

Authorization for Access to the District's Electronic Networks

Each student and his or her parent(s)/guardian(s) and each staff member must sign this *Authorization* as a condition for using the District's electronic network connection. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Access to the District's Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understands their significance.

Terms and Conditions

Acceptable Use - Access to the District's electronic network whether obtained through use of District-owned technology or using personal technology must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for a legitimate business use.

District owned technology includes, but is not limited to any device that is owned or leased or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes smartphones such as BlackBerry®, Android®, iPhone®, and other devices, such as iPads® and other tablets, e-readers, desktop and laptop computers. Personal technology includes any of the foregoing devices that are not owned or leased by the District or otherwise authorized for District use.

Privileges - Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's network or District owned technology. All documents, data and information downloaded, stored, transmitted or processed on the District's electronic network and electronic communications including files deleted from a user's account, may be monitored or read by school officials. The superintendent, principal or system administrator will make all decisions regarding whether or not a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network to violate any State or federal law, including violation of copyright law
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Using the network for private financial or commercial gain;
- d. Wastefully using resources, such as file space, or bandwidth;
- e. Hacking or gaining unauthorized access to files, resources or entities;
- f. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, including a photograph;
- g. Breach of confidentiality of student record information.
- h. Using another individual's account or password or depriving an authorized user of access to District technology or the District's electronic network.

- i. Accessing the District's electronic network beyond what is authorized or falsifying, tampering with or making unauthorized changes or deletions to data located on the District's electronic network;
- j. Posting material authored or created by another without his/her consent;
- k. Posting anonymous messages;
- l. Using the network for commercial or private advertising;
- m. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or offensive to persons based on any other characteristics that may be protected by applicable civil rights laws, harassing, or illegal material
- n. Using the network to access social media platforms such as Facebook, Twitter, Linked in or YouTube for personal use
- o. Using the network while access privileges are suspended or revoked
- p. Installing, downloading or using unauthorized or unlicensed software
- q. Entering into software or cloud computing end user agreements without administrative approval; and
- r. Violating Board policies, procedures or guidelines.

Personal Use – Use of District owned technology and/or the District's electronic network by employees is intended for legitimate educational or School District business purposes with limited personal use permitted. Such personal use must in all circumstances comply with this Authorization and all Board policies regarding conduct; must not result in costs to the Board; and may not interfere with an employee's duties or responsibilities.

Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this *Authorization*.

Security - Network security is a high priority. If you identify a security problem on the Internet, you must notify the system administrator or Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges and other discipline up to and including termination. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, data charges and/or equipment or line costs.

Copyright Web Publishing Rules - Users must not use the District's technology or Internet access to violate the copyright or other property rights of another. All use of copyrighted material found or obtained on the internet is subject to the Board's copyright policy.

Use of E-Mail - The District's e-mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. Employees are prohibited from using third party email systems (such as gmail, yahoo, Hotmail or AOL) in the scope of their employment or in their capacity as employees of the District. Emails sent within the scope of employment or in an individual's capacity as a District employee must be sent from Board authorized e-mail systems. The School District may provide e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to monitor, access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an e-mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an e-mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's network carry with them an identification of the user's Internet "domain". This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's e-mail system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those "acceptable uses" set forth in this Authorization.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*. The network administrator and Principal shall also monitor student Internet access.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

As required by federal law and Board policy, students will be educated about: appropriate online behavior including social networking and cyberbullying.

Authorization for Access to the District's Electronic Networks Form

Submit to Principal

Students and their parents/guardians need only sign Authorization for Access to the District's Electronic Networks once while the student is enrolled in the School District.

Staff members need only sign this Authorization for Access to the District's Electronic Networks once while employed by the School District.

- Please check the appropriate box:
- Staff member
 - Parent/Guardian of student
 - Student *

I understand and will abide by the above *Authorization for Access to the District's Electronic Networks*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

Name (*please print*)

Signature

Date _____

*** Students are required to have a parent/guardian read and agree to the following:**

I have read this *Authorization for Access to the District's Electronic Networks*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate access to prohibited material. However, I also recognize it is impossible for the District to restrict access to all obscene, pornographic, harmful or inappropriate information and materials on the Internet. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision of my child's use of the Internet off-campus. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

Parent/Guardian Name (*please print*)

Parent/Guardian Signature

Date _____