

**ACCEPTABLE USAGE POLICY and  
Agreement for Acceptable Use of PENNFIELD SCHOOLS Technology Resources  
Students Grades K – 12**

\_\_\_\_\_/\_\_\_\_\_  
*Building/Program Name                      Student Name*

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_ (“Student” or “User”) and the Pennfield Schools. The purpose of this agreement is to grant access to and define acceptable use of PENNFIELD SCHOOLS's Technology Resources for legitimate educational purposes consistent with PENNFIELD SCHOOLS’s mission statement. “Technology Resources” include, but are not limited to: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems. These resources may be provided to users to: (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

In exchange for the use of PENNFIELD SCHOOLS’s Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the PENNFIELD SCHOOLS’s Technology Resources is a privilege that may be revoked by the PENNFIELD SCHOOLS at any time and for any reason.
- B. The PENNFIELD SCHOOLS reserves all rights to any material stored on PENNFIELD SCHOOLS Technology Resources. You have no expectation of privacy when using PENNFIELD SCHOOLS Technology Resources. PENNFIELD SCHOOLS reserves the right to monitor all use of its Technology Resources, including, without limitation, personal email and voice mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. PENNFIELD SCHOOLS also reserves the right to remove any material from the Technology Resources that the PENNFIELD SCHOOLS, at its sole discretion, chooses to, including, without limitation, any information that PENNFIELD SCHOOLS determines to be unlawful, obscene, pornographic, harassing, intimidating, or disruptive.
- C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to lobby or solicit political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class program or activity. You may, however, use the Technology Resources to contact or communicate with public officials.
- D. The PENNFIELD SCHOOLS’s Technology Resources are intended for exclusive use by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any problems arising from the use of your account/password are your responsibility. Use of your account by

someone other than you is forbidden and may be grounds for loss of access privileges and other disciplinary consequences for both you and the person(s) using your account/password.

- E. You may not use the Technology Resources or any other communication/messaging devices (including devices not owned by PENNFIELD SCHOOLS) to engage in cyberbullying. Cyberbullying means “the use of email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others.” [Definition written by Bill Belsy, available at <http://www.cyberbullying.ca>.]
- F. Misuse of Technology Resources may result in suspension of your account privileges and/or other disciplinary action, up to and including expulsion, as determined by the PENNFIELD SCHOOLS. Misuse includes, but is not limited to:
1. Accessing or attempting to access educationally inappropriate materials/sites including, without limitation, material that is "harmful to minors," unlawful, obscene, pornographic, profane, or vulgar. Material that is "harmful to minors" includes "any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excrement; (2) depicts, describes, or represents, in a potentially offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors." 47 USC§§ 254(h)(7). The determination of a material's "appropriateness" is based on both the material's content and intended use.
  2. Cyberbullying (as defined in paragraph E) or any other use of the Technology Resources that would violate PENNFIELD SCHOOLS's anti-bullying rules or policies. Cyberbullying may, without limitation, include posting slurs or rumors or other disparaging remarks about another person on a website; sending email or instant messages that are meant to threaten, harass, intimidate, or drive up a victim's cell phone bill; taking or sending embarrassing or sexually explicit photographs, video, or other visual depictions of another person; or posting misleading or fake photographs of others on websites.
  3. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person over the PENNFIELD SCHOOLS's Technology Resources or by any other means, including over personally owned devices.
  4. Posting personally identifiable information about yourself or others over the internet even if the information is solicited by a website that requests such information.
  5. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, or school hardware; violating the integrity of PENNFIELD SCHOOLS's Technology Resources; uploading or creating viruses; downloading/installing unapproved,

- illegal, or unlicensed software; or seeking to circumvent or bypass security measures.
6. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, unauthorized information or information belonging to other users.
  7. Unauthorized copying or use of licenses or copyrighted software.
  8. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, copyrighted material (most of the Internet is copyrighted), or material written by someone else, without permission of, and attribution to, the author.
  9. Misrepresenting others, including, without limitation, posting confidential or inappropriate information (text, video, photo) meant to harass, intimidate, or embarrass other students or staff on any social media network or website.
  10. Allowing anyone else to use an account or not locking access to computer devices when leaving them unattended.
  11. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
  12. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act (CIPA).
  13. Misusing equipment or altering system software without permission.
  14. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
  15. Using the Technology Resources in any way that violates PENNFIELD SCHOOLS's student code of conduct, or any federal, state, or local law or rule.
- G. It is the policy of PENNFIELD SCHOOLS, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. PENNFIELD SCHOOLS staff must regularly monitor to ensure that technology blocks are working appropriately. The technology blocks may be disabled by an authorized person, *during adult use*, to enable access to bona fide research or for other lawful purposes.
- H. It is the policy of PENNFIELD SCHOOLS to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; (3) disclosing, using, or disseminating personal information online; or (4) accessing materials that are harmful to minors. It is also the policy of PENNFIELD SCHOOLS to educate students about cyberbullying awareness and response and about appropriate online behavior, including safely interacting with other individuals in social networking websites, chat rooms, and by email.
- I. PENNFIELD SCHOOLS does not guarantee that measures described in paragraphs G and H will provide any level of safety or security or that they will block all inappropriate material from PENNFIELD SCHOOLS's minor students. You agree that you will not intentionally engage in any behavior that was designed to be prevented by paragraphs G and H.

- J. The PENNFIELD SCHOOLS does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will PENNFIELD SCHOOLS or its Internet provider be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- K. When utilizing the PENNFIELD SCHOOLS Technology Resources, you may use only PENNFIELD SCHOOLS authorized messaging and communication systems. There is no expectation of privacy in electronic communications. The PENNFIELD SCHOOLS reserves the right to monitor electronic communications.
- L. As soon as possible, you must disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable, harassed, threatened, or bullied, especially any communication that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
- M. The PENNFIELD SCHOOLS and/or the Internet provider will periodically determine whether specific uses of the PENNFIELD SCHOOLS's Technology Resources are consistent with this acceptable-use policy. The PENNFIELD SCHOOLS or its Internet provider reserves the right to log Internet use and to monitor mail space and file server utilization by users. The PENNFIELD SCHOOLS reserves the right to remove a user account on the PENNFIELD SCHOOLS's Technology Resources to prevent further unauthorized activity.
- N. You may not transfer intellectual property or software belonging to PENNFIELD SCHOOLS without the permission of the PENNFIELD SCHOOLS Director of Organizational Technology Services or his/her designee. Without first obtaining such permission, you will be liable for any damages and will be required to pay the cost of any damages caused by such transfer, whether intentional or accidental.
- O. You are responsible for the proper use of Technology Resources and will be held accountable for any damage to or replacement of the Resources caused by your inappropriate use.

In consideration for the privileges of using the PENNFIELD SCHOOLS's Technology Resources and in consideration for having access to the information contained therein, I release the PENNFIELD SCHOOLS, its Board of Education, individual Board members, administrative employees and agents, the Internet provider and its operators from any and all claims of any nature arising from my use, or inability to use, the Technology Resources. I agree to abide by this Acceptable Use Policy and Agreement and by any rules or regulations that may be added from time-to-time by the PENNFIELD SCHOOLS and its Internet provider as well as PENNFIELD SCHOOLS's Internet Safety Policy and its Student Code of Conduct. All additional rules, regulations, and policies are available in hardcopy in the Principal's office.

I have read this Acceptable Use Policy and Agreement and sign it knowingly and freely.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

As the student's parent or legal guardian, I acknowledge that I have read this Acceptable Use Policy and Agreement. In consideration for the privilege of my child using PENNFIELD SCHOOLS Technology Resources, I hereby release and covenant not to sue the PENNFIELD SCHOOLS, its Board of Education, individual Board of Education members, and its administrative employees and agents for any and all claims, causes of action, and damages of any nature arising from my child's use of, or inability to use, PENNFIELD SCHOOLS's Technology Resources. I agree to pay for, reimburse and indemnify the PENNFIELD SCHOOLS, its Board of Education, individual Board members, administrative employees and agents for damages including any fees, expenses, liability or other damages of every sort and nature incurred as a result of my child's use, or misuse, of these Technology Resources.

I also authorize the PENNFIELD SCHOOLS to consent to the sharing of information about my child to PENNFIELD SCHOOLS authorized website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy and Protection Act. I understand and agree that my child will not be able to use PENNFIELD SCHOOLS Technology Resources until this Agreement has been signed by both my child and me.

I have read this Acceptable Use Policy and Agreement and sign it knowingly and freely:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

Parent/Guardian: Please initial one, both or neither of these:

I give permission for my child's photo, or any personal or directory information, to be published on web pages.

I give permission for my child's photo and name to be published on web pages only as part of a "team" or other large group photo.

*Revised: July 2010*

***cc: parent/guardian, student file***