

SHS 2022-2023 Student Technology Responsible Use Guidelines
PRIOR TO RECEIVING A CHROME BOOK, THIS FORM MUST BE ACKNOWLEDGED AND RETURNED.

For further information on the SPS Technology Acceptable Use Policy please refer to our Student-Parent Handbook

Student Responsible Use Guidelines

When using SPS digital and online technologies, I will always be a good digital citizen. By signing this policy, I acknowledge that I understand the following:

- I am responsible for practicing positive digital citizenship.
- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- I will be honest in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.

I am responsible for keeping personal information private.

- I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- I will not meet anyone in person that I have met only on the Internet.
- I will be aware of privacy settings on websites that I visit.
- I will abide by all laws.

I am responsible for my passwords and my actions when using District accounts.

- I will not share any school or district usernames and passwords with anyone.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.

I am responsible for my verbal, written, and artistic expression.

- I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

I am responsible for treating others with respect and dignity.

- I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
- I understand that bullying in any form, including cyber bullying, is unacceptable.

I am responsible for accessing only educational content when using SPS technology.

- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent. I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network for illegal, political, or commercial purposes are strictly forbidden.

I am responsible for respecting and maintaining the security of SPS digital resources and networks.

- I will not try to get around security settings and filters, including through the use of proxy servers to access websites blocked by the district.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any SPS computers, tablets, smartphones, or other Internet devices.
- I know that I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access on SPS equipment.
- I will not use the SPS network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

I am responsible for taking all reasonable care when handling SPS equipment.

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will respect my and others' use and access to SPS equipment.
- I am responsible for respecting the works of others.
- I will not copy the work of another person and represent it as my own and I will properly cite all sources.
- I will not download illegally obtained music, software, apps, and other works.

I am responsible for the data I create and for protecting it.

- I understand the school district provides me with a Google account to save and store all my data and files.
- I understand it is my responsibility to backup and protect any data or files that I create.
- I understand I should not save or store personal data or files on any device.
- I understand that the school district may reimage any computer at any time to maintain the equipment in good working order.

Student Name

Date

STONEHAM PUBLIC SCHOOLS PARENT/GUARDIAN RELEASE FORM
2022-2023 School Year

(Student Name) _____

PRIOR TO ALLOWING YOUR CHILD TO BE RECORDED, VIDEO TAPED OR PHOTOGRAPHED IN ANY PUBLIC SCHOOL ACTIVITIES, THIS FORM MUST BE ACKNOWLEDGED AND RETURNED.

I give my permission for my child to be included in school related recording, videotaping and photographing, including digital photography, of school activities. All recording/videotaping/photography will be related to classroom and/or extracurricular programs, activities and other school functions. Video programs may be edited and broadcast to the community on cable television on Stoneham's Educational Access Channels 8, 13, 35 or on EDTV online at www.stonehamschools.org.

I understand that all videotaping and/or photographing, including digital photography, done by the school system will be utilized for educational enrichment, or community information purposes, and will not be commercially aired or distributed.

I understand that no confidential, registry, or student records information about my child will be released in recorded, video or photographic form.

It is also understood teachers and other school personnel may edit and prepare video productions using school and/or personal video and computer equipment, at school and at home.

Please check one of the choices below:

Permission Granted YES _____	I acknowledge that I have read this Recording/Videotape/ Photography Authorization document and agree to its terms.
Do not Permit / Allow NO _____	I acknowledge that I have read this Recording/Videotape/Phot ography Authorization document and do not agree to allow my student to be recorded, videotaped or photographed.

Signature Date

Parent / Guardian

Stoneham High School
Acknowledgment of receipt and review of the Student - Parent Handbook
2022-2023 School Year

By signing this document I acknowledge that I have received either a hardcopy or digital copy of the 2021-2022 Student - Parent Handbook. I have reviewed the handbook and am aware of the guidelines, expectations, rules and policies of Stoneham High School.

_____ **Student Name**
_____ **Date**

_____ **Parent Name**
_____ **Date**