

Washington Township Public Schools will provide students with an email account and productivity software. This includes free web-based programs providing email, word processing, spreadsheets, presentation software, cloud storage, and other collaboration tools to our students and staff.

The services are available at school and at home via the internet. Even though content from known inappropriate sites are blocked on school computers/devices, there is always a chance students will be exposed to inappropriate content. School staff will monitor student use of the internet when students are at school. Parents are responsible for monitoring their child's use of the internet when accessing programs from home. Students are responsible for their own behavior at ALL times.

Students - Acceptable Use, Privacy and Safety

Student email and productivity tools are primarily for educational use. Students may use the tools for personal use subject to the restrictions below and other school rules/policies which may apply.

Privacy: -District staff have access to student email and cloud storage for monitoring purposes. Students have no expectation of privacy using district provided email or cloud storage.

Limited Personal Use: -Students may use email and productivity software for personal projects. The following list, though not covering every situation, specifies some of the conduct that violates the acceptable use of technology:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a web site to sell things)
- Use of profanity, threatening, racist, obscene, abusive or harassing language in any correspondence
- Threatening another person
- Misrepresentation of Washington Township Public Schools, staff or students. (Email and productivity tools are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.)

Data Security

Student files and email are safe when stored in district provided cloud storage but it is the responsibility of the student to make backups of important documents as no system is 100% safe/secure.

Safety

- Students may not post personal contact information about themselves or other people. This includes last names, addresses and phone numbers.
- Students will agree to not meet with someone they have met online without their parent(s)' approval and participation.
- Students will tell their teacher or other school employee about any message they receive which is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

Limits on email senders and recipients

E-mail is to provide another way for students to communicate with their teachers, and for students to collaborate together on group projects. Also, some educational websites require students to have an email address in order to take advantage of the provided tools. The following limits are set on email use:

- Students in grades 4-12 cannot send or receive email from anyone outside the domain (wtps.org) unless it is coming from an approved source (whitelisted).
- Students in grades K-3 will not have access to email, but will have access to the other productivity tools. Special Education and ESL students in K-3 who are participating in a 1:1 learning program will have access to internal and whitelisted external email.

Digital Responsibility

- Treat others well and respectfully.
- Be kind when using email or making a post on a forum, collaborative document or web page. Everyone will see what you write so think before you type.
- Be careful with what you say about others and yourself. It is never acceptable to use profanity, threatening, racist, obscene, abusive or harassing language in email correspondence, web site or on collaborative documents.
- Do not send email containing a virus or other malicious content.
- Do not send or read email at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.

- Respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work (text, pictures, video, music, etc.) protected by a copyright.
- If a work contains language specifying acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner. Any time a student uses another person's pictures, video, music or writing, a citation should be present. See the Creative Commons website for specifics.
- Students have First Amendment rights to free speech. Your rights can be limited in school, though. If you post something via email or on a school web page which disturbs the learning environment in your school, your right of speech may be limited.
- School web sites, email and groups are for educational use and are not considered public forums for debating ideas. This means a school has the right to limit student speech that disturbs the learning process in these areas.

Access Restriction

Access to and use of e-mail and productivity software is considered a privilege accorded at the discretion of the Washington Township Public School District. The district maintains the right to immediately withdraw the access and use of e-mail and productivity software when there is reason to believe violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and account restoration, suspension or termination.

I agree to follow the rules contained in this Addendum. I understand that if I violate the rules, my account and access to the district network/computers can be terminated and I may face other disciplinary measures.

Student Signature: _____ Date: _____

Student Name: _____ Grade: _____

School: _____

Parent(s) or Guardian(s) Section

I have read and understand the Washington Township Public School District Acceptable Use Policy. If the school district provides access to any network resources, I will supervise my child's use of the District Network when my child is accessing the District Network from home.

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 **District** Network, including, but not limited to claims that may arise from the unauthorized use of the District Network to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials as set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: (Please Print) _____

Relationship: _____

Home Address: _____

Phone: _____