

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT
Grades K-12

With the permission of your parent or guardian, the Essex County School Division offers you the opportunity to use the Division's computer system which allows access to the Internet, as well as a variety of electronic devices. We expect you to use the computer system while at school for educational purposes. This use is a privilege, *not a right*, and we may discipline you or take away your right to use the computer system at school if you misuse this privilege. You are responsible for your own actions while you are on the Division's system and are also accountable for any activities that occur by others if you allow them to use your account.

Any communication, including electronic mail or other electronic files, is subject to the Student Code of Conduct and the Acceptable Computer System Use Policy and Regulation, and may be monitored or read by school officials. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

While using the Essex County School Division's computer system:

1. I will only use the Division's computer system for educational purposes. I understand that I may be held responsible for any or all damage incurred as a result of my negligent or inappropriate behavior. Intentional damage of a device would require the full cost of a replacement.
2. While using the Division's system, I will not use language which may be offensive to other users. I will treat others with respect. The written and verbal messages I send will not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hatred.
3. I will not cyberbully. "Cyberbully" means using the computer to threaten, harass, or intimidate another person using the computer. I will tell an adult if I see any cyberbullying, cyberthreats, or inappropriate activity.
4. I will not share unlawful information online, nor will I use the Division's system in any way that violates federal, state, or local laws. I will never falsify my identity online.
5. I will not use the Division's system for non-school related activities.
6. I will not engage in Internet activities that cause congestion on the Division's network.
7. I will not use the Internet to buy or sell, or to attempt to buy or sell, any service or product.
8. I will not change any computer file that does not belong to me.
9. I will not use copyrighted materials or software from the Internet without permission of the author. I will cite the source where appropriate.
10. I will never knowingly give my password to others, nor will I use another person's password.
11. I will never use the Division's system to send or obtain pornographic or inappropriate material or files.

- 12. Except for the usual information contained in the headers of my electronic mail, I will never give out personal information such as name, address, phone number, or gender.
- 13. I will never knowingly circumvent, or try to circumvent, security measures on either the Division's computers or on computers at any remote site.
- 14. I will never attempt to gain unlawful access to another person's or organization's resources, programs, or data.
- 15. I will not make, or attempt to make, any malicious attempt to harm or destroy data of another user on the Division's system, including the uploading, downloading, or creation of computer viruses.
- 16. I understand that the Division is not responsible or liable for any harm, damages or charges that result from my use of the system's technology, including loss of data, interruption of services, corruption of files or programs, purchases, hacking or other violations of this Acceptable Computer System Use Agreement.
- 17. I will report any violations of this Acceptable Computer System Use Agreement that I have knowledge of to my teacher or principal.

Adopted: April 26, 2017

Student's Agreement

I have read the Acceptable Computer System Use Agreement, as written above, and understand fully and agree to follow the principles and guidelines it contains. If I did not understand the meaning of part of it, I asked an adult to explain it to me. I agree to follow these rules at all times.

Student Name: _____

Student Signature: _____

Date _____

Parent's Agreement

As the parent or guardian of this student, I have read the Acceptable Computer System Use Agreement as written above. I understand that computer access at school for students of the Essex County School Division is provided for educational purposes only. I understand that employees of the school system will make every reasonable effort to restrict access to all controversial material on the Internet, but I will not hold them responsible for materials my son or daughter acquires or sees as a result of the use of the Division's computer system. I have discussed the terms of this agreement with my student.

I grant permission for my student to use the computer system in accordance with the Essex County School Division's policies and regulations and for the School Division to issue an account for my student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____
(Please Print)