



**Greater Lowell Technical High School
250 Pawtucket Blvd.
Tyngsboro, MA 01879
(978) 454-5411**

Student Acceptable Use Policy

To assist students in monitoring their progress, enhance communication with teachers and further promote educational excellence, Greater Lowell Technical High School is pleased to provide access to student records through the X2 Aspen Student View. With the X2 Aspen Student View, students have access to their attendance, conduct, schedules, grades, teacher websites and more. Students can login anytime from anywhere they have a secure Internet connection and see current information about their classes. Most importantly, the X2 Aspen Student View makes students partners in their education.

The district's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied.

1. **Privileges.** The online access to the information is a privilege, not a right, and inappropriate use will result in a cancellation of access to the X2 Aspen Student View. Students will be expected to act in a responsible, ethical, and legal manner. The administration, staff or faculty of Greater Lowell School District may request that the system administrator deny, revoke, or suspend a specific user account for any use deemed inappropriate.
2. **Services.** Greater Lowell School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. GLSD will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, unauthorized third party access to your account, misdeliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Greater Lowell School District specifically disclaims any responsibility for the accuracy of information obtained through its services.
3. **Security.** Students will not share their password with anyone. Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once by email message to students@gltech.org. Never demonstrate the problem to other users. Never use another individual's account.

Security features of the Student Portal:

- Three unsuccessful log-in attempts will disable the Student View account. In order to use the Web Portal again, students will need to email students@gltech.org from your registered email account, or ask a teacher or guidance counselor for help to have the account reactivated.
- You will be automatically logged off if you are **INACTIVE** for more than 90 minutes.
- All attempts at logging into the system are recorded and monitored, and a full audit trail is tracked on sensitive data.
- If you encounter any problems with access to your account please contact your guidance counselor.

**Please note: Greater Lowell School District cannot provide any technical support other than help with login issues.

SECURITY

1. You will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others. Anyone found to be violating laws will be subject to Civil and/or Criminal Prosecution.
2. You may not share your account information with unauthorized third parties, or leave the account open or unattended. You will not set your account to auto login.
3. You will keep all accounts and passwords confidential and not accessible to unauthorized third parties. You will not allow your computer to remember passwords when using the X2 Aspen Student View.
4. You are responsible for making back-up copies of the documents critical to you.
5. Any user identified as a security risk or having a history of misuse of other computer systems may be denied access to the X2 Aspen Student View.
6. You must take precautions to prevent viruses and/or unauthorized access on your own equipment.
7. The downloading of copyrighted material is prohibited.
8. Your X2 Aspen Student Account is active as long as you attend the Greater Lowell Technical High School District.

The Greater Lowell Technical High School District requires that you agree to this contract before you start using the X2 Aspen Student View. Please read this contract carefully. By accessing your X2 Aspen Student Login, you acknowledge agreement with the terms of the policy and it becomes a legally binding contract.