

**Parsippany-Troy Hills Township School District Parsippany, NJ 07054**  
**Computer Acceptable Use Agreement**  
**(Teachers/Administrators/Support Staff)**

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 Parsippany-Troy Hills Township School District (herein referred to as PTHSD) 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 & Responsibilities set forth in the PTHSD Computer Acceptable Use Policy – April 2009 (available from the PTHSD-BOE), Policy #2361. The PTHSD 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 web site using first names only.

***RULES & RESPONSIBILITIES FOR TEACHERS, ADMINISTRATORS, SUPPORT STAFF***

- 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 only appropriate language on the district’s computers.
- 3) I will respect the privacy of other users and of myself, by not giving out any personal information about my family, others or myself.
- 4) I will never harm or destroy computers or the work of another person on our school computer system or any other computer system.
- 5) I will never intentionally initiate access to material that could be considered inappropriate, offensive or pornographic.
- 6) I will not use computers for commercial enterprises.
- 7) I will not misrepresent other users or myself on the network.
- 8) I will not use PTHSD computers for hate mail, harassment, discriminatory remarks or other antisocial behavior.
- 9) I understand that district staff will periodically monitor, audit and review the use of computers by students and staff, including E-mail messages sent and received.
- 10) 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 or criminal prosecution.

**TEACHER, ADMINISTRATOR, SUPPORT STAFF AGREEMENT**

*I have read the PTHSD Rules and Responsibilities for computer use. I understand the rules and responsibilities and agree to abide by their provisions. I agree to be legally and financially responsible for my deliberate misuse of the computer technology as stated in the PTHSD Computer Acceptable Use Policy – April 2009 (available from the PTHSD-BOE), Policy #2361. I will not hold the PTHSD responsible for controversial materials that I may encounter while using PTHSD resources. I will also not bypass any PTHSD network filters or security solutions. I understand that I may use the PTHSD computers only if I comply with the rules and that not doing so will result in the loss of my computer access and related privileges and that I may be subject to disciplinary or legal action.*

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MI \_\_\_\_\_  
PLEASE PRINT

SCHOOL OR BUILDING \_\_\_\_\_ JOB TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Your signature on this form indicates your intention to comply with district policies concerning use of the district's technology, including *Policy #2361*. Signing this form will also set up a district e-mail account for you. Please contact your building technologist in order to learn how to access your account.

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FOR OFFICE USE ONLY:  
User Name: \_\_\_\_\_ Password \_\_\_\_\_