

Responsible Use Procedure for Computers, Network, and Technology

ConVal Regional High School, including the Region 14 Applied Technology Center (ATC)

Student/Parent Technology Use Agreement Form

Student Name _____ Year of Graduation _____

Use of the technology resources of the school is a privilege, not a right. Violations of the rules described below will be addressed under the ConVal Regional High School Student Code of Conduct. Violators will lose computer privileges and, if warranted, be subject to additional disciplinary measures. Periods of suspension of privileges depend upon the severity of the infraction. Law Enforcement agencies will be contacted whenever a criminal violation occurs (see RSAs 638:16-18 and 649-B).

I AGREE TO ABIDE BY THE CONTOCOOK VALLEY SCHOOL BOARD POLICY EHAA, INTERNET SAFETY AND RESPONSIBLE USE POLICY FOR STUDENTS (ADOPTED SEPTEMBER 17, 2013). IN PARTICULAR, I WILL RESPECT THE FOLLOWING RULES GOVERNING THE USE OF COMPUTERS, NETWORKS, OR OTHER TECHNOLOGY RESOURCES:

I. I recognize that all computer users have the same rights to use the equipment and network resources; therefore:

- A. I will not waste resources such as paper, printer toner, etc., that are provided by the school.
- B. I will not use any unauthorized media, flash drives or other storage devices on the school's computers.
- C. I will not use any personal computers, tablets, smartphones or other electronic devices to access the school's network unless specifically authorized to do so by the administration and the school's network administrator.
- D. I will not alter settings, damage, destroy, or disrupt any school instructional equipment.
- E. I will not download or install any software.
- F. I will not play games, download, or stream audio or video files, unless specifically instructed to do so by my teacher.
- G. I will not attempt to bypass security measures of the computer or the network.
- H. I will not interfere with or disrupt network users, services or equipment by: propagating computer viruses, or using a separate network (proxy) to access the Internet, or attempt unauthorized entry to any other machine accessible via a network.

II. I recognize that most online information is protected by copyright laws; therefore:

- A. I will not plagiarize, i.e. take the work or ideas of someone else and pass them off as my own.
- B. I will not create any work in violation of U.S. Copyright Law and all related laws contained in Title 17 of the United States Code. If I claim Fair Use exemption under copyright law in my work, I will label the portion of my work as such.

III. I recognize that the work of all users is their valuable property; therefore:

- A. I will not share my password or account information with anyone.
- B. I will not log on the network with another user's ID and password.
- C. I will not copy, change, read, or use another user's files or accounts without permission.

IV. I recognize that the technology resources of the school are to be used as tools to support the educational mission of ConVal Regional High School and the Region 14 Applied Technology Center; therefore:

- A. I will limit my use of technology in school at all times to the educational objectives established by my teachers.
- B. I will not access, download, or transmit any materials in violation of any U.S. or state regulations, including threatening, demeaning, or obscene materials, or materials protected by trade secrets.
- C. I will not use computer systems to disturb, harass, and/ bully other computer users.
- D. I will not send unwanted mail, post anonymous messages, or disclose personal communications without the author's express consent.
- E. I will follow the rules of network etiquette, including the use of appropriate language and polite responses. I will not use abusive language of any type, including swearing and name-calling.
- F. I will not use the network provided by ConVal Regional High School for illegal purposes of any kind, including the access to and/or distribution of unethical, illegal, or immoral material, or information otherwise deemed inappropriate in a school setting.
- G. I will not use the network for commercial activities, product advertisement, or political lobbying.
- H. I will not share or post any personal information (address, picture, telephone number, etc.) across any network.
- I. I understand that all communications conducted via the school's computers and network connections are NOT private and that all files, including browser caches, are subject to review by school staff.

Consequences: All consequences will be the result of due process and in accordance with the procedures laid out in the ConVal Regional High School Student Code of Conduct of the Student Handbook, including the provisions on cyberbullying and causing damage to school or district property.

STUDENT

I, the undersigned, understand my responsibility as a user of the school's computers, network, or other technology resources. I have read the rules and realize that any infraction could result in the suspension or revocation of my user privileges and may result in further disciplinary action, including suspension from school or criminal prosecution. I will assume responsibility for any costs or damages caused by the way I choose to use my access to the school's technology resources.

I undersigned, have read and understand the provisions of the ConVal Regional High School and the Region 14 Applied Technology Center Responsible Use Procedure.

I agree to abide by said provisions, observe proper etiquette and rules for online safety, and accept the consequences if I violate any of these rules.

Student Name (Please print): _____ **Year of Graduation** _____

Student Signature: _____ **Date:** ____/____/____

USER NAMES AND PASSWORDS

User names and passwords for all school-enabled services (e.g. G Suite for Education, ConVal-issued student email ending in cvsds.me, Destiny, etc.) will be provided to me. It is my responsibility to guard these as confidential information and not share them with any other student.

Student Name (Please print): _____ **Year of Graduation** _____

Student Signature: _____ **Date:** ____/____/____

PARENT OR GUARDIAN

I, the parent/guardian of the above-named student, have read, understand, and discussed with my student the foregoing provisions for computer, network and technology use as detailed in this ConVal Regional High School and the Region 14 Applied Technology Center Responsible Use Procedure.

- I understand that access to school-issued computer resources is provided solely for educational purposes and that it is the responsibility of my student to restrict his/her use to assigned classroom projects or to teacher-approved activities.
- I understand that no teacher can be held responsible for intentional infractions of the above rules by my student.
- I understand that ConVal Regional High School and Region 14 ATC cannot be held responsible for my student's use of technology in a setting other than school.
- I understand that violations will suspend user privileges and may result in further disciplinary action or criminal prosecution.
- I further understand that ConVal Regional High School or the Region 14 ATC will seek monetary restitution for any and all damages to the school's computers, network, or technology resources that have been caused by my student.

I hereby give permission for my student to use the computers, network, and technology resources of ConVal Regional High School, including the Region 14 Applied Technology Center.

Parent/Guardian Name (Please print): _____

Parent/Guardian Signature: _____ **Date:** ____/____/____

FOR OFFICE USE ONLY

Received – Date: ____/____/____

Initials: _____