



## **Winfield Township School**

7 ½ Gulfstream Ave

Winfield, NJ 07036

Phone: (908) 486-7410 Fax: (908) 486-4571

Ross LeBrun ♦ Chief School Administrator



Dear Parents,

Please review these rules regarding the use of technology with your child, sign and date the form and return it to your child's teacher. If you have any questions, please contact your child's teacher through email or with a note sent via backpack.

Your child's teacher will read this document with your child's class and will explain the importance of using district computer resources appropriately.



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As stated in the New Jersey Department of Education Core Curriculum Standards, “All students will be expected to develop skills in the use of information, up-to -date educational technology, and other tools to improve learning, achieve goals, and produce products and presentations. They will learn to develop, locate, summarize, organize, synthesize, and evaluate information. Users will be expected to use technological tools, such as telecommunications networking, for problem-solving, writing, and research.” The Winfield Township School District (herein referred to as WTSD) is committed to the goal of having computer facilities used in a responsible, efficient, ethical and legal manner to advance the educational goals of the district. All users must acknowledge their understanding of the general policy as a condition of using the facilities.

Access is a privilege, not a right. Access entails responsibility. Computer technology is provided for students and staff to conduct research and communicate with others, understanding that communications on the network are public in nature. Access to computer technology is given to users who agree to act in a considerate and responsible manner, just as they would be expected to act in any school environment following all Rules and Responsibilities set forth in the WTSD Computer Acceptable Use Policy (available from the WTSD- BOE), Policy #2361. The WTSD reserves the right to review and update these policies and practices as the need arises.

Parental permission is required for student users. We only publish student identifiable information after receiving a signed parental permission form. Student work may be published on the website using first names only.

### **Rules & Responsibilities for Middle School Level (5-8)**

1. I will respect all laws concerning privacy (opening anyone else’s files, or taking or posting anyone else’s pictures), piracy (violating site licenses), plagiarism (using another’s work - words, pictures - without attribution), copyright, and viruses (any methods of corrupting existing files or systems).
2. I will use computers only for approved educational purposes.
3. I will use only appropriate language on the district’s computers.
4. I will respect the privacy of other users and of myself, by not giving out any personal information about my family, other students or myself.
5. I will use e-mail only under the teacher’s direction and only for school related communication.
6. I will never harm or destroy computers or harm or destroy the work of another person on our school computer system or any other computer system.
7. I will never intentionally initiate access to material that could be considered inappropriate, offensive or pornographic; if it occurs I will immediately notify my teacher



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8. I will not use computers for commercial enterprises.
9. I will not misrepresent other users or myself on computers
10. I will not use WTSD computers for hate mail, harassment, discriminatory remarks, to post non-educational or inappropriate content on social networking sites, or other antisocial behavior.
11. I understand the district staff will periodically monitor, audit and review the use of computers by students, including E-mail messages sent and received.
12. I understand that not following the rules will mean a loss of my computer privileges and could also result in additional disciplinary action, including legal action and/or criminal prosecution.



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**Parent/Student Agreement:**

I have read and discussed the rules and regulations with my child. I understand that if my child violates these rules, he/she/they will be subject to certain disciplinary consequences. I agree to be legally and financially responsible for any misuse of the computer resources by my child. I realize that student use of computer technology in elementary school is for supervised class instruction and school projects. I understand that, as with all school activities, computer use is conducted in a supervised environment. I also understand that it is impossible for the district to control access to all information and resource materials. I will not hold the Winfield Township School District responsible for controversial materials acquired by my child while using computer technology.

I understand these rules and regulations.

_____	_____	
Student Name (Print)	Grade	
_____	_____	_____
Print Parent/Guardian Name	Parent/Guardian Signature	Date

**\*\*\*\*\*Please return this form to school via backpack\*\*\*\*\***