

Long Valley Charter School

POLICY 3005: ACCEPTABLE USE AGREEMENT

Long Valley Charter School (“LVCS”) believes that providing access to technology enhances the educational experience for students. However, student use of school computers, networks, emails, and Internet services is a privilege, not a right. To make that experience successful for everyone, students must abide by the following terms and conditions:

1. **Security:** Students shall not impair the security of Charter School technology resources. Students are expected to:
 - Safeguard all personal passwords. Students should not share passwords with others and should change passwords frequently. Students are expected to notify their teacher immediately if they believe their student account has been compromised; and
 - Access technology only with their account or with a shared account as directed by their teacher and not to allow others to use their account or to use the accounts of others, with or without the account owner’s authorization.

2. **Authorized Use:** Students may use LVCS technology resources when directed by a teacher, when technology has been designated for open student use (e.g., computers in the library), and for other educational purposes.

3. **Protection Measures:** While the LVCS is able exercise reasonable control over content created and purchased by LVCS, it has limited control over content accessed via the internet, and no filtering system is 100% effective. Neither LVCS nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. The student and parent agree not to hold LVCS School or any LVCS staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They also agree to indemnify and hold harmless LVCS and LVCS School personnel for any damages or costs incurred.

4. **Inappropriate Use:** LVCS technology, hardware, software, email accounts and bandwidth are shared and limited resources and all users have an obligation to use those resources responsibly. Students are provided access to the LVCS technology primarily for educational purposes. Students shall not use LVCS technology or equipment for personal activities or for activities that violate school policy or local law. These include but are not limited to:
 - Playing games or online gaming;
 - Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights;
 - Installing software on LVCS equipment without the permission of a teacher or other authorized LVCS staff person;
 - Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material;
 - Conducting any activity that is in violation of school policy, the student code of conduct or local, state or federal law;

- Engaging in any activity that is harmful to other student(s), including the use of technology to harass, intimidate, bully or otherwise disrupt the educational process;
 - Participating in political activities;
 - Conducting for-profit business;
 - Using hacking tools on the network or intentionally introducing malicious code or viruses into the LVCS's network;
 - Using any software or proxy service to obscure either the student's IP address or the sites that the student visits;
 - Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures; and
 - Accessing or attempting to access material or systems on the network that the student is not authorized to access.
 - Use of obscene, profane, threatening or disrespectful language;
 - Cyberbullying.
5. **No Expectation of Privacy:** Student acknowledges that computer equipment, Internet access networks, email accounts, and any other technology resources are owned by LVCS and provided to students for educational purposes. LVCS may require staff to monitor and supervise all access to computer equipment, Internet access networks, and email accounts. To facilitate monitoring of activities, computer screens may be positioned so that they are visible to the staff member supervising the students. LVCS reserves the right to access stored computer records and communications, files, and other data stored on LVCS equipment or sent over LVCS networks. Such communications, files, and data are not private and may be accessed during routine system maintenance; during inspection of LVCS equipment at the end of the school year/term or agree to use period; and review of individual files or monitoring of individual activity when there is a reasonable suspicion that the student is engaging in an inappropriate use.
 6. **Disruptive Activity:** Students should not intentionally interfere with the performance of the LVCS's network or intentionally damage any LVCS technology resources.
 7. **Unauthorized Networks:** Students may not create unauthorized wireless networks to access the LVCS's network. This includes establishing wireless access points, wireless routers and open networks on personal devices.
 8. **Consequences of Inappropriate Use:** Students who violate this Agreement will be subject to discipline, which may include loss of access to LVCS technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.
 9. **Technology Systems/Equipment Care:** Students are not permitted to have food or drink near computers/other technology and must keep equipment and assigned areas free of vandalism.

After reading the Computer Technology Acceptable Use Policy and the Acceptable Use Agreement, please complete this form to indicate that you agree with the terms and conditions

provided. The signature of both the student and parent or guardian are mandatory before access will be granted to the technologies available. This document, which incorporates the Computer Technology Acceptable Use Policy, reflects the entire agreement and understanding of all parties.

As a user of LVCS technologies, I have read the Computer Technology Acceptable Use Policy and hereby agree to comply with it and the Acceptable Use Agreement.

I understand that computer use is a privilege and not a right. I understand that if I violate this policy in any way, I will be subject discipline which may include referral to the administrator and include loss of technology privileges. I understand that the parent or guardian of a minor student shall be liable for the replacement cost for property the LVCS loaned to the student that the student fails to return or that is willfully cut, defaced or otherwise damaged, up to an amount not to exceed ten thousand dollars (\$10,000). When the minor and parent are unable to pay for the damages, LVCS will provide a program of voluntary work for the minor in lieu of the payment of monetary damages. A student over the age of majority shall be liable for the same.

Students may be issued a longvalleycs.org email account for internal use only. Please indicate if you do not want your child to have access to an email by checking this box .

Student Name (please print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

EMPLOYEES ONLY

I have read, understand and agree to abide by the Computer Technology Acceptable Use Policy and the Acceptable Use Agreement. I understand that the schools policies, procedures, rules, and regulations which apply to students also apply to me as an adult user of the schools technology, in addition to any separate policies governing employee use of technology.

Employee Signature: _____
Employee Name: _____ Date _____