

**Computer Network, Internet & 3<sup>rd</sup> Party Sites Application for Accounts**

Your Name (printed) \_\_\_\_\_ Year of Graduation (YOG) \_\_\_\_\_ Date \_\_\_\_\_

**\*\* Return only the first page to the front desk unless otherwise directed by your teacher.**

**Computer Network, Internet & 3<sup>rd</sup> Party Sites Application for Accounts**

I, \_\_\_\_\_, a student in Gilford School District agree to abide by the *Agreement for Use of Computer Accounts and the Network* guidelines. I understand that if I violate these guidelines that I may lose my account on the network and be removed from my computer courses.

**Requesting Internet & 3<sup>rd</sup> Party Sites Accounts** - On acceptance of an account, users will be given an account name and password. User name will be the 2 last numbers of your year of graduation followed by your last name and the initial of your first name.

I understand and will abide by the Gilford School District *Acceptable Internet Use Guidelines* and electronic mail guidelines on pages 2 - 4. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked; district disciplinary action and/or appropriate legal action may be taken.

**\*\*\* PRINT NEATLY!** *If we cannot read your name or password, we will not process your request.*

Example: Name: Byron Johnson (Class of 2021) Login Name will be: 21johnsonb

USER NAME \_\_\_\_\_  
(Print neatly)

Network & Google Password: \_\_\_\_\_  
Minimum of 8 characters with 1 number and **ALL LOWER CASE**)

Check here if you are a NEW student to Gilford School District

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

Date \_\_\_\_\_

**DIGITALLY SIGNED**

**Guardian Permission**

**If you are under the age of 18 or a dependent student, a parent or guardian must also read and sign this agreement.**

**Network:** I have read the guidelines for the computer network on page 2 and understand that my son/daughter may lose their computer account if he/she violates these guidelines and will be removed from their computer courses.

**Internet / 3<sup>rd</sup> Party Accounts for Classroom Use:** As the parent or guardian of this student, I have read the *Internet Acceptable Use Guidelines & E-mail Guidelines* on pages 2-4. I understand that this access is designed for educational purposes. I recognize it is impossible for Gilford School District to restrict access to all controversial materials and I will not hold the district responsible for materials acquired on the network or for access to third party sites that require logins such as google Sau73.org, quizlet, Kahn Academy, etc. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue accounts for my child for internet access and 3<sup>rd</sup> party accounts that are for educational purposes and certify that the information contained on this form is correct.

Guardian's Name \_\_\_\_\_

Guardian's E-mail Address: \_\_\_\_\_

Guardian's Signature \_\_\_\_\_

Date: \_\_\_\_\_

**DIGITALLY SIGNED**

## Agreement for Use of Computer Accounts, 3rd Party Sites & Internet Access

Gilford School District has a computer network for staff and student use. Certain guidelines must be followed in order for individuals to have an account on the network. Carefully read the guidelines before signing on the application form.

1. Your accounts are for storing data files of schoolwork only. You may not have any programs, games, network, zipped, or hidden files in your accounts.
2. Appropriate use of the computers, network, & internet is expected of all students. It is NOT appropriate to alter the files or settings on individual computers, send messages, or access other peoples' files etc. If you have any doubts about the appropriate use of an account, please check with Ms. McGee, Technology Director
3. Access to your network account is limited to the network supervisors, staff and yourself. Your files are not private.
4. If you lose the privilege of using the network for any length of time, all of your files will be deleted.
5. Accounts will be cleaned out at the end of the year. If you have files on the network at that time, you should upload them to your google drive.
6. Games and/or music files are not allowed to be played on the network or downloaded at any time unless for computer course work.
7. Users may not login under any account other than their own or allow other individuals to use their accounts.
8. Users may not copy software to or from the network or local hard drives.
9. Users are not allowed to grant rights to other users or obtain directory rights from another user.
10. Users may not deliberately damage the computer network or equipment. Users will be responsible for the repair costs of the damage.
11. Any other **actions deemed inappropriate by the network supervisors** may result in a penalty ranging from a warning to the loss of your computer account for a length of time deemed appropriate by the network supervisors in Consultation with Assistant Principals.

Each offense will be considered individually and consequences may result in the loss of the computer network privilege and removal from your computer courses.

### Gilford School District Internet Acceptable Use Guidelines

#### Overview & Philosophy

The Gilford School District has adopted a 1-to-1 Chromebook Program which includes the use of GSuite for Education, an extensive collection of productivity and collaborative tools used in our classrooms to enhance teaching and learning in innovative ways. In addition to GSuite, our teachers use a variety of other online educational apps/tools with students. In today's technological landscape, there are inherent risks with online technology use particularly as it relates to student data privacy and security. The Gilford School District recognizes its ethical and legal responsibility to adequately protect student data and privacy as required under federal and state laws and district policies. In addition, the District believes that transparency with all district stakeholders with regard to its policies and practices around technology use and student data and privacy is important.

Electronic information, however, alters the information landscape for schools by opening doors to an unlimited array of resources. In the past, instructional materials have been screened and approved, consistent with district guidelines and the developmental levels of students. The internet makes available electronic information that has not been screened for content, curriculum, or age level.

Staff will provide guidance and instruction in the use of material gleaned from electronic sources. Electronic research skills are now fundamental to citizenship and employment in the Information Age. In addition, students are responsible for appropriate behavior on the school computer networks and their mobile devices, just as they are in the classroom or any school facility. Access is provided to those students who agree to act in accordance with the standards for behavior and communication.

Electronic communication opens the world to our students. The benefits to our school community of these resources far exceed the disadvantages. However, the Gilford School District recognizes that parents and guardians are ultimately responsible for determining the standards for minors to follow in regard to information sources. For that reason, the District recognizes and respects the rights of families to decide whether or not to apply for access to the information network available at school.

### Acceptable Use for Internet Access & Related Tools

1. Use of software or web sites that bypass or ignore network or internet security is prohibited.
2. All Acceptable Use Guidelines must be followed for utilization of 3<sup>rd</sup> party sites / tools. User names and passwords must be given to the staff member utilizing the 3<sup>rd</sup> party sites and not change.
3. All use of the internet must be in support of **education and research** and consistent with the purposes of the Gilford School District. Streaming videos, TV shows, movies or Youtube and related services is restricted for educational use only.
4. Use of web based e-mail accounts other than the school's is prohibited on the school network.
5. Computer accounts are to be used only by the authorized owner of the account for the authorized purpose. Users shall not allow other individuals to access the system through their accounts. Attempts to use another person's account will result in cancellation of user privileges.
6. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves or other users on the network.
7. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network.
10. The illegal installation of copyrighted software for use on district computers is prohibited.
11. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
12. Do not reveal your personal address, phone number last name or date of birth of you or others on the network.
13. If you identify a problem on the network, you need to notify a system administrator immediately. Do not show or identify the problem to others.
14. Any user identified by the network administrators as a security risk or having a history of problems with other computer systems in the school may be denied access to the Internet.
15. Playing games and downloading of files including shareware is prohibited.
16. Network administrators will log your internet use.
17. Any use of the network for commercial or for-profit purposes or personal and private business is prohibited.
18. Any use of the network for product advertisement or political lobbying is prohibited.
19. Attempts to logon to the network or Internet as system administrator will result in cancellation of user privileges.

### **Electronic Mail Account Guidelines**

Students will have an electronic mail account to use as a tool for communications. Middle school students will have an electronic mail account to use for internal school use only. You should be responsible for checking and reading messages on a regular basis at least once a day. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communication will apply. Copies of all e-mails that are sent and received to any sau73.org account are archived.

Network administrators will review files and communications to maintain system integrity and to ensure that students are using the system responsibly. Users should **not** expect that files stored on the district servers would be private. There have been occasions when your e-mail was erroneously sent to the wrong individuals.

The following behaviors are not permitted on the district network:

1. Using the e-mail for other than academic / school use
2. Profile pictures should be pictures of yourself or an icon representing your self. Photos of other individuals or material are not allowed.
3. Altering of your displayed name or other e-mail settings with your account.
4. Sending or displaying offensive messages or pictures or funny stories/jokes or chain letters or using obscene language
5. Harassing, insulting or attacking others in your e-mail communications
6. Forgery or attempted forgery of electronic messages
7. Using others' passwords or trespassing others' folders, documents, or files
8. Engaging in practice that threatens the network (e.g., loading files that may introduce a virus)
9. Violating copyright laws
10. Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
11. Employing the network for commercial purposes
12. Promoting, supporting or celebrating religion or religious institutions

Whenever you send e-mail, your name and user ID are included in each mail message. You are responsible for all e-mail originating from your ID. By accepting an account, the applicant acknowledges that the designated system administrators will have access to the applicant's e-mail and that e-mail may be made available to district, local, state and federal officials in conjunction with any investigation.

**Violations will result in a loss of e-mail access and disciplinary action.** When applicable, law enforcement agencies will be involved.

From time to time, Gilford School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

**Sanctions:**

1. Suspension or revocation of network / internet access privileges
2. Removal from a class project or activity
3. Removal from a course for the remainder of the year
4. Student detention, suspension or expulsion
5. Referral to appropriate legal authorities for possible criminal prosecution
6. School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

**Procedures for Use**

Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material. If it is accidentally accessed, the user shall inform the instructor immediately and then access an acceptable area.

**No Warranty**

The Gilford School District makes no warranties of any kind, whether expressed or implied for the service it is providing. The district will not be responsible for any damages a user may suffer, including loss of data, no-deliveries, mis-deliveries or service interruptions. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection. All terms and conditions as stated in this document are applicable to all users of the network.

**(Adopted 1/5/2009)**

**(Revised: 9/7/2010, 8/5/2019)**