

## Gateway Public Schools 4-yr Technology Acceptable Use Policy

This AUP extends to all students for the duration of their enrollment at GPS. Updates to the AUP will be posted on the School's website. Gateway Public Schools promotes academic excellence by providing students and staff opportunities to access information, communication, and research sources throughout the world. Therefore, endorses the use of advanced technology as educational tools. **School-provided technology is for academic use only.** In this document, *technology* includes computers, network connections, Internet access, file servers, storage devices, digital cameras, electronic laboratory devices, video tools, projectors, printers, calculators, and electronic keyboards. *It's important for parents to review this document in detail with their child enrolled at GPS.*

### Proper and Ethical Use

All authorized users of Gateway's computers and associated technology must understand and practice proper ethical use, and must **read in full and sign the attached document** before using School technology.

### Conditions and Rules for Use

#### 1. Acceptable Use

- a) Your computer use must be in support of and consistent with the educational objectives at Gateway. In other words, if you inappropriately use Gateway's technology facilities, you are violating the AUP.
- b) Transmission of any material in violation of Gateway rules, California laws or regulations, or United States laws or regulations is prohibited. This includes, but is not limited to, *transmitting copyrighted material, threatening or obscene material, or material protected by trade secret*. Transmit only files that you, your friends, your teachers, and your families would not mind viewing.
- c) Use of Gateway's computers for commercial activities or product advertisement is not allowed. This includes buying or selling items as an individual.
- d) You must respect the physical space surrounding Gateway's computers and under no circumstances may you bring food or drink into the TechCenter or Library. Violation of this policy may result in expulsion from the TechCenter or Library and suspension of technology privileges.
- e) Each student will be allotted file server storage limited exclusively to academic files. Abuse of this policy will result in the deletion of stored files and/or suspension of privileges.
- f) Use of file sharing (*peer-to-peer*) applications at Gateway is strictly prohibited. *Instant Messaging* or use of any *chat* applications is prohibited unless a faculty member grants prior permission for academic purposes. Playing *computer games* at Gateway is strictly prohibited. Students may not download or otherwise install software applications on school owned computers without prior consent from the Director of Technology. Additionally, accessing *social networking* sites, and streaming audio or video for *entertainment purposes* is prohibited.
- g) Gateway uses a filter to block access to particular websites. Students attempting to circumvent that filter in any manner will face serious consequences; including suspension from use of all school computers.
- h) Students and their guardians are financially liable for damages to school owned technology caused by a student's misuse or neglect. It is extremely important for students to handle school owned technology appropriately, especially with regards to laptop computers and portable equipment.

#### 2. Privilege

The use of Gateway's telecommunications system is a privilege, not a right. If you violate the Acceptable Use Policy, you may lose your user account and/or computer use privileges. Gateway has the authority to determine inappropriate use. Gateway reserves the right to update these policies at any time.

#### 3. Monitoring

You may only use Gateway's computers while under the supervision of a Gateway staff member. In addition, Gateway staff reserve the rights to remotely monitor your use, review material on user accounts, and to monitor file server storage in order to determine inappropriate use.

#### 4. Internet Etiquette

When communicating online, all users are expected to abide by the generally accepted rules of internet etiquette. These include, but are not limited to, the following:

- a) Be polite. Do not use abusive language in your communications.
- b) Use appropriate language. Do not swear or use vulgarities.
- c) Do not reveal your password to anyone. Do not reveal other personal addresses or phone numbers.

## 5. Privately Owned Laptop Computers and Internet Accessible Mobile Devices

Students may not access the School's *wireless* network with any wireless accessible device. This ensures that students are not able to access the School's internet connection in locations without direct supervision. Students with IEPs mandating the use of personal computer as an assistive device should coordinate with the Director of Technology. All sections of this agreement apply to privately owned Internet accessible devices used on school premises. However, given the widespread use of internet accessible mobile devices, the School is not responsible for the activity of students using personally owned devices capable of accessing unsecured wireless networks neighboring the campus, or who subscribed to paid cellular data services. Guardians must ensure that students are using such devices properly, if at all, on School grounds.

## 6. Your User Accounts

You have several accounts at Gateway, including: *PowerSchool*, *Student-Server*, and *Google Apps*. Upon leaving Gateway, your user accounts will be deleted, except your GatewayHigh.net *Google Apps* account, which will remain active for graduates for 1-4 years. Usernames and passwords are known to each student's teachers and guardians, and remain the same for the duration of enrollment. Enrolled students are prohibited from changing their passwords without permission from the Director of Technology. Gateway staff and guardians have the right to review the content of your accounts. It is a violation of the AUP for a student to access another student's account, or for a student to assume the use of an idle computer login that is not their own.

### Penalties for Improper Use

What will happen if you are found violating these rules, applicable state and federal laws, or posted classroom and district rules?

- You could lose your network and computer use privileges; this includes access to individual workstations and all your user accounts.
- You could be subject to other school disciplinary actions, such as a parent conference or expulsion.
- You could be prosecuted. Unauthorized access or unauthorized use of any state computer and/or network system in a violation of Section 502 of the California Penal Code is subject to criminal prosecution.

### Liability

Gateway has taken reasonable precautions to limit the inappropriate use and restrict access to offensive and questionable material and uses. However, due to the nature of technology and the Internet, absolute control of all on-line activities is impossible. Therefore, the ultimate responsibility for appropriately using the Internet rests in the hands of the user. Gateway cannot be held liable for unacceptable use.

**Please return the portion of this contract below signed by you and a parent or guardian. Students will not be able to use Gateway technology and student user accounts may be suspended until students have a signed agreement on file. Please also take a moment to answer our brief survey about student technology access at home.**

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### **3-yr Gateway Public Schools Technology Acceptable Use Agreement**

I, the undersigned, understand and will abide by the attached Conditions, Rules, and Acceptable Use Policy. By accepting this user account, I agree to use this technology specifically for educational purposes related to my academic progress at Gateway.

\_\_\_\_\_  
Student **FIRST** and **LAST** Name (please print neatly)

\_\_\_\_\_  
Incoming Grade Level

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

*sign and return the 3rd page*