
- Vandalizing the account, work or data of another user.
- Gaining unauthorized access to another account, confidential school records or the system operation.
- Utilizing another user's account or name without permission.
- Using abusive or obscene language, sending hate mail or harassing another individual.
- Obtaining pornographic text, graphics or photographs.
- Sending or receiving material that is racist, sexist or offensive to the religious beliefs of people.
- Creating or installing a computer virus and hacking.
- Using technology for personal, financial or business gain.
- Installing or using personal software on any computer in the district.
- Changing the configuration of an individual computer or network.
- Downloading software.
- Logging on the Internet or sending e-mail using a fictitious name.
- E-mail broadcasting or spamming.
- Using technological resources in political campaigns in local, state, federal or board of education contests.
- Using the district network storage space for personal use.

Network Etiquette and Child Safety: Students are expected to adhere to generally accepted rules of network behavior. These include:

- Be polite. Do not use abusive language.
- Electronic mail is not private. System operators have access to all mail and illegal activities may be reported to law enforcement authorities.
- All documents developed and/or sent or received via e-mail by an authorized user must be identified as belonging to that user. Anonymous documents are prohibited and, if detected, will be purged by the teacher or system operator.
- Logging on the Internet is taking an electronic field trip into cyberspace. Students are going out into the world and need to protect themselves. Students must not give out their names, home addresses or telephone numbers to people they "meet" on the Internet.

District Guarantees: The district does not issue a warranty for the Internet service it provides. The district is not responsible for the accuracy of the information obtained through the service. The use of information is at the user's own risk. The district is not liable for loss of data, wrong deliveries or service disruptions caused by its own negligence or the user's errors.

GUIDELINES—TECHNOLOGICAL RESOURCES FOR STUDENTS

The Board of Education has authorized the purchase and installation of technological resources for the specific purpose of facilitating the implementation of the educational program of the district. These resources include but are not limited to:

- School-based computer networks
- District-wide computer networks
- Stand alone computers
- Peripheral devices (digital video disk players, videocassette recorders and players, televisions, telephones, scanners, printers)
- On-line services (Library access services, Mitchell Online, etc.)
- Internet access
- Licensed software, CD-ROM programs and videocassettes
- Databases of information compiled by the district
- Individual network storage space for school related data

Authorization to Use District Technology

Any student in grades 9-12 or community member who seeks to use the technological resources of the district must sign a Technology Use Agreement, which will be kept on file with the district. This agreement will authorize the signer to use the district's resources. In addition, all students under the age of 18 must have a signed parent/guardian consent form.

Policy Violations

All users who violate the policy of the Middlesex County Vocational Technical Schools, whether or not they have signed the Technology Use Agreement, will be subject to disciplinary action and legal action. This includes warnings, suspension of user privileges, criminal prosecution, and monetary restitution for damages that may have occurred.

ACCEPTABLE USAGE POLICY CONTRACT AGREEMENT

I agree to abide by such rules and regulations of system usage as may be further added from time-to-time by the district and Network. These rules will be available in hardcopy form in the building administrator's office.

(Sign and return to the building administrator)

Name – PRINT

Date

Signature of Staff Member

Date

Signature of Student

Date

As the student's parent/guardian, I concur with this agreement and will indemnify the district for any fees, expenses, or damages incurred as a result of my child's use or misuse of the Network equipment.

Signature of Parent/Guardian

Date