

Personal Computing Device Usage Policy and Additional Guidelines for Student Responsibility

1. Use of the computing device is subject to the School's Acceptable Use of Computer Network/Computers and Resources (based on Policy and Regulation #2361) and related policies.
2. The student's use of the computing devices is accompanied by certain privileges and rights on the network. The student should in no way attempt to gain other privileges or attempt to access resources on the network to which no explicit rights have been granted.
3. The student shall not, in any way, tamper with or misuse school equipment, either software or hardware. No form of tampering is acceptable.
4. The student may not download copyrighted software, audio or video files, or any other copyrighted material from the Internet not legally allowed to be used. Any such material found will be deleted without prior notification and the student may be subject to discipline.
5. Only licensed software/apps may be installed onto this computing device. If the student requires special or non-standard software to be installed on this computing device for school use, the installation must be cleared by the school beforehand. The student will be responsible for supplying licenses, media, and any documentation.
6. Software in use in the school is licensed in a correct and legal manner. Student should make no attempt to copy licensed or copyrighted material using this computing device.
7. This computing device may not be used for any form of personal financial gain.
8. This computing device and its contents remain the property of the school. No data stored on this computing device is personal or private and the student has no reasonable expectation of privacy in such data. Any application or data (apps, music, etc.) stored on the computing device will become the property of the school district upon completion of the program.
9. This computing device may record or collect information on the student's activity or the student's use of the device if the computing 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. If the school district equipment is issued to a student for use outside the district, it is possible this collection of information on the student's activity or use of the device may occur outside of the school. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student as per N.J.S.A. 18A:36-39 (P.L.2013, c.44).
10. Food and drinks should be kept well away from computing devices. The student should also take care when shutting down and closing the lid of the computing device (if applicable) to ensure that nothing is left lying on the top of the computing device's surface. Resulting damage to the computing device may not be covered by the warranties and the student may be liable for repair costs.
11. Once this computing device is no longer connected to the school district network, there will be NO filtering. It therefore becomes the parent(s) and or guardian(s) responsibility to monitor appropriate student use of the computing device.

Use of computing device resources are granted and based on the student's acceptance of the following specific responsibilities:

Use only those computing and information technology resources for which you have authorization. For example, it is a violation:

- to use resources that you have not been specifically authorized to use
- to use someone else's account or password to share your account or password with someone else
- to access files, data or processes without authorization; or
- to purposely look for or exploit security flaws to gain system or data access.

Use computing and information technology resources only for their intended purpose. For example, it is a violation:

- to send forged email
- to misuse Chat or other communications software that appears to allow students to hide their identity or to interfere with other systems or students
- to use electronic resources for harassment, bullying or stalking other individuals
- to send bomb threats or "hoax messages"
- to send chain letters
- to intercept or monitor any network communications not intended for you
- to use computing or network resources for advertising or other commercial purposes to attempt to circumvent security mechanisms.

Protect the access and integrity of computing and information technology resources. For example, it is a violation:

- to release a virus or worm that damages or harms a system or network
- to prevent others from accessing an authorized service
- to send email bombs that may cause problems and disrupt service for other students
- to attempt to deliberately degrade performance or deny service
- to corrupt or misuse information, or
- to alter or destroy information without authorization.

Abide by applicable laws and school policies and respect the copyrights and intellectual property rights of others, including the legal use copyrighted software. For example, it is a violation:

- to make more copies of licensed software/content than the license allows
- to download, use, or distribute pirated software/content
- to operate or participate in pyramid schemes
- to distribute or view pornography on the device
- to upload, download, distribute, or possess child pornography.

Respect the privacy and personal rights of others. For example, it is a violation:

- to run network sniffing/monitoring tools without authorization
- to access or attempt to access another individual's password or data without explicit authorization
- to access or copy another student's electronic mail, data, programs, or other files without permission.

Breach of the Usage Policy and Guidelines may lead to disciplinary action.

Eisenhower Middle School's Computing Device Student Responsibility Contract

I acknowledge receiving the computing device referenced above for use while I remain in the Wyckoff School District. I have read the attached Personal Computing Device and Additional Guidelines for Student Responsibility. In order to maintain the privilege of using this computing device, I agree to the following:

- I agree to keep this computing device in my possession at all times. I will not give or lend it to anyone except to return it to the school for repair in case it is damaged. If placed in a locker, the lock will be set and the combination will not be shared with anyone else. During Physical Education class, it is to be secured in a locked locker with a private combination or given directly to a teacher to be locked in the teacher's classroom/office.
- I agree to carry this computing device in a secure manner to minimize the chances that it will be damaged or destroyed.
- I agree to follow the Personal Computing Device Usage Policy and Additional Guidelines for Student Responsibility, and will not use this computing device, in or out of school, for inappropriate or unlawful purposes. I understand that the school will fully cooperate with all relevant authorities in investigating and prosecuting any unlawful use.
- I understand that the teachers may decide not to allow usage of the computing device in their classrooms on certain days and I must abide by their decisions.
- This computing device may record or collect information on my use of the device if the computing device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on my activity or use of the device. It is possible this collection of information on the student's activity or use of the device may occur outside of the school. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or individual residing with the student as per N.J.S.A.18A:36-39(P.L.2013,c.44).
- I understand that if this computing device is lost or stolen I will immediately notify the school. I understand that the school shall not be responsible for any damages or losses related to this computing device. Any costs associated with the instances of loss, theft or damage may be the full responsibility of the student and his/her parent/guardian.
- I agree to return this computing device to the school at the conclusion of the school year (or earlier if I should leave the district). I further understand any application, music, etc., loaded on the device become the property of the school district and will not be returned.
- I agree to keep this computing device adequately charged for school usage.

(Since applicant is under the age of 18, a parent or guardian must also read this agreement.)

I understand that failure to comply with any of these rules and policies may result in disciplinary action including the suspension of my use of this computing device.