

<b>Jay School Department</b>	<b>CODE: IJNDB</b> Page 1
<b>SUBJECT: Acceptable Use Policy – Information Technology Resources in the Schools</b>	
<b>DATE OF ORIGINAL POLICY:</b>	April 3, 1997
<b>DATE OF NEXT REVIEW:</b>	2012
<b>CANCELS POLICY CODE:</b>	None
<b>REVISION DATE:</b>	December 6, 2004, August 2, 2006
<b>JURISDICTION:</b>	<b>Jay Public Schools</b>

**POLICY:**

The school’s information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school’s technological resources:

**Students must:**

1. Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Not view, use or copy passwords, data or networks to which they are not authorized.
  - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability and security of all electronic resources.
  - Observe all network security practices, as posted.
  - Report security risks or violations to a teacher or network administrator.
  - Not destroy or damage data, networks or other resources that do not belong to them, without clear permission of the owner.
  - Conserve, protect and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
  - Not infringe copyrights (no making illegal copies of music, games or movies).
  - Not plagiarize.
4. Respect and practice the principles of community.
  - Communicate only in ways that are kind and respectful.
  - Report threatening or discomfoting materials to a teacher.
  - Not intentionally access, transmit, copy or create material that violates the school’s code of conduct (such as messages that are pornographic, threatening, rude, discriminatory or meant to harass).
  - Not intentionally access, transmit, copy or create material that is illegal (such as obscenity, stolen materials or illegal copies of copyrighted works).

<b>JAY SCHOOL COMMITTEE</b>	<b>CODE: IJNDB</b> Page: 2
<b>SUBJECT: Acceptable Use Policy – Information Technology Resources in the Schools</b>	

- Not use the resources to further other acts that are criminal or violate the school’s code of conduct.
- Not send spam, chain letters or other mass unsolicited mailings.
- Not buy, sell, advertise or otherwise conduct business, unless approved as a school project.

**Students may, if in accord with the policy above:**

1. Design and post approved in writing from the network/server manager web pages and other material from school resources.
2. Use direct communications such as IRC, online chat or instant messaging with a teacher’s written permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for an educational purpose.

**Consequences for Violation**

Violations of these rules may result in disciplinary action, including the loss of a student’s privileges to use the school’s information technology resources.

**Supervision and Monitoring**

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use and disclose any data found on the school’s information networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

**I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:**

\_\_\_\_\_

Student

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_

Date

**PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.**

**THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT’S USE OF COMPUTERS AT HOME, AT LIBRARIES OR ANYWHERE.**

<b>JAY SCHOOL COMMITTEE</b>	<b>CODE: IJNDB</b> Page: 3
<b>SUBJECT: Acceptable Use Policy – Information Technology Resources in the Schools</b>	

**JAY PUBLIC SCHOOLS**  
**STUDENT ACCEPTABLE USE FORM ≈ 2008-2009 SCHOOL YEAR**

**Student Section**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_ School: \_\_\_\_ Jay Elementary School \_\_\_\_ Jay Middle School \_\_\_\_ Jay High School

I have read the Jay Public Schools’ Student Acceptable Use Policy Rules and Procedures document. I agree to follow the rules contained in this policy. I understand that if I violate the rules my access can be terminated and I may face other disciplinary measures.

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

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

**Parent/Guardian Section**

I have read the Jay Public Schools’ Student Acceptable Use Policy Rules and Procedures document.

I hereby release the district, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the electronic network. This includes, but is not limited to claims that may arise from the unauthorized use of the network components.

I give permission for my child to access all components of the district electronic network which includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes.

Parent/Guardian Name: \_\_\_\_\_

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

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

<b>JAY SCHOOL COMMITTEE</b>	<b>CODE: IJNDB</b> Page: 4
<b>SUBJECT: Acceptable Use Policy – Information Technology Resources in the Schools</b>	

**ADOPTED: August 7, 2008**

**Jay School Committee:**

Mary Redmond Luce, Chair

Tammy Shufelt, Vice-Chair

Dan DiPompo

Marga Hutchinson

Judy Diaz