Introduction

We are pleased to offer our students at Pittsburgh Public Schools (PPS) a safe, stable, relevant and productive technical experience with the use of all district technologies. The district aims to provide a rich set of technical capabilities that are unique to each learning community among our full portfolio of schools. These capabilities include but are not limited to 1-to-1 laptop, tablet or BYOT (Bring your own technology) environments, the use of classroom laptops, desktops or tablets and the use of labs for productivity and testing purposes. Technologies also include access to wired and wireless internet, and district printers, scanners and other related peripherals. Students and their families must follow the guidelines established for appropriate care and use of all district technologies. Misuse of PPS equipment may result in the withdrawal of this privilege at the school’s discretion. Intentional or neglectful disregard for equipment resulting in damage or loss will be the responsibility of the student and their family, and will be handled on a case-by-case basis where financial penalty is only applied when mutually agreed upon by the district and family. Inappropriate use may result in cancellation of permission to use district equipment which could have academic repercussions. We ask that each student and family take the use of district equipment seriously as the benefits of a contemporary learning environment have a wide range of benefits for the learner, as well as the learner’s family and school community.

Every students in PPS will have access to the district computer network resources, electronic mail and the Internet. To use these resources, all students must sign and return this form to acknowledge the PPS Acceptable Use Policy. Parents, please read and complete this document carefully, review its contents with your son/daughter, and sign where appropriate. Any questions or concerns about this permission form, or any aspect of the computer network, should be referred to your school's administration.

A copy of the related technology policies can be found in the Boards 900 series that includes related topics such as our Student Code of Ethics, Internet Safety Guidelines, Network Use Guidelines and Mobile Computing Guidelines.

Guidelines: General Use

- DO NOT Change the local configuration of the desktop, laptop or tablet
- DO NOT deface or change the physical appearance of any district device
- DO NOT use any logon and password other than your User Account
- Users are not allowed to do the following unless given permission by an administrator:
  - Store and/or install files on the laptop including Freeware, shareware, public domain, or any other software
  - Install and / or play personal music, videos, or games
  - Use unauthorized programs installed on the laptop
  - Report any damage – accidental or not, immediately
  - DO NOT attempt to bypass PPS security or content filtering at any time.

Food and drink may not be consumed next to or near a PPS device at any time.
Guidelines: Network Use
The network is provided for students to conduct research, complete assignments, communicate, and collaborate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Web content is filter using industry standard precautions, but ultimately the responsibility of using the internet rests with the student. If at any time a student feels that they have accessed something in error or accident that they question, they should raise the concern with a teacher or administrator.

The PPS Office of Information and Technology may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the district server, or on this computer, will be private. Participating in any of the following is prohibited and may result in recommended expulsion:
- Infiltrating computer system security for testing or troubleshooting without the Network Administrator’s permission
- Accessing, modifying or tampering with information or files which you do not have permission
- Intentional introduction and/or distribution of virus programs to workstations or servers.
- Intentional tampering with another’s laptop, files, and/or projects.

Internet / World Wide Web / E-mail Access
Access to the Internet and e-mail will enable students to use thousands of libraries, databases and web resources. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet.

Staff, students, and parents should be aware that certain offenses carried out through the internet could result in the involvement of State or Federal authorities and that the PPS Office of Information and Technology will cooperate fully with those authorities should it be required.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, PPS supports and respects each family's right to decide whether or not to apply for access.
Use of the Laptops, Desktops, Tablets:
The rules applying to the use of computers in school apply to the use of computers or devices that are permitted to be taken home for some school communities. All settings must remain as they were configured when the laptop was checked-out. Problems with the laptops are to be reported to the assigning teacher immediately upon return. Damage to machines that does not occur due to obvious negligence, disrespect, or misuse will be handled by PPS. In some cases, parents and families may be called upon to discuss the circumstances of damage and may be found liable if obvious neglect and mishandling are mutually agreed upon. All other guidelines for general use, network use and Internet use must be followed.

Security
Students and parents should be aware of the following:
- All PPS equipment is subject to random searches of Internet history by both the school and the district
- Certain offenses carried out through the Internet could result in the involvement of State or Federal authorities. PPS will cooperate fully with those authorities if necessary
- District equipment use will be logged by PPS for all system functions – web histories, installed or attempted installed software and receipts of email/web correspondence.

Proper Handling
Students should carry any district devices – laptop, tablet or other – with two hands at all times when moving to and from their desk, between other classrooms, and when used at home. If equipment is being transported to the home by a walking student, or in a car or the bus, they are to remain in their provided case until they reach their destination. Students must know where the district equipment is at all times.

Common Sense
In this day-in-age, we ask the students and families use common sense when it comes to protecting the integrity of the services and equipment provided by PPS. We are proud to provide the equipment and services that we have available to our region and constantly strive to increase our capabilities and offerings. The ability to grow our capacity, rests largely with protecting our current investments and maximizing the use of the equipment currently available to our students and families. Please be kind. Please think. Please make sure our equipment and services are safely available for years to come for all.
Pittsburgh Public Schools
Office of Information Technology
Information Technology Acceptable Use Policy

SIGNATURE FORM – REQUIRED FOR ALL PITTSBURGH PUBLIC SCHOOLS STUDENTS

Please read the Pittsburgh Public Schools Acceptable Use Policy. Upon reviewing that policy, please complete this form to indicate that you agree with the terms and conditions as stated.

The signatures of both the student and parent/guardian are mandatory before students will be allowed access to any PPS computer or technology-based resource. This form is required annually of all students in the Pittsburgh Public Schools. This document reflects the entire agreement and understanding of all parties.

Student Agreement
As a user of the Pittsburgh Public Schools computer, network and Internet access services, I have read and hereby agree to comply with the Acceptable Use Policy.

Printed Student Name: _________________________________ Date of Birth: ___________

Student Signature: ____________________ Date: _________________

School: _________________________________________ Grade: ___________

Parent or Legal Guardian Agreement
As parent/legal guardian of the student signing above, I grant permission for my child to access networked computer services such as Internet, World Wide Web, and electronic mail. Additionally, I acknowledge my responsibility in making sure my learner respects the services and equipment the district provides. I have read and agree to the Pittsburgh Public Schools Acceptable Use Policy and I understand that I may be held responsible for violations by my child if any disciplinary action is required. Due process will always be recognized and no financial penalty will occur without a mutual agreement by both parties. Additionally, I understand that some materials on the Internet and World Wide Web may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to her/him appropriate standards for selecting, exploring, and/or sharing information and media. I also recognize that the district does perform content filtering and takes every precaution to provide a safe, reliable and productive working environment for all PPS students.

Printed Parent Name: ___________________________________ Date: _________________

Parent Signature: _____________________________________________________________

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities or Employment and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to Dr. Dara Ware Allen, Title IX Coordinator or the Section 504/ADA Title II Coordinator at 341 S. Bellefield Avenue, Pittsburgh, PA 15213 or 412.529.HELP (4357).