



## WARREN TOWNSHIP ELEMENTARY SCHOOLS – GRADES 3-5

# Digital Citizenship Contract

\_\_\_\_\_  
STUDENT LAST NAME

\_\_\_\_\_  
STUDENT FIRST NAME

\_\_\_\_\_  
GRADE

### **Please read the following statements very carefully.**

1. I will not use technology to do anything harmful (including: sharing personal information about self and others, derogatory comments or bullying).
2. I will protect the integrity of technology I use (school equipment, programs and services used).
3. I will use technology for academic use only (projects, homework and related academic purposes) in school.
4. I will be prepared to be held accountable for my actions (and the loss of privileges and consequences resulting from violation).
5. I will notify an adult for help when needed (if anything is found to be alarming, unsafe or insecure using technology within or outside of school).
6. I will follow the guidelines of use as provided by my teacher.
7. I understand that the school is in no way responsible for repairing or replacing damaged or stolen devices or related technology equipment.
8. I have read and understand the contents of the attached Acceptable Use Policies for both the Warren Township Elementary Schools Internet and use of Google Applications.

### **Internet Usage Agreement and Google Applications Agreement (Please Check):**

- I have read and understand the contents of the **Acceptable Use Policy regarding use of the Internet and Google Applications.**
- I **give** my son/daughter permission to use all WTS network functions including the use of the network and access to remote sites.

As a condition of (Student's Name) \_\_\_\_\_ being permitted to use the WTS network, I understand that access to electronic information, which includes the Internet, is designed for educational purposes. Policies and procedures which require classroom teachers and library/media specialists to monitor and restrict access to inappropriate material are in place, but the Warren Township Schools cannot monitor users at all times and thus cannot guarantee that students will not gain access to educationally-inappropriate material. Therefore, I will not hold the Warren Township Schools responsible for any inappropriate material acquired from this network. In addition, I understand that the Warren Township Schools does not assume responsibility for the accuracy or reliability of information obtained through access to remote sites. The use of on-line information retrieval and sharing is a privilege, not a right. Inappropriate use may result in a cancellation of this privilege and/or disciplinary action.

\_\_\_\_\_  
Student's Name (Printed)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name (Printed)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

# Warren Township Board of Education

## Student Acceptable Use Policy and Agreement

### GRADES 3-5



It is the goal of the WTS (Warren Township Schools) Network to promote educational excellence by facilitating resource sharing, information access, and communications. Access to and educational use of the information available from the Internet and other electronic communication sources are consistent with the goals and objectives of the district. The Warren Township Board of Education firmly believes that the information available through access to such sources as the Internet is invaluable to our students in preparing them to be citizens of the 21<sup>st</sup> century. It is the student's responsibility to access information specifically related to curriculum goals and objectives and to use that information appropriately. This information includes all electronic and Internet based sources including, but not limited to websites, electronic mail, information and news, software, wikis, blogs, discussion groups and other social media.

Warren Township educators will provide guidance and instruction to the students in the appropriate use of such resources. The board of education expects that students will use appropriate and responsible behavior on the school network and in the accessing of all electronic information as independent researchers. Student conduct while using the WTS network and is to be in keeping with board of education policies for general school behavior.

To this end, the Warren Township Public Schools retains the following rights and recognizes the following obligations:

- To monitor the use of online activities. This may include real-time monitoring of network activity, file storage and/or maintaining a log of all activity for later review. WTS reserves the right to restrict online destinations through software or other means.
- To supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online. Staff members shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of WTS.
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to WTS-owned equipment and, specifically, to exclude those who do not abide by the WTS's acceptable use policy or other policies governing the use of school facilities, equipment, and materials.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

All use of the WTS network must be in support of educational and research objectives consistent with the mission and objectives of the WTS. Proper codes of conduct in all electronic communication must be used.

The smooth operation of the WTS network relies upon responsible use of the network and requires the adherence to ethical and legal use of this resource. Access to the WTS network is a privilege, not a right; therefore, students will be permitted to use these resources upon the submission of an agreement form signed by the student and by the minor student's parent/guardian at grades 3-8, and upon entry to the school district. The signed Acceptable Use Policy form will be kept on file as a legal binding document. Failure to comply with the agreement for acceptable use may result in the student's loss of access to the WTS network as well as other disciplinary and legal actions.

Warren Township Schools will be administering Google Mail and Drive for students in Grades 3-8. Students and Parents or Guardians must sign a code of conduct document before students will be permitted to participate in this initiative.

#### **In reference to district issued or district owned electronic devices:**

It is possible that the electronic device issued to students for their use may record or collect information on the student's activity or the student's use of the device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The district shall not use any of these capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. By signing this Acceptable Use Policy, students and parents or guardians of students furnished an electronic device acknowledge receipt of this notification. The district shall retain this acknowledgement as long as the student retains the use of the device.

Reference (Warren Township Schools – Board of Education Policies):  
5131 CONDUCT/DISCIPLINE  
5131.1 HARASSMENT, INTIMIDATION AND BULLYING  
5131.5 VANDALISM/VIOLENCE  
6142.10 INTERNET ACCEPTABLE USE POLICY (AUP)

Revised 5.2015

## **STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE INTERNET/NETWORK**

### **STUDENT**

I acknowledge that the Warren Township Board of Education grants permission to me for academic, non-commercial use of district computer facilities, district software, and electronic information resources referred to as the WTS network (Warren Township Schools Network). I also acknowledge that policies and procedures which require classroom teachers and library/media specialists to monitor and restrict access to inappropriate material are in place, but the Warren Township Public Schools cannot monitor users at all times and thus cannot guarantee that students will not gain access to educationally inappropriate material. **Therefore, I will not hold the Warren Township Schools responsible for any inappropriate material acquired from this network.** In addition, I understand that the Warren Township Schools do not assume responsibility for the accuracy or reliability of information obtained through access to remote sites.

I agree not to use the WTS network, including any of its communication facilities, in any way, which deliberately diminishes or interferes with the use the network of others. This includes, but is not limited to:

- Unauthorized access to restricted files, directories or information
- Attempts to gain access to restricted files, directories or information
- Deliberate attempts to crash or obstruct another's use of a system or network
- Theft of hardware, software, and computer related supplies
- Intentional activities around the computer that result in damage to computers, software or information
- Wasting finite resources

I agree to report any knowledge of policy violations that I am aware of to the building's staff and/or administration.

I understand that only software authorized by the Board of Education will be used on the WTS network; therefore, I will not install or copy any unauthorized software on any district computer. Furthermore, I acknowledge the right of the Board of Education's staff to immediately remove any files or programs placed upon the network not intended for educational use.

I agree to use the WTS network and all devices on it in accordance with acceptable conduct as defined in Board of Education policy. Unacceptable conduct includes, but is not limited to:

- Using the WTS network to acquire, copy, transmit, display, receive or print, offensive or inappropriate text, pictures, audio or video
- Using the WTS network to acquire, copy, access, transmit, display, receive or print harassing, demeaning, or offensive speech or materials.
- Transmitting or posting any material in violation of local, state, or federal law including copyrighted materials, and threatening or obscene materials
- Using another's account and/or password
- Sharing of one's account and/or password
- Commercial or illegal use of the WTS network
- Attempting to bypass system filters and monitors to gain access to content normally not allowed
- Attempting to the privacy of others by using the WTS network to obtain private information about others, post private information about another person, or re-post a message that was sent to them without permission.
- Engage in other activities that do not advance the educational purposes for which the computer network/computers are provided

*I further understand that:*

The use of the WTS network is a privilege, not a right, and that inappropriate use may result in my suspension of those privileges in varying degrees. Disciplinary action as a result of any violation of the regulations set forth in the Warren Township Schools Acceptable Use Policy may include one or all of the following:

- Revoking of my access privileges to the WTS network
- School disciplinary actions

## STUDENT AGREEMENT FOR ACCEPTABLE USE OF GOOGLE APPLICATIONS

### Google Account: Applications and Tools:

Google Apps Education Edition offers a free (and ad-free) set of customizable tools that enable teachers and students to work together and learn more effectively. The account established is a service provided by Google that allows users to communicate and collaborate effectively in a digital educational environment.

Students will use Google for educational purposes. The Google account assigned to your child was created by the school and assigned to your child. No student personal information was collected by Google in creating these accounts. As per school policies, all activities requiring Internet access are supervised by the teacher. The school is in control of which Google services it provides for student use. As part of our educational technology plan, Internet safety is a main component of technology use. Teacher supervision, school filters, and spot checking student accounts will be used to ensure that students' use of digital tools adheres to school policy.

*Students will use these tools available to all Google Account Members (these tools include, but are not limited to):*

- *Custom Gmail address (email)*
- *Calendar to enter school assignments and activities*
- *Drive for creating or sharing online documents (with tools similar to Microsoft Word, PowerPoint and Excel)*
- *Google Sites, Earth and Maps*

When using Google Apps and Tools, students work in a safe environment because people in the outside the district domain cannot login and thus have no access to school accounts, information and contact. Only district users can obtain access to the Warren Township district Google domain. The tools provided will be available to students at school and wherever they can acquire an Internet connection. These tools (commonly referred to as GAFE- Google Apps for Education) will help students keep organized, prevent lost homework, and allow students to work individually or collaboratively on school assignments. They will also help us move toward the direction of becoming a more paperless district.

Students will be monitored when using Google Apps and Tools at school. The administrator of the domain maintains the right to turn off a student's services based on the items stated in this Acceptable Use Policy. **Please read the provided AUP carefully and sign the agreement (FIRST PAGE of this Document) and RETURN THE SIGNED PAGE to the SCHOOL OFFICE so that your Google account can be enabled.**

### Terms of Agreement:

1. I understand and have read the information contained in the Student Code of Conduct for the use of Warren Township Schools.
2. I understand that this service is a privilege, not a right, and that inappropriate use in or outside of school of school will result in disciplinary action.
3. I understand that Internet use outside of school is my responsibility
4. I will report any evidence of inappropriate use to a responsible adult in district staff