**ACCEPTABLE USE POLICY**

Technology is provided to promote educational excellence through resource sharing, innovation, and communication. All technology must be used in an ethical and legal manner. Access is provided to users who agree to act in a responsible manner consistent with the educational mission of SAU 29. Students receive technology training and education regarding appropriate online behavior in their classes. This includes digital literacy, etiquette, law, health and wellness, security, and communication (including interaction with other individuals on social networking websites and cyber bullying awareness). Technology includes but is not limited to networked computers, laptops, cameras, e-readers, video cameras, MP3 players, flash drives, fax machines and printers. Due to a federal mandate, filters are used on computers in the SAU. The filters are not foolproof and students need to continue to use search engines and URLs appropriate for school use.

* Network Accounts:
* Users must always log off the network when leaving a computer for any period of time.
* Users may not trespass in any other person’s folders, work, or files.
* Users may not log into two computers at the same time.
* Users may not allow another student access to their account.
* Users may not download application programs.
* Users may not stream music, play games, or access any audio/video streaming unless under the direct supervision of a teacher.
* Users are responsible for keeping backup copies of their data.
* Users may only access social media resources when under the direct supervision of a teacher who is using it for educational purposes.
* Users may not employ the Network/Internet for commercial purposes.
* Users will adhere to the “Bring Your Own Device Policy” when using personal technology through the school network. (Policy to be drafted.)
* Ethical Use:
* Users may not cause malicious or intentional damage to school technology.
* Users may not tamper with default or teacher-created settings on any school owned computers.
* Users may not plagiarize or violate copyright law in any way from any source (see Honor Policy on next page).
* Users may not send, display or receive messages, pictures, or other media which are abusive, obscene, sexually inappropriate, threatening, and racially offensive, considered harassment or offensive to human dignity.
* Users must comply with New Hampshire Law regarding cyber bullying. Cyber bullying is willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices. The policies regarding these situations will follow the NH Pupil Safety and Violence Prevention Act, RSA 193-F: 3-10.
* Users may not intentionally waste limited resources (paper, ink, toner, CDs, DVDs, etc.).
* Inadvertent access to any inappropriate content using school technology needs to be reported to a teacher or administrator immediately.
* Cautionary Notes:
* Users should protect themselves on the school network and the Internet. Users should never reveal their personal information or that of others. They should never share any information they might not want strangers to know, or share personal information with friends who might carelessly share it with a stranger.
* The School District and its employees cannot be held responsible for improper student use of the technology. The school district’s employees cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
* Students who do not return a signed compliance statement will not be able to use any technology at school.
* Cell Phones:
  + Classrooms and Cell Phones – Cell phone use is determined by the administration. No phone may be used unless an administrator approves a teacher’s specific application for educational purposes. In this scenario, cell phones must be used under a teacher’s direct classroom supervision. Possible examples of cell phone use may include the following: for assessment feedback (phone clicker); as a calendar for assignments; to create podcasts; to use GPS technology or mapping software to record information essential to coursework; etc.
  + Cell phones may not be used to take incoming calls and text messages, or to make calls or send text messages at any time during the school day. Cell phones must be turned off, or set to silent to minimize distractions. Cell phones should be kept in backpacks during school hours unless being used for classroom purposes.
  + Cell phones may not be used during the school day.
  + In all cases of violation, the final determination of consequences rests with the administration.
  + Honesty Code:
  + An Honesty Code represents a level of conduct and truthfulness that everyone should strive to meet. As a community of teachers, staff members, and students, we pledge to be truthful in our words and in our deeds. At SAU 29, we value honor above all else. To be honorable is to possess and act with integrity and honesty. An honest person is one who does not lie, cheat, steal, or take unfair advantage. As SAU 29 students, you will be expected to behave honorably and to follow the school’s Academic Honesty Code. Students will:
  + Acknowledge that cheating is an act of dishonesty.
  + Understand and accept that if an act of dishonesty is committed, he/she will receive the consequences as outlined in the school’s Student Handbook, which include, but are not limited to, receiving a zero for the assignment or exam; parent/guardian notification; administrative notification; honor society notification; and appropriate disciplinary consequences.
  + Definition of Academic Dishonesty
  + Academic Dishonesty is the use of someone else’s words, ideas, or information as one’s own or giving unauthorized assistance to others.
  + Academic Dishonesty can take the form of cheating or plagiarism and can occur through the use of any unauthorized methods, including, but not limited to, written, verbal, or electronic means.
  + Examples of Academic Dishonesty
* Plagiarism
* The intentional or unintentional copying of the essential character of someone else’s work, whether visual or written, and submitting it as your own. (Note: Certain art and writing projects may require a student to simulate subject matter, technique, form, style, etc. This requirement will be stipulated in the course requirements.)
* Breaking copyright law, whether in print or electronic form, including music.
* Cheating
* Either receiving or providing unauthorized assistance on assignments or assessments through any means.
* Giving or receiving information on tests, projects, or classroom assignments, including homework. In this instance, both parties are guilty of committing acts of academic dishonesty.
* Using any type of illegal aide for a test, quiz, or written work; including, but not limited to, cheat-sheets, electronic devices, the sharing of information between one student who has taken the test and another, or advanced information taken from a teacher answer key or assignment completed by another student.
* Copying tests, homework, essays, etc. In this instance, both the student copying the work and the student giving his/her work to be copied are guilty of committing acts of academic dishonesty.
* Talking during a test or quiz at any time.
* Accepting more than guidance and advice from others who support students in their work (parents, guardians, friends, tutors). Schools encourage the involvement of families and others in the support of students’ academic progress, including homework and projects. However, the student must prepare the work and accept only guidance and advice from others. Suggested ways of assisting students: proof reading or editing, and the students make corrections; offering advice to research information for accuracy; suggestions about project ideas or details.

It is the users’ responsibility to abide by the rules set forth in this policy. Violations will result in an immediate loss of access and will be referred to an administrator for disciplinary action. Network use may be monitored by SAU 29 personnel. The school retains the right to review and edit any materials on user accounts. Messages elating to or in support of illegal activities will be reported to the authorities. Any user identified as a security risk will be denied access to the Network. SAU 29 personnel will do their best to provide error free, dependable access to the computing resources associated with the Network. However, the SAU29 and its employees cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties. In addition, personnel will instruct the users on acceptable use of the Network and the proper Network ethics, but SAU 29 and its employees cannot be held responsible for the individual’s use of the Network. These policies are included in the Parent/Student Calendar/Handbook for future reference.