

Florham Park School District

Technology Department

September 10, 2008

Dear Parent/Guardian:

I would like to welcome the families of Florham Park back to school for what I am sure will be a wonderful school year. As with the start of every year comes the procedural guidelines that need to be reviewed as we start the year. The Acceptable User Agreement is one of those procedures that we ask parents to review with their children so that we all understand the expected guidelines. Florham Park Schools provides Internet access for all staff and students. In order to ensure that the full potential of the Internet is realized, precautions must be taken. The Florham Park School Board of Education has drawn up guidelines for the acceptable use of technology in order to provide the safest environment possible while our students utilize the Internet. Enclosed you will find a copy of the district's "Acceptable Use Policy," as well as a permission form to use the Internet.

In an effort to provide for the safe use of this tool in the Florham Park Schools, we have taken some precautionary steps. A firewall has been provided to limit undesirable information from appearing in front of our students. A firewall is a piece of software that stops users from visiting web sites that may have information that is not appropriate in an educational institution. Since the Internet is constantly changing and being updated, our school is not a perfectly secure environment. As a second precaution, teachers have been instructed that Internet use by students is to be strictly monitored. While the Internet may have all kinds of information available, we are making every effort to ensure use of the Internet in Florham Park is as safe as possible.

There are two parts of the form that we ask that you read, sign and return. The first is a "User Agreement," stating that your child understands the use of the Internet and our computer network and that this privilege is not to be misused. The second form is for permission to post children's work on the web. Please realize that our policy at Florham Park is to use only initials and no student photos.

Please take the time to review and discuss this policy with your child so that they have a clear understanding of the district's expectations. It is required that both parent/guardian and child sign the User Agreement/ Parent-Guardian Permission Form and return it to the school. It is important to remember that no student will be permitted to use the Internet without a signed "User Agreement."

I appreciate your cooperation in helping the district to utilize the tools and information available via technology and the Internet. We are continually looking for new and productive way information can be accessed and utilized within the classroom environment. If you have any questions, please feel free to contact me at 822-3855 extension 2005.

Thank you,

Peter Christ

Peter Christ
Coordinator of Technology

Florham Park Schools
Grades 3-5 Acceptable User Agreement
2007-2010

The Florham Park Schools believe that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other on-line services, available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable use of technology is devoted to activities that support teaching and learning. The following are our agreements about the use of technology in the schools of Florham Park.

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I will not use a computer to harm other people or their work.
2. I will not damage or tamper with the hardware, software or network in any way.
3. I will not interfere with the operations of the network.
4. I will obey copyright laws. I will properly cite material accessed through the Internet.
5. I will not view, send, or display offensive messages or pictures.
6. I will not share my password with another person.
7. I will not trespass in another's folders, work or files
8. I will not waste limited resources such as disk space or printing capacity.
9. I will use the Florham Park approved forums, chats, blogs or wikis in an appropriate manner and coincides with the learning activity.
10. I will notify an adult immediately if by accident I encounter materials that violate the rules of appropriate use.
11. I am prepared to be held accountable for my actions and for the loss of privileges if these rules are violated.

Student User

I have read, I understand and I will follow the Florham Park Schools Acceptable Use of Technology Agreement. I realize that violations may result in my loss of the network/and or Internet access, disciplinary action per the Student Code of Conduct or Student Handbook and possible legal action.

Student Name (Print): _____ Student Signature: _____

Grade: _____ Homeroom Teacher: _____ Date: _____

Parental Permission

I understand that the school district network and access to the Internet have been installed to help students develop the ability to research, evaluate, and synthesize educationally valued information from many sources to develop critical thinking and problem solving skills and to enable students to work effectively with communication technology. I expect that the school district will use its best efforts to limit student access to only those areas that have educational value. However, I understand that despite careful monitoring and supervision there will always be the potential for a student to come into contact with offensive or illegal material on the network or the Internet. Furthermore, I understand that the school district will not be held responsible for specific Internet sites visited by students. Nonetheless I recognize the importance of my student's use of the Internet for educational purposes. I hereby provide my consent for the student listed above to use the school district's network and access to the Internet.

I have read this Acceptable Use Agreement and have discussed it with my child:

Parent/Guardian Name (Print): _____ Parent/Guardian Signature: _____

Date Signed: _____

Publishing of Student Work

I, being the parent or guardian of the above mentioned student grant permission for the school to publish selected student works. In publishing the child's work, we understand that the work will be accompanied with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests permission, those requests will be forwarded to the parent. We further understand the only identification of the child will be their first and last initials. No other personal information such as full name or photo will be posted with the work or on any other district maintained website.

I grant permission for the publishing of my child's work as described above to be published on Florham Park's Website. I understand that I will be notified when any of my child's work is under consideration for publishing.

Parent/Guardian Name (Print): _____ Parent/Guardian Signature: _____

Date Signed: _____