

Computer Network, Internet & 3rd Party Sites Application for Accounts

Your Name (print) _____ Year of Graduation (YOG) _____ Date _____

Computer Network, Internet & 3rd 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 & 3rd Party Site 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 of this document. 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.

Desktop Computer Example: Name: Byron Johnson (Class of 2024) Login Name: 24johnsonb
Google Account Example: Name: Byron Johnson (Class of 2024) Login Name: 24johnsonb@sau73.org

USER NAME _____ Network & Google Password: _____
(Print neatly) Minimum of 8 characters with (1) number and **ALL LOWER CASE**

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

☐ Check here if your **current** password does not match what you chose above

If you feel your password has been compromised or would like it changed, please visit your school library or contact Technology Department at gsdit@sau73.org

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 child may lose their computer account and be removed from computer courses if guidelines are violated.

Internet / 3rd 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 of this document. 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 3rd party sites. These sites may include but are not limited to Google Core Services for sau73.org, Google Maps/Earth/Takeout/Transfer, Youtube and additional Google services, and Khan Academy. Further, I accept full responsibility for supervision 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 3rd party accounts that are for educational purposes and certify that the information contained on this form is correct. For a more comprehensive list of applications and software, please contact the GSD Technology Department at gsdit@sau73.org

Guardian's Name _____ Guardian's E-mail Address: _____

Guardian's Signature _____ Date: _____
DIGITALLY SIGNED

Gilford School District

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

Gilford School District has a computer network for staff and student use. These guidelines must be followed 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, and 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. If you have any doubts about the appropriate use of an account, please check with the Director of Technology.
3. Access to your network account is limited to network supervisors, staff and yourself. Your files and accounts are not private and the district reserves the right to change your password at any time to investigate misuse or violations.
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 approved 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 a 1-to-1 Chromebook Program which includes the use of Google Workspace 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 Google Workspace for Education, our teachers use a variety of online educational apps/tools with students. 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. Transparency with all district stakeholders with regard to policies and practices around technology use and student data and privacy is important. The District holds membership in the Student Data Privacy Consortium (SDPC), a collaborative of schools and districts that addresses and vets privacy concerns in 3rd party tools and applications.

Electronic information alters the information landscape for schools by opening doors to an unlimited array of resources. 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. Internet 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 the guidelines above.

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 3rd party sites/tools.
3. Internet usage must be in support of education and research and consistent with the vision of Gilford School District. Streaming videos, TV shows, movies, YouTube or related services is restricted for educational use only.
4. 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.
5. Users shall not disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
6. Users shall not disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass others or infiltrate a computer or computing system or damage the software components of a computer or computing system is prohibited.
8. Hate speech, harassment, discriminatory remarks and other behaviors that violate district policy are prohibited on the network.
9. The illegal installation of copyrighted software for use on district computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network is prohibited.
11. Do not reveal your personal address, phone number last name or date of birth or any other personal identifiable information of you or others on the network.
12. 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.
13. 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.
14. Playing games and the downloading of files including shareware is prohibited.
15. Network administrators will log your internet use.
16. Any use of the network for commercial or for-profit purposes or personal and private business is prohibited.
17. Any use of the network for product advertisement or political lobbying is prohibited.
18. 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 shall 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 will be private.

The following behaviors are not permitted on the district network:

1. Using e-mail for other than academic / school use
2. Profile pictures should be pictures of yourself or an icon representing yourself. 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 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.

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 5/1/2023)