

# USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

## Electronic Information Services

### User Agreement

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

## TERMS AND CONDITIONS

### Acceptable use

#### ***Each user must:***

- Use the ES to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct. Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

**In addition, acceptable use for District employees is extended to include requirements to:**

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

## Personal responsibility

I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.

## Network etiquette

***I am expected to abide by the generally acceptable rules of network etiquette.***

***Therefore, I will:***

- Be polite and use appropriate language. I will not send, or encourage others to send abusive messages.
- Respect privacy. I will not reveal any home addresses or personal phone numbers or personally identifiable information
- Avoid disruptions. I will not use the network in any way that would disrupt the use of systems by others.

Observe these other considerations:

- 1. Be brief.
- 2. Strive to use correct spelling and make messages easy to understand.
- 3. Use short and descriptive titles for my articles.
- 4. Post only to known groups.

**Services.**

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.