LINDEN PUBLIC SCHOOLS
Linden, NJ
Technology Department

Student Acceptable Use Policy

As a rule, the Linden Public Schools will protect students' privacy and will treat students' electronic information as it treats any other student property. However, the school reserves the right to randomly search students' personal belongings, laptops and school-issued accounts in accordance with policies stated in the Student/Parent Handbook.

Violations of the Acceptable Use Policy fall into two broad categories: "Minor Offenses" and "Major Offenses." A Major Offense to the *Acceptable Use Policy* is also a Major Code of Conduct Violation.

Minor Offenses

A minor offense is an action or behavior that violates a rule that has been put in place to maintain the strength, integrity, and sustainability of our technology program. Students who demonstrate a pattern of minor offenses will be referred to their Principal or Vice Principal. Minor offenses include, but are not limited to, the following:

Laptop/iPad Usage

- Forgetting to bring the laptop/iPad to school.
- Using software and services whose use may be deemed inappropriate for the teaching and learning approach of a specific course or subject.

Laptop/iPad Maintenance

- Transporting or using the laptop/iPad without a hard protective case similar to the one originally issued with the laptop/iPad.
- Placing stickers directly on the laptop/iPad or putting paper or other objects beneath the bottom protective case.
- Not addressing needed repairs (e.g., cracked screen, cracked track pad, missing keys, bent cases).
- Creating secondary accounts for the laptop/iPad (e.g., for a friend or parent)
- Installing operating systems other than those installed by the Linden Public School Technology Department.
- Changing the following settings in the System Preferences:
  o Changing the Computer Name
  o Disabling or changing settings for Remote Login
  o Disabling or changing settings for Remote Management
  o Enabling the Firewall

Power Management

- Practicing poor power management techniques (e.g., coming to school with laptop/iPad not fully charged).
- Charging computer in non-designated outlets or charging carts. Designated charging areas include:
    - Middle School: Library/Media Center
    - High School: Library/Media Center, Technology Department
    - Please note: each student is responsible for his or her computer while it is being charged in any of the above locations.

Network Access (Minor)

- Using personal laptops or tablets instead of the school issued laptop/iPad.
- Sending chain emails, inappropriate broadcast messages or any other information that may cause undue network congestion.
- Using the network for commercial purposes. The school will not be responsible for any financial obligations resulting from school-provided laptops, technology or access to the Internet.
- Accessing non-LPS wireless networks with the laptop while in school.
- Attempting to connect to the LPS wired or wireless network with non-authorized devices including personal laptops, phones, or tablets.

Major Offenses

A major offense is a serious violation of the standards of the community and poses a threat to the safety and security of the school's network, infrastructure, students, faculty, and greater community. Major Offenses to the *Acceptable Use Policy* also count as Major Offenses to the Code of Conduct. Major offenses include, but are not limited to, the following:

Privacy, Property, & Community

- Accessing or deleting the LPS Technology Department administrative account.
- Vandalizing the laptop/iPad or other network resources. This includes defacing, engraving, coloring, painting, etching, and using marker on the laptop itself. It also includes deliberately removing keys or deforming the original shape of the laptop/iPad and its components.
- Accessing laptops/iPads, accounts, and files of others without permission. This includes going on to someone else's computer and accessing any web page, social network, application without the owner's knowledge or permission.
- Recording, filming, or photographing teachers or other students without express permission to do so. If teachers or other students have given permission to record, the student who receives permission is expected to respectfully and responsibly use and manage the recorded material. Sharing or publicly posting captured material without permission is also prohibited.

- Using the laptop/iPad and its applications or the school network either in or out of school to harass, disparage, or intimidate another person or the school itself.

Illegal Activity

- Installing or distributing unlicensed or illegal software.
- Using the network in support of illegal activities or businesses or for gambling. The school will not be responsible for any financial obligations resulting from school-provided laptops/iPads, technology or access to the Internet.

Network Access (Major)

- Placing, creating, or accessing sexually explicit, violent, obscene or unlawful material.
- Attempting to get around network security or to impair functionality of the network.
- Attempting to bypass restrictions set by the network administrators.
- Using a computer for distribution of inappropriate or illegal material including text, audio, images, or video.
- Providing billable services to others for the use of your laptop or LPS network resources, excluding third-party e-commerce sites for sale or exchange of non-commercial personal items.

Student Signature: _____   Date: _____

Parent/Guardian Signature: _____