

Use of the computer network, including the internet and e-mail, is a privilege, not a right.

Use of District computer network resources must be consistent with the District's educational goals and behavior expectations.

Because electronic communications are so varied and diverse, this policy and the accompanying "users responsibilities" do not attempt to enumerate all required and prescribed behavior by system users.

Users are always expected to use common sense and adhere to the norms of behavior in the District.

The system administrators have the absolute discretion to determine what is inappropriate use of the District's computer network. That decision is final.

The system administrators may close a student's account at any time and for any reason subject to appeal to the student's teacher, the principal and the superintendent.

The administration, faculty and/or staff may request the system administrator to deny, revoke, or suspend a student's computer use, subject to appeal to the student's teacher, the principal and the superintendent.

Secondary students (CHS & CMS) may obtain an individual e-mail account with the approval of their parent/guardian.

All students and their parents/guardians must sign an acknowledgment of this policy and the users' responsibilities prior to any computer access by the District.

A parent/guardian can withdraw approval of a student's use the District's computer network at any time in writing by contacting the main office of the student's school.

Approved: #155/09-10
May 27, 2010

The following "Users Responsibilities" are given to students at the beginning of every school year. Parents are expected to read and discuss these with their children so both the parent and the child know and understand the policy and then sign the policy.

CLARENCEVILLE ELEMENTARY SCHOOL
COMPUTER USERS' RESPONSIBILITIES

1. I understand that using a computer is a privilege that may be taken away because of my actions.
2. I understand that I am responsible for my actions when using a District computer.
3. I understand that if I damage a computer or other parts of the computer system on purpose I will be responsible.
4. I will not plug or unplug anything into or from any computer, ever.
5. If I break the rules, I may lose time on the computer and my parents or guardians may be required to pay for any damages I cause. I also might be suspended from school.
6. I am also responsible if I purposely damage someone else's work.
7. If I change or damage someone else's work on purpose I can lose my time on the computer. I might also be required to redo the other person's work. My teacher or my principal might discipline me in other ways, including suspending me from school.
8. I must never bring any software to school without the permission of my teacher.
9. Copying software from one computer to another without paying for it is a CRIME, so I cannot bring in games and programs from home to be used by the school.
10. I will not use disks, drives or other media from outside the school without my teacher's permission.
 - a. Special arrangements must be made to transfer files from such media to District computers.
11. I must never use the Internet without the permission of my teacher and without an adult present in the room to help me.
12. If permitted by my teacher I will use only an e-mail account for my classroom to send messages to others for school purposes only.
13. If I receive any e-mail or pop-up messages that I think might be wrong for any reason I will show my teacher right away.

- 14. I will never use the computer system or e-mail to write untrue or hurtful things about others.
- 15. If I break any of the rules set by the teacher, the teacher, the principal and/or the superintendent will decide if I am in trouble and how I will be punished. My parents or guardians will be told of any punishment I receive and they can ask for a meeting with my teacher or the principal to discuss what I did and how I was punished.

Please sign and return this portion to the school.

I have read, understand and agree that my child will abide by the Clarenceville Computer Use Policy and the User Responsibilities. I also understand that no computer use will be permitted unless this acknowledgment is signed and on file at the school.

Student's Name _____
 Parent/Guardian's Signature _____
 Date _____

**CLARENCEVILLE MIDDLE SCHOOL AND HIGH SCHOOL
COMPUTER USERS' RESPONSIBILITIES**

I understand and agree that my use of the District's computer network is a privilege, not a right and that my use of the network will be for educational purposes, only. I understand and agree to the following conditions to permit me to use the District's computer network:

1. My use of the District's network will be for educational purposes, only.
2. I will access only resources on the network that are approved or specifically assigned to me by my teacher.
3. I will not attempt to bypass security to access files, Internet sites or resources.
4. I will use only network accounts assigned to me, or for which my teacher has given me access.
5. I will keep my own passwords safe and known only to me.
 - a. If my password becomes known to anyone else I will immediately tell my teacher.
6. I will not copy or download software from outside of the network to any network computer. This may violate a copyright which may be a crime.
7. I will not access or create pornographic material, inappropriate data files, or files dangerous to the District's network.
8. I will not use the technology resources, including the Internet, for projects other than those related directly to school or assigned to me by my teacher.
9. I will not use disks, drives or other media from outside the school, or otherwise approved by the District, without my teacher's permission.
 - a. Special arrangements must be made to transfer files from such media to District computers.
10. I will report all violations of privacy and inappropriate use of the District's computers and network.
11. If I receive inappropriate e-mail, I will immediately report it to the network administrator(s) or my teacher.
12. I understand that my activity on the District's computer network, including my use of e-mail, is not private, nor is it secret. I may be monitored at any time during my computer use. This monitoring will most likely happen without my knowledge.

13. I understand that my space on the server is limited and I am responsible for deleting old or unwanted files. If I fail to do so, files may be deleted by my teacher or the system administrator.
14. For e-mail, I will use only the District provided e-mail account. I will not use any other e-mail program or account.
15. I am responsible for my individual e-mail account.
16. I will not allow others to use my e-mail account.
17. I will not provide my password to any other person other than my teacher, the principal or the system administrator(s).
18. Under no circumstances will I use a District provided e-mail account to engage in any illegal act or conduct that is prohibited by any District rule.
19. I will use the District provided e-mail system solely for authorized educational purposes. Use of the District provided e-mail system for personal "chat" use or "random" messages of any type is prohibited.
20. I understand that playing "games" online is prohibited, but that educational game sites may be used with the prior express consent of my teacher.
21. I will not visit, or attempt to visit, any sites blocked by the District, or seek to bypass any block put in place by the District.
22. I will not download any third party applications such as music, video or photos.
23. I will not reveal to anyone my personal address or phone number, or those of any other student or District personnel, while using the District's computer network.
24. I will not use the District provided e-mail system in such a way as to disrupt, or attempt to disrupt the system use by others.
25. I will not post anywhere personal contact information about myself or others, or any other inappropriate information, while using the District computer network.
26. I will not agree to meet, after school hours, anyone I encountered while using the District's computer network or e-mail system.
27. I will disclose to my teacher or other school employee any message received that would reasonably be deemed inappropriate or violative of this policy or users' responsibilities.
28. If I participate in vandalism on the District's network, including any software files or hardware equipment, I am responsible for the consequences. Such consequences may include, but are not limited to:

- a. suspension from computer privileges,
 - b. suspension or expulsion from school,
 - c. the requirement that I or my parents or guardians pay damages to the District or those I damage, and/or
 - d. referral to the authorities for possible criminal prosecution.
29. I understand that the District makes no warranties of any kind, whether expressed or implied, concerning the computer or the computer use provided to me.
30. I understand that the District is not responsible for any damages I may suffer through the use of the District provided computer network, including any e-mail system.
31. I understand that the District is not responsible for the loss by me of any data, any delays, any nondeliveries, misdeliveries or service interruptions caused by any reason.
32. I understand that the use by me of any information obtained on the Internet is at my own risk.
33. I understand that the District is not responsible for the accuracy or quality of any information I obtain through use of the District provided computer network.
34. I understand that if I act in a manner that is detrimental to myself or to others, even though a specific rule has not been written for that action, appropriate disciplinary measures will be taken against me, including that listed in paragraph 28 above.
35. I understand that any violation of the District's Use Policy or these Users' Responsibilities that do not result in damage to the District or to another person will result in the loss of my use privileges as follows:
- a. First Offense: Loss of all computer privileges for 2 weeks. Teachers, administrators and parents will be notified.
 - b. Second Offense: Loss of all computer privileges for 1 month. Teachers, administrators and parents will be notified. My privileges will not be reinstated until after my parents/guardian(s) and I have met with the school's administrator and in the administrator's discretion I am deemed worthy to have my privileges reinstated.
 - c. Third Offense: Loss of all computer privileges for the remainder of the school year. Teachers, administrators and parents will be notified.
36. The violation of this Policy that results in damage to the District or to any other person or entity may also result in further District disciplinary procedures, including my suspension or expulsion and/or the referral for criminal prosecution.

Please sign and return this portion to the school.

I have read, understand and agree that I (my child) will abide by the Clarenceville Computer Use Policy and the Users' Responsibilities. I also understand that no computer use will be permitted unless this acknowledgment is signed and on file at the school.

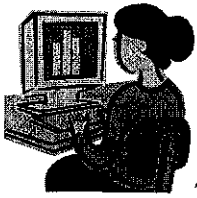
Student's Name _____

Student's Signature _____

Parent's Signature _____

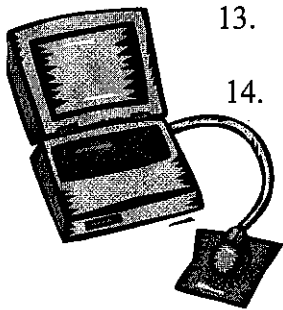
Date _____

Approved: #155/09-10
May 27, 2010



**CLARENCEVILLE ELEMENTARY SCHOOL
COMPUTER USERS' RESPONSIBILITIES
2011 - 2012**

1. I understand that using a computer is a privilege that may be taken away because of my actions.
2. I understand that I am responsible for my actions when using a District computer.
3. I understand that if I damage a computer or other parts of the computer system on purpose I will be responsible.
4. I will not plug or unplug anything into or from any computer, ever.
5. If I break the rules, I may lose time on the computer and my parents or guardians may be required to pay for any damages I cause. I also might be suspended from school.
6. I am also responsible if I purposely damage someone else's work.
7. If I change or damage someone else's work on purpose I can lose my time on the computer. I might also be required to redo the other person's work. My teacher or principal might discipline me in other ways, including suspending me from school.
8. I must never bring any software to school without the permission of my teacher.
9. Copying software from one computer to another without paying for it is a CRIME, so I cannot bring in games and programs from home to be used by the school.
10. I will not use disks, drives or other media from outside the school without my teacher's permission.
 - a. Special arrangements must be made to transfer files from such media to District computers.
11. I must never use the Internet without the permission of my teacher and without an adult present in the room to help me.
12. If permitted by my teacher I will use only an e-mail account for my classroom to send messages to others for school purposes only.
13. If I receive any e-mail or pop-up messages that I think might be wrong for any reason I will show my teacher right away.
14. I will never use the computer system or e-mail to write untrue or hurtful things about others.
15. If I break any of the rules set by the teacher, the teacher, principal and/or the superintendent will decide if I am in trouble and how I will be punished. My parents or guardians will be told of any punishment I receive and they can ask for a meeting with my teacher or the principal to discuss what I did and how I was punished.



**CLARENCEVILLE ELEMENTARY SCHOOL
COMPUTER USERS' RESPONSIBILITIES 2011 - 2012**

I have read, understand and agree that my child will abide by the Clarenceville Computer Use Policy and the User Responsibilities. I also understand that **no computer use will be permitted unless this acknowledgment is signed and on file at the school.**

Student's Name _____
Parent/Guardian's Signature _____
Date _____

CLARENCEVILLE HIGH SCHOOL COMPUTER USERS' RESPONSIBILITIES

I understand and agree that my use of the District's computer network is a privilege, not a right and that my use of the network will be for educational purposes, only. I understand and agree to the following conditions to permit me to use the District's computer network:

1. My use of the District's network will be for educational purposes, only.
2. I will access only resources on the network that are approved or specifically assigned to me by my teacher.
3. I will not attempt to bypass security to access files, Internet sites or resources.
4. I will use only network accounts assigned to me, or for which my teacher has given me access.
5. I will keep my own passwords safe and known only to me.
 - a. If my password becomes known to anyone else I will immediately tell my teacher.
6. I will not copy or download software from outside of the network to any network computer. This may violate a copyright which may be a crime.
7. I will not access or create pornographic material, inappropriate data files, or files dangerous to the District's network.
8. I will not use the technology resources, including the Internet, for projects other than those related directly to school or assigned to me by my teacher.
9. I will not use disks, drives or other media from outside the school, or otherwise approved by the District, without my teacher's permission.
 - a. Special arrangements must be made to transfer files from such media to District computers.
10. I will report all violations of privacy and inappropriate use of the District's computers and network.
11. If I receive inappropriate e-mail, I will immediately report it to the network administrator(s) or my teacher.
12. I understand that my activity on the District's computer network, including my use of e-mail, is not private, nor is it secret. I may be monitored at any time during my computer use. This monitoring will most likely happen without my knowledge.
13. I understand that my space on the server is limited and I am responsible for deleting old or unwanted files. If I fail to do so, files may be deleted by my teacher or the system administrator.
14. For e-mail, I will use only the District provided e-mail account. I will not use any other e-mail program or account.
15. I am responsible for my individual e-mail account.
16. I will not allow others to use my e-mail account.
17. I will not provide my password to any other person other than my teacher, the principal or the system administrator(s).
18. Under no circumstances will I use a District provided e-mail account to engage in any illegal act or conduct that is prohibited by any District rule.
19. I will use the District provided e-mail system solely for authorized educational purposes. Use of the District provided e-mail system for personal "chat" use or "random" messages of any type is prohibited.
20. I understand that playing "games" online is prohibited, but that educational game sites may be used with the prior express consent of my teacher.
21. I will not visit, or attempt to visit, any sites blocked by the District, or seek to bypass any block put in place by the District.
22. I will not download any third party applications such as music, video or photos.
23. I will not reveal to anyone my personal address or phone number, or those of any other student or District personnel, while using the District's computer network.
24. I will not use the District provided e-mail system in such a way as to disrupt, or attempt to disrupt the system use by others.

25. I will not post anywhere personal contact information about myself or others, or any other inappropriate information, while using the District computer network.
26. I will not agree to meet, after school hours, anyone I encountered while using the District's computer network or e-mail system.
27. I will disclose to my teacher or other school employee any message received that would reasonably be deemed inappropriate or violative of this policy or users' responsibilities.
28. If I participate in vandalism on the District's network, including any software files or hardware equipment, I am responsible for the consequences. Such consequences may include, but are not limited to:
 - a. suspension from computer privileges,
 - b. suspension or expulsion from school,
 - c. the requirement that I or my parents or guardians pay damages to the District or those I damage,
 - d. and/or referral to the authorities for possible criminal prosecution
29. I understand that the District makes no warranties of any kind, whether expressed or implied, concerning the computer or the computer use provided to me.
30. I understand that the District is not responsible for any damages I may suffer through the use of the District provided computer network, including any e-mail system.
31. I understand that the District is not responsible for the loss by me of any data, any delays, any nondeliveries, misdeliveries, or service interruptions caused by any reason.
32. I understand that the use by me of any information obtained on the Internet is at my own risk.
33. I understand that the District is not responsible for the accuracy or quality of any information I obtain through use of the District provided computer network.
34. I understand that if I act in a manner that is detrimental to myself or to others, even though a specific rule has not been written for that action, appropriate disciplinary measures will be taken against me, including that listed in paragraph 28 above.
35. I understand that any violation of the District's Use Policy or these Users' Responsibilities that do not result in damage to the District or to another person will result in the loss of my use privileges as follows:
 - a. First Offense: Loss of all computer privileges for 2 weeks. Teachers, administrators and parents will be notified.
 - b. Second Offense: Loss of all computer privileges for 1 month. Teachers, administrators and parents will be notified. My privileges will not be reinstated until after my parents/guardian(s) and I have met with the school's administrator and in the administrator's discretion I am deemed worthy to have my privileges reinstated.
 - c. Third Offense: Loss of all computer privileges for the remainder of the school year. Teachers, administrators and parents will be notified.
36. The violation of this Policy that results in damage to the District or to any other person or entity may also result in further District disciplinary procedures, including my suspension or expulsion and/or the referral for criminal prosecution.

**CLARENCEVILLE HIGH SCHOOL
COMPUTER USERS' RESPONSIBILITIES
2011 - 2012**

Please sign and return this page to the school office.

I have read, understand and agree that I (my child) will abide by the Clarenceville Computer Use Policy and the Users' Responsibilities. I also understand that no computer use will be permitted unless this acknowledgment is signed and on file at the school.

Student's Name _____

Student's Signature _____

Parent's Signature _____

Date _____

CLARENCEVILLE MIDDLE SCHOOL COMPUTER USERS' RESPONSIBILITIES

I understand and agree that my use of the District's computer network is a privilege, not a right and that my use of the network will be for educational purposes, only. I understand and agree to the following conditions to permit me to use the District's computer network:

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2. I will access only resources on the network that are approved or specifically assigned to me by my teacher.
3. I will not attempt to bypass security to access files, Internet sites or resources.
4. I will use only network accounts assigned to me, or for which my teacher has given me access.
5. I will keep my own passwords safe and known only to me.
 - a. If my password becomes known to anyone else I will immediately tell my teacher.
6. I will not copy or download software from outside of the network to any network computer. This may violate a copyright which may be a crime.
7. I will not access or create pornographic material, inappropriate data files, or files dangerous to the District's network.
8. I will not use the technology resources, including the Internet, for projects other than those related directly to school or assigned to me by my teacher.
9. I will not use disks, drives or other media from outside the school, or otherwise approved by the District, without my teacher's permission.
 - a. Special arrangements must be made to transfer files from such media to District computers.
10. I will report all violations of privacy and inappropriate use of the District's computers and network.
11. If I receive inappropriate e-mail, I will immediately report it to the network administrator(s) or my teacher.
12. I understand that my activity on the District's computer network, including my use of e-mail, is not private, nor is it secret. I may be monitored at any time during my computer use. This monitoring will most likely happen without my knowledge.
13. I understand that my space on the server is limited and I am responsible for deleting old or unwanted files. If I fail to do so, files may be deleted by my teacher or the system administrator.
14. For e-mail, I will use only the District provided e-mail account. I will not use any other e-mail program or account.
15. I am responsible for my individual e-mail account.
16. I will not allow others to use my e-mail account.
17. I will not provide my password to any other person other than my teacher, the principal or the system administrator(s).
18. Under no circumstances will I use a District provided e-mail account to engage in any illegal act or conduct that is prohibited by any District rule.
19. I will use the District provided e-mail system solely for authorized educational purposes. Use of the District provided e-mail system for personal "chat" use or "random" messages of any type is prohibited.
20. I understand that playing "games" online is prohibited, but that educational game sites may be used with the prior express consent of my teacher.
21. I will not visit, or attempt to visit, any sites blocked by the District, or seek to bypass any block put in place by the District.
22. I will not download any third party applications such as music, video or photos.
23. I will not reveal to anyone my personal address or phone number, or those of any other student or District personnel, while using the District's computer network.
24. I will not use the District provided e-mail system in such a way as to disrupt, or attempt to disrupt the system use by others.

25. I will not post anywhere personal contact information about myself or others, or any other inappropriate information, while using the District computer network.
26. I will not agree to meet, after school hours, anyone I encountered while using the District's computer network or e-mail system.
27. I will disclose to my teacher or other school employee any message received that would reasonably be deemed inappropriate or violative of this policy or users' responsibilities.
28. If I participate in vandalism on the District's network, including any software files or hardware equipment, I am responsible for the consequences. Such consequences may include, but are not limited to:
 - a. suspension from computer privileges,
 - b. suspension or expulsion from school,
 - c. the requirement that I or my parents or guardians pay damages to the District or those I damage,
 - d. and/or referral to the authorities for possible criminal prosecution
29. I understand that the District makes no warranties of any kind, whether expressed or implied, concerning the computer or the computer use provided to me.
30. I understand that the District is not responsible for any damages I may suffer through the use of the District provided computer network, including any e-mail system.
31. I understand that the District is not responsible for the loss by me of any data, any delays, any nondeliveries, misdeliveries, or service interruptions caused by any reason.
32. I understand that the use by me of any information obtained on the Internet is at my own risk.
33. I understand that the District is not responsible for the accuracy or quality of any information I obtain through use of the District provided computer network.
34. I understand that if I act in a manner that is detrimental to myself or to others, even though a specific rule has not been written for that action, appropriate disciplinary measures will be taken against me, including that listed in paragraph 28 above.
35. I understand that any violation of the District's Use Policy or these Users' Responsibilities that do not result in damage to the District or to another person will result in the loss of my use privileges as follows:
 - a. First Offense: Loss of all computer privileges for 2 weeks. Teachers, administrators and parents will be notified.
 - b. Second Offense: Loss of all computer privileges for 1 month. Teachers, administrators and parents will be notified. My privileges will not be reinstated until after my parents/guardian(s) and I have met with the school's administrator and in the administrator's discretion I am deemed worthy to have my privileges reinstated.
 - c. Third Offense: Loss of all computer privileges for the remainder of the school year. Teachers, administrators and parents will be notified.
36. The violation of this Policy that results in damage to the District or to any other person or entity may also result in further District disciplinary procedures, including my suspension or expulsion and/or the referral for criminal prosecution.

**CLARENCEVILLE MIDDLE SCHOOL
COMPUTER USERS' RESPONSIBILITIES
2011 - 2012**

Please sign and return this page to the school office.

I have read, understand and agree that I (my child) will abide by the Clarenceville Computer Use Policy and the Users' Responsibilities. I also understand that no computer use will be permitted unless this acknowledgment is signed and on file at the school.

Student's Name _____

Student's Signature _____

Parent's Signature _____

Date _____

Clarenceville School District Staff Technology Acceptable Use Policy Agreement

As a user of the Clarenceville Network, I understand and agree that my participation on the Internet is to develop my communication skills and exchange information that is of an educational nature. I understand I must agree to the following conditions in order to use the Clarenceville Computer System, both on and off the Internet.

It is my right to use the Clarenceville Computer Network only so long as I maintain the responsibilities below:

- I understand that the purpose of the Clarenceville Computer Network is to further my personal growth in technology and communication skills. It is prohibited to use the technology resources for commercial, personal or private business, product advertisement, fundraising, campaigning, or political lobbying. I will access only resources on the system which are approved or specifically for the instruction of my students.
- I will not attempt to bypass security to access files, Internet sites or resources.
- I will use only network accounts which belong to me, or to which I have been purposely given access.
- I will keep my own passwords safe and known only to me. When there has been a breach of my security I will tell the network administrator(s) who will help me reinstate my security.
- Student use of teachers' workstation is not encouraged. Students have limited access rights. Teacher access is greater and includes confidential student information. The staff recognizes that they must log out to end each session. If students are allowed to use a teacher workstation under no circumstances may they use a teacher's login.
- I will not copy or download software from the network or to any network computer. This is forbidden by the use policy, and may be a violation of copyright, which is stealing and a federal crime.
- I will not access or create pornographic material, inappropriate text files, or files dangerous to the Clarenceville computer network system.
- I will not use the technology resources--including the Internet, for projects other than those related directly to school.
- I will not use media from outside the school on the computers of the Clarenceville network. Special arrangements will be made to transfer files from such media to Clarenceville computers.
- It is my responsibility to protect the privacy of the electronic mail and messaging system. I am to report all violations of privacy and inappropriate use of the system.
- If I receive inappropriate email, I am to report it to the network administrator. This includes antisocial, hate or other discriminatory messages.
- The user acknowledges that the district's computer network belongs solely to the district and that any files, records, electronic mail or other communication may be examined, edited, or deleted by the district at any time, in accord with district policy or regulations. In general, electronic mail in personal accounts will not be inspected without the consent of the sender or a recipient, except as necessary to investigate a complaint.
- I understand that my space on the server is limited and I am responsible for deleting old or unwanted files. If I fail to do so, files may be deleted for me off the server on an "as needed basis"—oldest to be deleted first.
- Failure to follow the above rules and practices may result in the loss of privileges, disciplinary action, and/or legal action.

Disclaimer

The district will make every effort to provide appropriate technology resources and services, however, the district makes no warranties of any kind, whether expressed or implied, for the technology resources it is providing. The district shall not be responsible for any damages incurred by a user of the technology resources, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The district does not endorse or guarantee the accuracy or quality of information obtained via the Internet or electronic mail.

In no event shall the district be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the Internet, accuracy or correctness of databases or information contained herein, or related directly or indirectly to any failure or delay of access to the Internet or other network applications.