

**HAWTHORNE SCHOOL DISTRICT  
TELECOMMUNICATIONS ACCEPTABLE USE POLICY**

The participant understands that the use of all Hawthorne School District hardware and software as well as access to its networks is a privilege and agrees to the following:

**SECTION 1**

- 1.1 The participant will abide by all rules as adopted by the Hawthorne School District.
- 1.2 The Hawthorne School District has the right to review any material stored on any District provided system and to edit or remove any material provided the action taken is done in accordance with current law. Accordingly, the participant hereby waives any right, including privacy rights, which he/she may otherwise have in and to such material.
- 1.3 The District does not guarantee the function of software or any resources accessible through the Internet to meet any specific requirements the participant may have or that materials, software, and Internet/E-mail access will be error free or uninterrupted. The District shall not be liable for any damages incurred in connection with the participant's use of the Internet.
- 1.4 The participant hereby releases the Hawthorne School District, and its officers, employees, and agents from any liability arising from his/her use of District hardware, software and Internet access.

**SECTION 2**

- 2.1 If the participant chooses to order services or merchandise from others not affiliated with the District, all matters concerning the merchandise and services ordered through Internet agencies, including but not limited to purchase terms, payment terms, warranties, guarantees, maintenance and delivery, are solely between the participant and the seller. The District shall not be a party to such transactions or be liable for any costs or damages arising out of, either directly or indirectly, the action or inaction of sellers.

**SECTION 3**

- 3.1 The Hawthorne School District assumes no responsibility or liability for charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by District employees unless such costs are provided under separate contract by the District. Any disputes or problems regarding phone services are strictly between the District employee and his/her local phone company and/or long distance service provider.

#### **SECTION 4**

- 4.1 The participant may download public domain programs to his/her system. The participant may download public domain programs for his/her own use or non-commercially redistribute a public domain program. The participant assumes all risks regarding the determination of whether a program is in the public domain.

#### **SECTION 5**

- 5.1 The system administrator, at his/her discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the terms and conditions of this policy and/or the intent of the District. The participant shall have no recourse regarding messages removed from the system.
- 5.2 The system administrator, with the concurrence of the Information Services Director and/or Principal and/or Superintendent, further reserves the right to immediately terminate the account of a participant who misuses Internet and e-mail services.

#### **SECTION 6**

- 6.1 Security on any computer system is a high priority, especially when the system involves many users. If a participant identifies a security problem on the network the participant shall immediately notify the system administrator. The participant shall not demonstrate the problem to others.
- 6.2 The participant shall not allow individuals who are not District employees or students to access the system through the participant's account. Attempts by any participant to log in to another participant's account, with the exception of District designated personnel, will result in termination of the account.
- 6.3 Participants shall immediately notify the system administrator if their password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account.
- 6.4 Any participant identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet at the sole discretion of the Information Services Director and/or Principal and/or Superintendent.

#### **SECTION 7**

- 7.1 Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another participant or software and/or hardware belonging to the District. This includes, but is not limited to, the uploading or creation of computer viruses.
- 7.2 This provision of materials and access to the network is intended to support the educational goals and objectives of the Hawthorne School District. Any use which is personal in nature, and does not support those goals is not to occur during the participants work time.

## **SECTION 8**

- 8.1 The access to Internet and e-mail may only be used for lawful purposes. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- 8.2 The participant agrees to indemnify and hold harmless the District from any claims resulting from his/her use of the services which damages the participant or another party.
- 8.3 Use of any information obtained via Internet is at the participant's own risk. The District assumes no responsibility for the accuracy or quality of information obtained through its services.
- 8.4 The participant shall not use this account to facilitate access to commercial, for-pay services.

**HAWTHORNE SCHOOL DISTRICT  
TELECOMMUNICATIONS USE AGREEMENT**

**I understand the use of Hawthorne School District hardware, technology, materials, software, as well as access to its networks, i.e., the Internet, is a privilege. I agree to the following:**

- 1) The District has the right to review, edit, or remove any material stored on any system it provides. I hereby waive any right which I may otherwise have in and to such material.
- 2) All information and services available on the Internet are for informational purposes. I agree to use the information and services at my own risk.
- 3) I agree that any access of network services for personal use will not occur on scheduled work time.
- 4) The District does not guarantee the ability of the Internet to meet any specific requirements I may have or that Internet access will be error free or uninterrupted. The District is not liable for any damages incurred in connection with the use of the Internet.
- 5) In consideration for using the Internet and having access to public networks, I agree to indemnify and hold harmless the District from any claims resulting from my use of the services.
- 6) I have read and agree to comply with the Telecommunications Use Agreement and policy, which, by this reference, is included in this form as if stated here in full. I also understand that any violation of the regulations may constitute a criminal offense. I agree to use the services for only approved and lawful purposes. Should I do otherwise, the District may revoke my access privileges.

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(User Name)

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(Location)

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(User Signature)

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(Date)

**HAWTHORNE SCHOOL DISTRICT  
ELEMENTARY TELECOMMUNICATIONS USE AGREEMENT**

We are pleased to announce that electronic information services are now available to students and staff in our district. The Hawthorne School District strongly believes in the educational value of electronic services and recognizes the potential to support curriculum and student learning by facilitating resource sharing, innovation and communication. The Hawthorne School District will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service, but please discuss the following use guidelines with your child and sign where indicated. Your and your child's signatures will indicate acknowledgment and understanding of these standards. As a user of this service your child will be expected to abide by the Telecommunications Use Guidelines.

**Telecommunications Use Guidelines:**

1. **BE POLITE.** Never send, or encourage others to send, messages that are not polite.
2. **USE APPROPRIATE, RESPECTFUL LANGUAGE.** Remember that you are a representative of your school and district when you are on-line. Always use language that is appropriate and respectful in your messages.
3. **PRIVACY.** Do not send any message that includes personal information, such as a home address or phone number, for yourself or any other person. Report to your teacher any person who asks for personal information.
4. **ELECTRONIC MAIL.** Electronic mail is not guaranteed to be private. The teacher can check e-mail to make sure that it is appropriate and accounts can be canceled if guidelines are not followed. Keep passwords private, and do not read other people's mail.
5. **INFORMATION.** The Hawthorne School District makes no guarantees of any kind about the accuracy of information found on-line.
6. **VANDALISM.** Do not damage any school computer systems. Never move, delete, or trash any applications or files that are not yours.
7. **OTHER:** The school principal may determine other behavior to be inappropriate.

**Required Signatures**

I understand and will follow the guidelines listed in this document. I understand that the use of this electronic service is a privilege, and inappropriate use will result in the loss of that privilege and/or disciplinary action.

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Student Name

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Student Signature

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School

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Grade

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Parent Name

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Parent Signature

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Date