

**GLENDALE ELEMENTARY SCHOOL DISTRICT
ELECTRONIC INFORMATION SERVICES
USER AGREEMENT**

Acceptable Uses. I understand and agree as follows:

1. The EIS System has been established for a limited educational purpose and may only be used for educational purposes. The term “educational purposes” includes classroom activities, career or professional development, limited high-quality personal research and other work related purposes. I may not use the system for entertainment purposes (unless specific permission is given for this purpose), commercial purposes or political lobbying. I am expected to follow the rules set forth in the District’s disciplinary code and the law. In addition to this Agreement, use of the EIS System is governed by Governing Board Policy IIBGA and Administrative Regulation IIBGA -R, copies of which are available at each school office.
2. The EIS System has not been established as a public access service or a public forum. Therefore, the District has the right to place reasonable restrictions on the material accessed or posted through the system. I am expected to follow the rules set forth in the District’s Policies and Administrative Regulations and the law. I realize that all E-mail can be recorded and stored along with the source and destination of the E-mail, and that messages are not necessarily deleted when I delete them.

Unacceptable Uses. To prevent against unacceptable use of the EIS System, I understand and agree as follows:

1. Personal Safety or the Safety of Others. (Applicable to students only.)
 - a. I will not post personal contact information about myself or others (i.e. names, addresses, telephone numbers, school address, etc.) unless I have prior permission from my teacher and parent to do so.
 - b. I will not meet with someone I meet online without my parent’s approval and involvement.
 - c. I will promptly tell my teacher or school principal if I receive any message that is inappropriate or makes me feel uncomfortable.
2. Illegal Activities.
 - a. I will not attempt to gain unauthorized access to the EIS System or any other computer system through the EIS System or go beyond my authorized access. I will not attempt to log in through another person’s account or access another person’s files without their express permission.
 - b. I will not attempt to disrupt the EIS System or destroy data by spreading viruses or by any other means.
 - c. I will not use the EIS System to engage in any other illegal or inappropriate acts (drug or alcohol purchase, distribution or sale, criminal gang activity, threatening conduct, etc.).
3. Plagiarism and Copyright Infringement.
 - a. I will not plagiarize works I find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were mine.
 - b. I will respect the rights of copyright owners. Copyright infringement would occur if I inappropriately reproduce a work or software program that is protected by a copyright. If a work or software program contains language that specifies appropriate uses of that work or program, I will follow those requirements. If I am unsure of whether I may use a work or program, I will request permission from the copyright owner. I will ask a teacher or EIS System administrator if I have questions.
4. System Security.
 - a. I am responsible for my individual account. I will not provide my password to another person or use another person’s password unless I have obtained prior written permission to do so from my teacher (for a student) or an EIS System administrator (for an employee).
 - b. I will not permit another person to use my account or use another person’s account unless I have obtained prior written permission to do so from my teacher (for a student) and an EIS System administrator (for an employee).

- c. I will immediately notify my teacher or the EIS System administrator if I have identified a possible security problem, including, but not limited to, the unauthorized use or alteration of a password, file or tapes, or attempts to access information, files or system areas beyond those for which a user has been granted access.
 - d. I will not download any software unless I have obtained prior, written permission to do so from my teacher (for a student) and an EIS System administrator (for an employee).
 - e. I will follow the District virus protection procedures when downloading software I have been given prior written permission to download, to protect against the inadvertent spread of computer viruses.
 - f. I will not act to or attempt to harm, destroy data or otherwise deny or interfere with service to other users of the EIS System. This includes, but is not limited to, uploading or creating computer viruses.
 - g. I will not act to or attempt to repair, modify or destroy District owned computer or communications equipment without prior approval. All requests for repair or service will be channeled through the District user support system.
 - h. I will not move or remove any District-owned or administered computer equipment from the District's premises without prior approval.
 - i. I will not physically or electronically attach any other device (ie: external disk, printer or video system) to the District's equipment without prior approval. I understand I will be responsible for reimbursing the District for any expense incurred by the District for remedying problems I create by violating this provision.
 - j. I understand that the District may remove any unauthorized or unlicensed software from any District computer upon detection of the same.
 - k. I recognize that the District cannot guarantee the privacy of electronic information relative to other users or third parties and that the level of privacy and integrity of the system depends largely on the security measures each user takes.
5. Language.
- a. I will not use obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
 - b. I will not post information that could cause damage or danger of disruption to the educational environment or operations of the District.
 - c. I will not engage in personal attacks, including prejudicial or discriminatory attacks on individuals or groups. I will not harass others. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by someone to stop sending them messages, I will immediately stop.
 - d. I will not knowingly or recklessly post false or defamatory information about a person or organization.
 - e. I will not post chain letters or engage in "spamming" (sending unnecessary messages to a large number of people).
6. Inappropriate Transmission Of And Access To Material.
- a. I will not transmit or access material that is profane or obscene (i.e. pornography), that advocates illegal acts, or that advocates violence or discrimination towards others (i.e. hate literature). A special exception may be made for teachers or high school students who wish to access hate literature if the purpose of the access is to conduct research. In this situation a student must obtain both teacher and parental consent.
 - b. If I mistakenly access inappropriate information, I will immediately tell a teacher (for a student) or my supervisor (for an employee) so they know I did not intentionally access the information.
 - c. I will transmit communications using only District approved and District managed communication systems. I will not use free, web-based mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the District's authorized supervisory personnel.
 - d. The development and posting of all web pages must be pre-approved in a manner specified by the school. Material placed on web pages must relate to school and career preparation activities.

7. General Network Etiquette.
 - a. I will be brief. Few people will bother to read a long message.
 - b. I will minimize spelling errors and make sure my message is easy to understand and read.
 - c. I will use accurate and descriptive titles in my communications, so people will know what it is about before they read it.
 - d. I will get the most appropriate audience for my message, not the widest.
 - e. I will remember that humor and satire is very often misinterpreted.
 - f. I will remember that if I post to multiple groups, I will specify all groups in a single message.
 - g. I will cite references for any facts I present.
 - h. I will not attack correspondents; I will persuade them with facts.
 - i. I will exercise good judgment and care to ensure that I do not report messages or otherwise use the EIS system in a manner that will embarrass, hurt or harm others.

My Rights.

I understand that the District may restrict my speech for valid educational or business reasons. The District will not restrict speech on the basis of a disagreement with my opinions. I understand and agree that:

1. I have **no right of privacy** with respect to the EIS System, including software, E-mail or Internet access. My parents can request to see the contents of my E-mail files at any time (applies to students *under 18 years*).
2. Routine maintenance and monitoring of the EIS System may lead to discovery that I have violated District Policies, Administrative Regulations, this Agreement or the law.
3. An individual search will be conducted if there is a reasonable suspicion I have violated this Agreement, District Policy, Administrative Regulation or the law. The investigation will be reasonable and related to the suspected violation.
4. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted the EIS System.
5. If I am alleged to have violated this Agreement, District Policy IJNDB or Administrative Regulation IJNDB-R or the law in my use of the EIS System, I will be provided with notice of the suspected violation and an opportunity to present an explanation of what occurred. If the alleged violation also involves a violation of other provisions of the District's disciplinary code, it will be handled in a manner described in the disciplinary code.
6. The District reserves the right to restrict or revoke my use of the EIS System at any time, if deemed within the District's best interest.

Disclaimer Of Liability:

1. The District makes no warranties of any kind, expressed or implied, for the services provided. The District shall not be liable for damages I suffer caused by my inappropriate use of the EIS system, copyright violations, mistakes or negligence.
2. The District shall not be responsible for any costs I incur without the District's prior written permission.
3. The District shall be not responsible for ensuring the accuracy or usability of any information found on the Internet.
4. The District shall not be responsible for any damages I suffer while using its EIS system, such as loss of data, malfunctions, delays, non-deliveries, mis-deliveries or service interruptions caused by the service or by my errors or omissions.
5. Use of any information obtained via the information service is at my own risk.
6. Parents, adult students and employees can be held financially responsible for any harm to the system as a result of intentional misuse.

**GLENDALE ELEMENTARY SCHOOL DISTRICT
ELECTRONIC INFORMATION SERVICES
USER AGREEMENT
SIGNATURE PAGE**

This Agreement must be signed before the student may receive an access account. When signed, it becomes a legally binding contract.

Student Section:

Student Name: _____ Grade: _____
School: _____ Birth date: _____
Campus: _____ Student ID: _____

I have read the District's User Agreement and agree to abide by them. I understand that if I violate the terms and conditions, my account can be terminated and I may face other disciplinary and/or legal consequences.

Student Signature: _____ Date: _____

Parent or Guardian Section (must be signed if student is under 18 years of age):

I have read the District's User Agreement and have discussed them with my child. I give the District permission to issue an account for my child and for my child to use the EIS System.

I release the District and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use, the EIS System, including but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services.

I have instructed my child regarding any restrictions I wish to impose against accessing materials that are in addition to the restrictions set forth in the District's User Agreement. I have emphasized to my child the importance of following the rules for personal safety. I accept full responsibility for supervision if and when my child's use of the EIS System is not in a school setting.

I understand that the information service may occasionally require new registration and account information for my child to continue the service. I will notify the Teacher or Director for Educational Technology of any changes in his/her account information.

Parent/Guardian Name (Print) _____
Parent/Guardian Signature: _____ Date: _____
Home Address: _____ Phone: _____