

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT
(TO BE COMPLETED BY ALL STUDENTS)

Each student and his or her parent/guardian must sign this Agreement before being permitted to use the School Division's computer system.

Read this Agreement carefully before signing.

Student Name (please print): _____

As a condition of access to Gloucester County Public Schools' computers, I agree to the following:

1. I will be responsible for the computer I am working on and will report any incidents of vandalism or theft to the teacher. These might include writing on the computer, unplugging or changing of hardware components, removing or loosening keyboard keys, removal of mouse balls or the mouse itself, and/or other destructive acts.
2. I will respect the privacy of information in other people's files, and will not copy, destroy, or use it.
3. I will not share my login or password with others, and I will not seek to obtain those of others. I will work only in my own file area and will not communicate anonymously or in another person's name.
4. I will not try to hack the system, nor load onto the computer any hacking programs, nor will I attempt any unauthorized access to the system. I will not attempt to delete, alter, or reposition any electronic documents unless authorized to do so. I will not test our network for security breaches because it is unauthorized and forbidden.
5. I will neither exploit any security gaps I detect nor will I pass the information to anyone else, but I will report them to the teacher immediately. I will not help others to break the rules.
6. I will not send offensive material to others, download it off the Internet, or knowingly access it.
7. I understand that I do not have a right of privacy in my Internet account. I also understand that Gloucester County Public Schools has the right to monitor my use of the computer system and the Internet and will remove obscene, abusive, harassing, or inappropriate communication without notice.
8. I understand that the completion of online forms that request personal information (such as name, address, etc.) on the Internet is strictly prohibited without the permission of a teacher or lab supervisor. I will not respond to any free offers or order items on the Internet.
9. I understand that that I may not use programs or educational games on the computer unless instructed to do so by my teacher. I may not bring any student or commercially prepared software to school.
10. I will not print unnecessarily or waste resources. Teachers will have the right to impose limitations on storage, printing, and access time, and I will not attempt to circumvent these limitations. I will also follow proper shutdown procedures.
11. I will not attempt to install unauthorized software on the system or onto any computer, nor will I attempt to make a copy of copyrighted software. I will use only that software provided by the teachers.
12. I will not enter the operating system or control panels, unless it is part of my course material.
13. I am responsible for remembering my network login name and password, for keeping myself informed about computer use and classroom/computer lab rules, and for abiding by them. Being unable to logon to the network is not an acceptable reason for failing to complete my assignments. Ignorance of the rules will be no excuse for disobeying computer use rules either verbal or written.

- 14. I realize that my computer work must meet the same standards as public written communication including those regulating vandalism, nuisance, harassment, and respect for intellectual privacy and property.
- 15. I will not incorporate information obtained from network resources into my documents without proper credit to the originator (e.g. bibliographic, citation, footnotes, etc.).
- 16. I will do my best to avoid infecting the school computers with viruses by using anti-virus software to check my diskettes at home or elsewhere, and if this is not available, by having my disks checked by someone in the computer department before using them on the school system.
- 17. Refreshments are not allowed in the computer areas. Computer labs are only available for students working on assignments. Friends must wait for me elsewhere. All other school and classroom rules also apply.

I understand that if I violate this agreement, I may immediately lose my access privileges to all Gloucester County Public Schools' computers. I can appeal such a decision through the school principal. The use of the school computers is a privilege, not a right!

Penalties for violation of this agreement may include a warning letter (which will be inserted into my permanent school records along with a letter sent to the principal and parent/guardian), the denial of network access, the denial of non-class usage of all computers, and if not in a computer class, total denial of access for the semester or the entire school year, if warranted. Violation of the terms of this consent form may result in disciplinary action as outlined in the Student Code of Conduct.

Before the school computers may be used, student and parents must sign this document. A signature means that both understand the rules and that the consequences of rule violation is accepted by both. If over 18 or not living at home, the student must have this agreement signed by the librarian in lieu of the parental signature.

_____	_____	_____
Printed Student Name	Student Signature	Date

I grant permission for my student to use the computer system in accordance with the Gloucester County school division's policies and regulations and for the School Division to issue an account for my student.

_____	_____	_____
Printed Parent/Guardian Name	Parent/Guardian Signature	Date

** This document must be completed each school year as part of acceptance of the Student Code of Conduct and recorded in Power School.

ADMINISTRATOR'S OR DESIGNEE'S ACCEPTANCE

I have read the terms and conditions of Gloucester County Public Schools' Acceptable Computer Use Agreement for network services. I support the educational mission of this policy and the need for strict adherence to its terms and conditions. By my signature, I authorize the creation of an account for the sole use of the person whose name and signature appear as user within this Acceptable Computer Use Agreement.

Administrator's/Designee's Name (please print): _____

Signature: _____ Date: _____

ADOPTED: November 1, 1996

REVISED: June 8, 1999
October 9, 2001
February 13, 2007 – Effective March 13, 2007
July 14, 2009
July 9, 2013

CROSS REFERENCES:	GAB/IIBEA	Acceptable Computer System Use
	GAB-E	Acceptable Computer System Use Agreement
	GAB-R/IIBEA-R	Acceptable Computer System Use
	IIBEA/GAB	Acceptable Computer System Use
	IIBEA-E	Acceptable Computer System Use Agreement
	IIBEA-R/GAB-R	Acceptable Computer System Use
	JFC	Student Conduct
	JFC-R	Student Code of Conduct Manual