



# SALEM PUBLIC SCHOOLS STUDENT ACCEPTABLE USE POLICY

The Salem Public School District provides technology to support teaching, enhance learning, and improve productivity. All Salem Public Schools students are required to comply with the provisions herein.

The use of Salem Public School District technology is a privilege, not a right. Students are responsible for their conduct when using Salem Public Schools technology. Staff must supervise student use of technology at all times.

## **Definitions**

As defined in this policy, the term technology includes, but is not limited to: all computers; printers, scanners, peripheral equipment; networks; Internet resources, including production of Web content, all forms of Web-based synchronous and asynchronous communication including electronic mail, and file transfer protocol; multimedia, video, laser, cable, TV, telephone, and fax equipment; language lab equipment; all software and files, including all user files generated from the use of the resources listed herein; as well as the supplies used to maintain technology.

## **Technology Use**

Before students will be allowed to use any of the district's technology, parents and/or guardians of all students must sign and return the Acceptable Use section included in each school's Student Handbook at the start of each school year. Students in Grades 3 through 12 must also sign. Signature indicates understanding of this policy, and acceptance of liability for damages resulting from the intentional disregard of this policy. Students in grades 3 – 12 may not log in under a generic or shared password unless there is an extenuating circumstance.

Staff will enforce this policy. Students in their charge who have not returned the appropriately signed Acceptable Use section included in each school's Student Handbook will not use Salem Public Schools technology.

## **Internet Use**

The Internet contains a rich collection of educational resources which can enrich and extend instruction. Because it is an unregulated worldwide medium that is always growing and changing, it is the responsibility of Salem Public School employees to ensure that students can make use of this resource safely and responsibly.

Salem Public Schools uses an Internet content filter that is compliant with the Child Internet Protection Act (CIPA), in that it blocks material that is obscene, pornographic, and in any way harmful to minors. All use of the Internet is monitored.

Each student must take responsibility for his or her actions online. Any attempt to

- visit inappropriate web content
- download files with or to Salem Public Schools equipment
- upload files to a site not approved by the Salem Public Schools, or
- communicate with anyone in an inappropriate, harassing or threatening manner

will result in immediate revocation of computer privileges as well as possible disciplinary and/or legal action.

**Technology Code of Ethics**

1. Respect the school's property. All technology is the property of the Salem Public School District. No one is to intentionally move, damage or tamper with district technology.
2. Use technology for school-related, educational activities.
3. Be courteous and use appropriate language. Do not harass, threaten or attack others, or use expressions of bigotry, racism, and/or hate. Do not send, display, or use profanity or obscene, explicit or offensive material
4. Protect your privacy and safety by not disclosing personal information such as your telephone number, address, location or password. Use only the password assigned to you. You are not allowed to use anyone else’s password to access Salem Public School’s technology.
5. Recognize and respect the intellectual property of others, including work and materials found online.
6. Adhere to Federal copyright laws and publishers’ licensing agreements.
7. Do not attempt to install software or download files for non-educational purposes using the Salem Public Schools technology.
8. Respect the integrity of the Salem Public School’s networks. Do not attempt to circumvent or subvert system security. Do not tamper with, alter or cause disruption of networks.
9. Report user misconduct, suspected viruses and technical problems to your teacher immediately so that action can be taken to minimize possible damage to technology.
10. Use technology responsibly. Consider the needs of others when using shared or networked computers, printers, or other technological resources. Conserve paper and toner whenever possible.

**Violations of the Technology Code of Ethics**

Violations of the Technology Code of Ethics may result in loss of access to technology, disciplinary and/or legal action, including any resulting financial liability.

**Salem Public School District Handbook Acceptable Use Statement**

We have read, understand, and agree to comply with the Salem Public School’s Acceptable Use Policy. We realize that conduct which violates this policy may lead to penalties including loss of computer privileges, disciplinary action, and/or legal action. We release the Salem School District from any liability or damages which may result from the use of its computers, software, and networks. We further understand that there is a potential for access to information on the Internet that is inappropriate for school-age children or young adults; and, while reasonable effort will be made on the part of the Salem Public School staff to supervise student use of technology, each student is ultimately responsible for his or her own conduct.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ YOG \_\_\_\_\_

Teacher’s Name \_\_\_\_\_ Grade \_\_\_\_\_