

# Cranbury School

## Acceptable Use of Technology Agreement

### Grades 6 - 8

September 2018

Parents and Students:

Please read together, sign and return the document to the school. This document is available at [www.cranburyschool.org](http://www.cranburyschool.org) > Our Parents > Forms.

#### Statement of Purpose

The Cranbury School District believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology in Cranbury School:

#### Terms of Agreement

1. I will respect the privacy of others;
2. I will not harm other people or their work;
3. I will not damage, change, or tamper with the hardware, software, settings, or the network in any way;
4. I will not interfere with the operation of the network;
5. I will obey copyright laws; I will properly cite sources;
6. I will not seek, view, send, or display offensive messages or media;
7. I will not share my passwords with another person;
8. I will not waste limited resources such as disk or server space, bandwidth, or printing capacity;
9. I will not trespass in another's folders, work, or files; I will not vandalize the work of another student;
10. I will not use my personal email account or any personal electronic device at school except with the permission of a staff member;
11. I will notify an adult immediately if by accident I encounter materials, which violate the rules of appropriate use;
12. I will not use any form of electronic communication to harass, intimidate, or bully anyone;
13. I will not forge electronic mail messages or use an account owned by others;
14. I will follow District Policy regarding the use of electronic communications between teachers/support staff members (including emails, text messages, cell phones and social networking web sites).
15. I am prepared to be held accountable for my actions and for the loss of privileges if these rules are violated.

1  
"Electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, iPods or other mp3 or audio-video players and cameras. NJ S-993

2  
Policy References: 2361; 2363; 5516; 5322

**Use of New Web Tools**

As part of the 21st century learning, teachers and students will be using new Web tools such as blogs, wikis, podcasts, and videocasts. These technologies improve student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills. The following terms and conditions relate to these New Web Tools:

1. I will act safely by keeping personal information out of my Web projects. I will not give out my family name, email address, home address, school name, city, country or other information that could help someone locate or contact me in person. I will not post identifying photos or videos.
2. I will treat blog and wiki spaces as I would a classroom space, and I will use appropriate and respectful language. I will only post on school-appropriate subjects. If I include pictures on my blog, podcast, videocast or wiki, they will be appropriate.
3. If I post a link in a blog, podcast, videocast or wiki, I will have read that information carefully to be certain that it is appropriate for the school community. I will not post anonymously.
4. I understand that if I fail to follow these guidelines, I may lose the opportunity to take part in the project and/or be subject to further disciplinary action.

**Student User**

I have read, have been trained, and I will abide by the Cranbury School District’s Acceptable Use of Technology Agreement and the terms and conditions for Use of New Web Tools. I realize that violations may result in my loss of the network and/or Internet access, disciplinary action per the Board Policy 2361, Student Handbook and possible legal action.

I will sign my name to show that I will follow these rules.

Student Name (Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Parent/Guardian Permission**

I have read this Acceptable Use Agreement and have discussed it with my child. We agree that by my signature, I give my permission for my student to use the school district’s network and hardware and access the Internet:

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

*Homeroom Teachers: Please return complete class set to Main Office, including class list.*