



## Responsible Use Guidelines (RUG)

In North Brunswick, we believe our students must use technology to learn and compete in today's society. Digital teaching and learning is transformative and we encourage students to use these resources to access the unparalleled opportunities that our connected world can provide.

Technology is essential to facilitate the creative problem solving, information fluency, and collaboration that are required for both college and career. While we want our students to be active contributors in our connected world, we also want them to be responsible and safe. These Responsible Use Guidelines are designed to provide all stakeholders with a resource to better understand the Board approved Acceptable Use Policy (AUP) and Bring Your Own Personal Electronic Tool (BYOPET) program. Both support our vision of digital teaching and learning and foster a strong sense of digital citizenship.

### How We Use Technology

North Brunswick utilizes digital learning to leverage the skills students need to contribute and succeed in our connected world. We use digital resources to:

- explore and apply the Common Core State Standards and New Jersey Core Curriculum Content Standards
- facilitate creativity and innovation
- support communication and collaboration
- access dynamic content and evaluate the quality of resources
- provide accommodations and modifications to individualize and differentiate learning
- extend research and information fluency
- develop understanding of technology operations and concepts
- collect and analyze data

### Being a Digital Citizen

While North Brunswick expects all members of the educational community to understand and adhere to the Acceptable Use Policy (AUP); these basic core Digital Citizenship values are non-negotiable and expected to be modeled by all.

- **Respect Yourself**
  - I will take pride in my "digital footprint" and understand that it cannot be erased
- **Protect Yourself**
  - I will keep personal information private as I understand there are dangerous places and individuals online
- **Respect Others**
  - I will treat others how I would like to be treated
  - I will ask for permission from school staff and everyone involved before taking photos and/or capturing audio/video
  - I will report bullying, harassment, or individuals who make threats of any kind, as these behaviors are unacceptable!
- **Protect Others**
  - I will protect others by reporting abuse and not forwarding inappropriate materials or communications
- **Respect Intellectual Property**
  - I will create work that is mine and properly acknowledge the work of others
- **Protect Intellectual Property**
  - I will only use software and media that is permitted by law
- **Respect and Protect District Property**
  - I will respect the NBT Schools technology resources by taking proper precaution while using school equipment and reporting non-functioning technology to school staff

## Consequences

Students are expected to follow all district policies, school rules, and teacher directions. The use of digital resources in the classroom is at the sole discretion of the classroom teacher and is a privilege, not a right and can be revoked by school staff at any time. Students unable to adhere to these expectations will be held accountable in accordance with the district's and school's established disciplinary procedures and policies (visit [www.nbtschools.org](http://www.nbtschools.org) for additional information in the Student Handbooks and Board Policy 5600 on Pupil Discipline).

Consequences for the following infractions are established in the Student Handbook

- Refusing to comply with district staff's directive of digital resource procedures (i.e. powering down, surrendering)
- Unauthorized use of a digital resource during an assessment
- Texting and/or posting pictures, video, or other content on social media
- Bypassing networks or unauthorized access (i.e. 3G/4G networks, peer-to-peer networks)

## Privacy/Security on the NBTSchools Network

Users are **required** to use the district's monitored and filtered network while on school grounds during school hours. The information systems and Internet access through NBTSchools are available to support learning, enhance instruction, and support school system business and management practices. All users must authenticate and be logged into the NBTSchools network with their own username and password. Sharing personal credentials is strictly prohibited. Any attempts to bypass the district's content filter, firewall, or proxies will result in school disciplinary and/or legal action.

Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities. School district personnel may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect that files stored on district servers will be private or confidential.

## Social Media

Social Media applications are interactive forums in which users create, share, and exchange information and ideas in virtual communities and networks. North Brunswick Township Schools encourages the use of collaboration in problem solving and provides students with opportunities to learn and exercise proper social media etiquette. Monitored applications, such as MyBigCampus, KidBlog and Google Apps for Education provide a safe and accountable platform for students to collaborate online.

## Statement of Assurances

*This Section Must Be Signed by the Student:*

I have read, I understand, and I will abide by the NBTSchools Responsible Use Guidelines.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

*This Section Must Be Signed by a Parent or Guardian for All Students Under Age 18:*

As the parent or guardian of this student, I have read the NBTSchools Responsible Use Guidelines. I understand the expectations for responsible use. In addition, I acknowledge that while the North Brunswick School District has taken significant precautions to supervise, monitor, and maintain students' safety while online, there will always be the possibility of my child coming into contact with inappropriate material, and I will not hold NBTSchools responsible in the unlikely event he/she encounters inappropriate content.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_