**COMPUTER TECHNOLOGY AND NETWORKS**

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. It also recognizes that safeguards have to be established to ensure that the District’s investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The Superintendent shall be responsible for the management of the Board’s technology system and for making the arrangements for any networks which may be used to enhance the educational program and/or operations of the District.

She/He shall be responsible for implementing the guidelines established for program development, the selection of materials and equipment, and the District’s purchasing guidelines. In addition, the Superintendent shall make sure that the appropriate agreement is complete for each staff member and student who will have access to Board technology and any networks.

All tentative agreements with networks or technology agencies are to be submitted to the Superintendent for review and approval.

It is essential that staff members and students be provided the following information concerning the use of the Internet. This can be done through written guidelines, professional development seminars, faculty and student meetings, and introductory remarks at the beginning of a course in which the Internet may be used.

Use of the Internet is to be related to one or more courses of study.

The Internet is not to be used by staff or students for discriminatory or unlawful purpose, including harassing or hazing any individual or group.

Prior to disseminating information across the Internet about a student such as name, address, or other identifying data including pictures, signed parental permission forms must be on file.

Because of the vast amount of information that can be retrieved from the world-wide network, teachers are responsible for training students to use proper research skills when retrieving information. It is inappropriate, costly, and a waste of valuable instructional time for staff and/or students to download large quantities of information that has not been checked ahead of time for accuracy, relevancy, and probable usage. It may be helpful, therefore, for teachers to conduct some controlled exercises with students on how to differentiate between web-sites that are “attractive but superficial or irrelevant” from those that are attractive, substantive, and relevant.

Staff members need to have back-up plans or contingency procedures in place for times when the Internet may not be accessible. Since the Internet is primarily a data-gathering mechanism, alternative sources for needed data should be available so that students can accomplish the purpose of the instruction within the established time period.

Students and staff must not use any District provided technology including the Internet and other information and communication technologies such as e-mail, cell phone and paper text messages or instant messaging to harass, haze, disparage, or defame any individual or group.

Student and Staff Network and Internet Acceptable Use and Safety Agreements that students and staff members must sign prohibits the use of the Internet for unethical purposes or to obtain information that could be considered obscene, pornographic, or unsuitable for children. If a question of interpretation arises concerning the definition of these terms, the building principal shall have the authority to determine whether the web site is appropriate. Prior to accessing or allowing access to information that the staff member is unsure about, she/he should consult with the administration.

As students and/or staff members complete projects which reflect unusual and creative applications of technology, the projects should be shared with administration so that proper publicity can be created as appropriate to the project. It is essential that the Student and Staff Network and Internet Acceptable Use and Safety Agreements address the issue of the proprietary rights related to web site design concerning web sites and/or pages hosted on the Board’s servers.

**Technology Privacy**

The Board of Education recognizes its staff members’ right to privacy in their personal lives. The District has established this policy to inform staff members of the District’s position with respect to staff-member privacy in the workplace and to protect the District’s interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the District’s property and are to be used primarily for business purposes. The District retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the District’s computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the staff member’s knowledge. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the District. A staff member’s refusal to permit such access may be grounds for discipline up to and including discharge.

Computers, electronic mail, and voice mail are to be used for business purposes. Personal messages via District-owned technology should be limited in accordance with the Superintendent’s guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Because the District’s computer and voice mail systems are to be used primarily for business purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

This policy is necessary to ensure that District resources are used properly. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member’s personal information is discovered, the contents of such discovery will not be reviewed by the District, except to the extent necessary to determine if the District’s interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the District. Staff members shall not remove or communicate any such information in any form for their personal use or for the use of others. In addition, staff members may not copy software on any District computer and may not bring software from outside sources for use on District equipment without the prior approval of the Superintendent. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

**Internet Use By Students and Staff**

The purpose of this policy is to facilitate network (electronic mail and electronic bulletin board) and internet access (all referred to as “Network”), for educational purposes for the staff and students where appropriate. As such, t his access should (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills. For the purpose of this policy, “user” includes both staff and students.

The use of the Network is a privilege which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the user for other disciplinary actions.

The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. A user will not use his/her District-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.

In District locations where public access is granted, students are required to use only those computers assigned for student use. In public areas having computer use available, computers shall be clearly marked in an unalterable manner: “For Students” or “For General Public.” Students who are not eighteen (18) years of age or accompanied by an adult shall not use computers marked “For General Public.” Each unauthorized use is a violation of this policy.

“For Student” computers will utilize a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors. The District may use passwords and or filters.

All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

The District and/or Network resources are intended for the exclusive use by their registered users. The user is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a user member’s account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:

* intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
* misrepresenting other users on the Network;
* disrupting the operation of the Network through abuse of the hardware or software;
* malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
* interfering with others’ use of the Network;
* extensive use for non-curriculum-related communication;
* illegal installation of copyrighted software;
* unauthorized down-sizing, copying, or use of licensed or copyrighted software;
* allowing anyone to use an account other than the account holder.
* The use of District and/or Network resources is for the purpose if (in order of priority):
* direct support of the academic program;
* telecommunications;
* general information;
* recreational.

All of the above uses should still be related to the educational or business mission of the District.

The District and/or Network does not warrant that the function of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

The user will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

The District and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice. The District and/or Network reserve the right to log Internet use and to monitor electronic mail space utilization by users.

The user may transfer files from information services and electronic bulletin board services. For each file received through a file transfer, the user agrees to check the file with a virus-detection program before opening the file for use. Should the user transfer a file, shareware, or software which infects the Network with a virus and causes damage, the user will be liable for any and all repair costs to make the Network once again fully operational and may be subject to disciplinary action.

The user may not transfer file, shareware, or software from information services and electronic bulletin boards without the permission of the administration. The user will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.

The District reserves the right to log computer use and to monitor fileserver space utilization by users. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.

The user is responsible for the proper use of the equipment and will be held accountable for any damage or to replacement of equipment caused by abusive use.

**Personal Use of District Technology**

The following guidelines will govern the personal use of Board technology by staff members as well as use for school purposes by either staff or students while at home. No personal, that is, non-school, use of Board technology may be made by any student at any time.

* A for requesting permission to use/import software is to be submitted to the Superintendent before any personal software is brought to school. In addition, the staff member must provide either the licensing agreement from the manufacturer or a proof of purchase. The staff member must also confirm to the Superintendent that she/he has analyzed the content of the software using school district criteria. It is essential that the issue of the proprietary rights related to the web site design concerning web sites and/or pages hosted on the Board’s servers be addressed.
* A staff member or a student may start a project using Board owned software at school or personal software at home and produce a copy of the project or document. The Board will not provide Board owned software for use on personal computers at home. When the project is completed, the staff member or student should notify the Superintendent to find out whether or not the Board wishes to keep a copy for reference or for use by others. No staff member or student should expect to retain any proprietary rights related to the design on any web site or pages hosted on the Board’s servers.
* Prior to making a copy of any Board owned software, a staff member or student should contact the Superintendent to find out whether or not there is any licensing agreement associated with that software, and if so, whether the license allows the staff member or student to load the material on his/her home computer. If reproduction is allowed, the staff member or student is to complete a check-out form in which she/he agrees to make only one copy and only for personal use and not for use by others. If the license does not allow t his, then no copy is to be made.
* No staff member or student will be allowed access to the Internet or other networks without first signing a “Student or Staff Network and Internet Acceptable Use and Safety Agreement” form. All student use of the Internet must be under the supervision of a staff member or approved volunteer.
* Neither staff members nor students are to use the Internet for recreational, personal, discriminatory, or unlawful purposes but only for purposes related to the Board’s educational program or to operational needs.
* Each staff member and student will be provided a password for use with Board technology with the provision that the password is not to be shared with others. The existence of a password does not guarantee confidentiality or privacy and the Board retains the right to use any person’s password to monitor the type of use that is being made of Board technology.
* With regard to personal e-mail, staff members may use it to send and/or receive personal messages providing such use is limited to non-duty time and does not involve the conduct of any personal, discriminatory, or unlawful business (including commercial purposes, advertising, and political lobbying).
* Students are not allowed to send or receive personal e-mail messages.
* Students are allowed to send or receive personal e-mail messages with the consent of the Superintendent.
* Use of all other Board technology shall be in accord with school policy.

**Web-Page Specifications**

These guidelines will apply to all web pages hosted on the Board’s servers, whether created by schools, departments, District staff, students, or other persons.

**First Page of the Site**

* The first page of the web site should contain:
* the index or table of contents for the site;
* a school name, address, and phone number;
* the webmaster and e-mail address of the person responsible for the site;
* a date when the page was last updated or modified;
* index.html;
* a link to the Board’s web-site.

**Organization of Site Structure**

* The overall plan or file structure should provide quick access to information and help the user understand how the information is organized. It is recommended that a storyboard be used to plan the web site.
* Each page should be designed with the audience and goal in mind.
* A basic page format should be used, e.g. use the same background, locate navigation tools in the same place on the page, have consistent link appearance, and have consistent font size and type. Be consistent on all pages.
* The title bar should include the school name in the <title> tag of each HTML document.
* Limit page length; keep the HTML documents as small as possible.
* The web site may include areas such as staff information, student projects, calendar, school information and mission statement, technology plan, and geographical information.
* There should be a “mail to” link that provides a means of feedback on all main pages.

**Keep Your Web Site Current**

* Pages should be checked regularly to ensure that links are working and meet Board standards. Check to make sure all internal and external links work properly.
* Remove expired date-related items.
* Maintain and update files by removing unneeded or outdated files.

**Grammar and Spelling**

* All pages should be grammatically correct.
* All words should be spelled correctly – web pages should be spell checked.

**Navigation Tools**

All pages should include a “back to” main menu in order to provide a link back to the web-site index.

**Backgrounds**

* Keep backgrounds simple. Light colors are better. Select backgrounds that make text easy to read.
* Keep background tiles small.
* Backgrounds should be in GIF format.
* Reuse background images, pages will reload quicker and the user will be able to view your pages with ease.
* Do not use a background to convey information.
* Do not “name” your colors. For example, Netscape allows you to use the following tag; <body bg color - “green”> and your background will be green. This is a tag specific to Netscape and not necessarily supported by other browsers. Use the hexadecimal number for colored backgrounds. If using a tiled image, make the background color approximate the color of the tiled image.

**Copyrights**

* All web-site authors must follow all applicable and existing copyright laws pertaining to the use of text, images, sounds, and hyperlinks to other web sites/pages.
* The Board retains proprietary rights to web sites/pages hosted on its servers, absent written authorization to the contrary.

**Naming Structure**

* Use all lower-case letters for names of documents and graphics.
* Do **NOT** use any spaces or other symbols in naming HTML documents or graphics.

**Graphics**

* Smaller is better; images should be less than 50k.
* Pictures need to be in GIF or JPEG format.
* Always use width and height tags.
* Use the “alt” tag to describe your picture for text-only browsers.
* Use GIF format for drawings and line art.
* Use JPEG format for photographic color images.
* Reuse graphics when appropriate. When graphics are reused, they remain in the computer and will load more quickly onto a web page.

**HTML Standards**

It is reasonable to expect that users will see your page using a variety of browsers including *Netscape* and *Windows Explorer*. It is recommended that you:

* check your web pages on a variety of browsers, including text-only browsers;
* check your web site on multiple platforms;
* use standard HTML tags – Do **NOT** use tags which are specific to one browser;
* use HTML syntax checkers to search your site for programming mistakes.

**Use of Student Names, Pictures, Original Work, and E-Mail Addresses**

* The District will allow the use of photographs of students, names of students, and displaying original work of students on web sites in accordance with the following guidelines:
  + Identifiable photographs of students and/or student’s first names may be placed on the Internet only after the appropriate release form has been signed by the parents or guardians.
  + Last names of students and students’ e-mail addresses should never be used.
  + Original work by students such as art work, poetry, essays, performances, etc. may be placed on the web site only after the appropriate release form has been signed by the parents or guardians.

**Student Network and Internet Acceptable Use and Safety**

Students are encouraged to use the Board’s computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign a “Student Network and Internet Acceptable Use and Safety Agreement.” Parent permission is required for minors.

Smooth operation of the Board’s Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

* Students are responsible for their behavior and communication on the Internet.
* Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person’s account/address/password is prohibited. Students may not allow other users to utilize their passwords.
* Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging or other users, or misrepresent other users on the network.
* Students may not use the Internet to engage in “hacking” or other unlawful activities.
* Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
* Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
* Students are expected to abide by the following generally-accepted rules of network etiquette:
* Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board’s computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
* Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
* Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
* Never agree to get together with someone you “meet” on-line without prior parent approval.
* Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
* Use of Internet to access, process, distribute, display or print child pornography and other material that are obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board’s computers/network (e.g., viruses) are also prohibited.
* Malicious use of the Board’s computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board’s computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
* All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
* Downloading of information onto the Board’s hard drives is prohibited; all downloads must be to floppy disk. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
* Students must secure prior approval from a teacher or the administrator before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or “Listservs.”
* M.Students are prohibited from accessing or participating in online “chat rooms” or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or the administrator. All such authorized communications must comply with these guidelines.
* Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board’s computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
* Use of the Internet and any information procured from the Internet is at the student’s own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
* Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student’s parent/guardian on the “Student Network and Internet Acceptable Use and Safety Agreement Form.”
* Proprietary rights in the design of web sites hosted on the Board’s servers remains at all times with the Board.

**Staff Network and Internet Acceptable Use and Safety**

Staff members are encouraged to use the Board’s computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Staff members must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the applicable collective bargaining agreement and Board policy, and/or civil criminal liability. Prior to accessing the Internet at school, staff members must sign the “Staff Network and Internet Acceptable Use and Safety Agreement.”

Smooth operation of the Board’s Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

* Staff members are responsible for their behavior and communication on the Internet.
* Staff members may only access the Internet by using their assigned Internet/E-mail account. Use of another person’s account/address/password is prohibited. Staff members may not allow other users to utilize their passwords.
* Staff members may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
* Staff members may not use the Internet to engage in “hacking” or other unlawful activities.
* Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
* Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
* Staff members are expected to abide by the following generally accepted rules of network etiquette:
* Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board’s computers/network. Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
* Never reveal names, addresses, phone numbers, or passwords of students while communicating on the Internet.
* Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
* Use of the Internet to access, process, distribute, display or print child pornography and other material is obscene, objectionable, inappropriate or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex and excretion; material that depicts, describes or represents in a patently offensive way with respect or what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and material that lacks serious literary, artistic, political ort scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board’s computers/network (e.g., viruses) are also prohibited.
* Malicious use of the Board’s computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Staff members may not use the Board’s computers/network in such a way that would disrupt their use by others. Staff members should refrain from intentionally wasting limited resources.
* All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
* Downloading of information onto the Board’s hard drives is prohibited; all downloads must be to floppy disk. If a staff member transfers files from information services and electronic bulletin board services, the staff member must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a staff member transfers a file or software program that infects the Network with a virus and causes damage, the staff member will be liable for any and all repair costs to make the Network once again fully operational.
* Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board’s computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
* Use of the Internet and any information procured from the Internet is at the staff member’s own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in class should be cited the same as references to printed materials.
* Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student’s parent/guardian on the “Student Network and Internet Acceptable Use and Safety Agreement Form.”
* Proprietary rights in the design of web sites hosted on the Board’s servers remains at all times with the Board without prior written authorization.

Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission.

**NETWORK AND INTERNET ACCESS AGREEMENT FOR STUDENTS**

This agreement is entered into this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ between

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter referred to as Student, and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter referred to as District. The purpose of this agreement is to provide Network (Electronic Mail and Electronic Bulletin Board) and Internet access, hereinafter referred to as Network, for educational purposes to the student. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

The intent of this contract is to ensure that students will comply with all Network and Internet acceptable use policies approved by the District.

In exchange for the use of the Network resources, either at school or away from school, I understand and agree to the following:

1. The use of the Network is a privilege which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
2. The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their District-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
3. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
4. The District and/or Network resources are intended for the exclusive use by their registered users. The Student is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a Student’s account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
5. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
   1. intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
   2. misrepresenting other users on the Network
   3. disrupting the operation of the Network through abuse of the hardware or software
   4. malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks
   5. interfering with others’ use of the Network
   6. extensive use for non-curriculum related communication
   7. illegal installation of copyrighted software
   8. unauthorized downsizing, copying, or use of licensed or copyrighted software
   9. allowing anyone to use an account other than the account holder
6. The use of District and/or Network resources is for the purpose of (in order of priority):
   1. support of the academic program
   2. telecommunications
   3. general information
   4. recreational
7. The District and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
8. The Student will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
9. The District and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice. The District and/or Network reserve the right to log Internet use and to monitor electronic mail space utilization by users.
10. The Student may transfer files from information services and electronic bulletin board services. For each file received through a file transfer, the Student agrees to check the file with a virus-detection program before opening the file for use. Should the Student transfer a file, shareware, or software which infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational and may be subject to other disciplinary measures as determined by the District.
11. The Student may not transfer file, shareware, or software from information services and electronic bulletin boards without the permission of the District Network Director. The Student will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.
12. The Student may only log on and use the Network under the immediate supervision of a staff member and only with his/her authorized account number.
13. The District reserves the right to log computer use and to monitor fileserver space utilization by users. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.

In consideration for the privileges of using the District and/or Network resources, and in consideration for having access to the information contained on the Network, or by the Network, I hereby release the District, Network and their operators and administration from any and all claims of any nature arising from my use, or inability to use the District and/or Network resources.

To the extent that proprietary rights in a work product would vest in the student upon creation, I agree to assign those rights to the District.

I agree to abide by such rules and regulations of system usage as may be further added from time to time by the District and/or Network. These rules will be available in hardcopy form in the Principal’s office.

**(Sign and return to the District Network/Internet Director)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student Date

As the student’s parent or legal guardian, I agree to this agreement and will indemnify the District for any fees, expenses, or damages incurred as a result of my child’s use or misuse of the Network or equipment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent Date

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**For Office Use Only**

User name (assigned by the system): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Access (check all that apply):

\_\_\_\_\_\_\_\_\_\_ Local Account

\_\_\_\_\_\_\_\_\_\_ Internet Account

\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account

Date Local Account Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Revoked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Internet Account Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Revoked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Revoked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NETWORK AND INTERNET ACCESS AGREEMENT FOR STAFF MEMBERS**

This agreement is entered into this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ between

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter referred to as Staff Member, and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter referred to as District. The purpose of this agreement is to provide Network (Electronic Mail and Electronic Bulletin Board) and Internet access, hereinafter referred to as Network, for educational purposes to the Staff Member. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

The intent of this contract is to ensure that Staff Members will comply with all Network and Internet acceptable use policies approved by the District.

In exchange for the use of the Network resources, either at school or away from school, I understand and agree to the following:

A. The use of the Network is a privilege which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the Staff Member for other disciplinary actions.

B. The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. A Staff Member will not use his/her District-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.

C. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

D. The District and/or Network resources are intended for the exclusive use by their registered users. The Staff Member is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a Staff Member’s account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:

1. intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users

2. misrepresenting other users on the Network

3. disrupting the operation of the Network through abuse of the hardware or software

4. malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks

5. interfering with others’ use of the Network

6. extensive use for non-curriculum related communication

7. illegal installation of copyrighted software

8. unauthorized downsizing, copying, or use of licensed or copyrighted software

9. allowing anyone to use an account other than the account holder

F. The use of District and/or Network resources is for the purpose of (in order of priority):

1. support of the academic program

2. telecommunications

3. general information

4. recreational

G. The District and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

H. The Staff Member will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

I. The District and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice. The District and/or Network reserve the right to log Internet use and to monitor electronic mail space utilization by users.

J. The Staff Member may transfer files from information services and electronic bulletin board services. For each file received through a file transfer, the Staff Member agrees to check the file with a virus-detection program before opening the file for use. Should the Staff Member transfer a file, shareware, or software which infects the Network with a virus and causes damage, the Staff Member will be liable for any and all repair costs to make the Network once again fully operational and may be subject to other disciplinary measures as determined by the District.

K. The Staff Member may not transfer file, shareware, or software from information services and electronic bulletin boards without the permission of the District Network Director. The Staff Member will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.

L. The District reserves the right to log computer use and to monitor fileserver space utilization by users. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.

In consideration for the privileges of using the District and/or Network resources, and in consideration for having access to the information contained on the Network, or by the Network, I hereby release the District, Network and their operators and administration from any and all claims of any nature arising from my use, or inability to use the District and/or Network resources.

To the extent that proprietary rights in a work product would vest in the staff member upon creation, I agree to assign those rights to the District.

I agree to abide by such rules and regulations of system usage as may be further added from time to time by the District and/or Network. These rules will be available in hardcopy form in the Principal’s office.

**(Sign and return to the District Network/Internet Director)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Staff Member Date

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**For Office Use Only**

User name (assigned by the system): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Access (check all that apply):

\_\_\_\_\_\_\_\_\_\_ Local Account

\_\_\_\_\_\_\_\_\_\_ Internet Account

\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account

Date Local Account Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Revoked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Internet Account Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Revoked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Revoked \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTIFICATION TO PARENTS REGARDING**

**ACCOUNTS FOR COMPUTER NETWORKS**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent/Guardian:

Your child will receive an account on the school’s computer networks. With this educational opportunity comes responsibility to use these networks in a productive and ethical manner. When your child receives an account number and password, it is extremely important that she/he abide by the enclosed agreement which is to be signed by both the child and the parent.

Any inappropriate use of the computer networks will result in the loss of the privilege to use this educational tool and possibly to disciplinary action as well.

Since you are legally responsible for your son/daughter’s actions, you may want to stress the importance of using only his/her own account number and password and the necessity of guarding against their use by others. Under **NO** circumstances should anyone else be given the information to access your child’s account.

After you have read and discussed the agreement with your child, please sign it and return to the school as soon as possible. Any forms not received by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) will result in the withholding of computer privileges until the signed agreement is returned.

Please feel free to contact me if you have any questions concerning this letter or the agreement.

Sincerely,

Enclosure

**PERMISSION TO PHOTOGRAPH/VIDEOTAPE**

**RELEASE TO UTILIZE**

We recognize the value of audio-visual and other types of electronic communication in providing our child with an effective education and hereby grant permission for our child and/or his/her schoolwork products to be photographed or videotaped as part of an educational program produced by the District or coalition of districts.

We further grant permission for the photographs or videotapes to be used in media presentations that are made available to other educational institutions or through a cable television station or network. We understand that our child’s image, name, work product, school, and grade may be revealed in the presentation(s) but that no other information about our child or his/her schoolwork will be revealed without our prior consent.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of parent(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) (Please print)

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (Home): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone (Work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

It is the policy of this District that no student shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, disability, height, weight, or other protected characteristics.

**PERMISSION TO USE/IMPORT SOFTWARE**

I wish to

❒ import the following software into the District’s system.

❒ make a copy of the following District software.

DESCRIPTION OF THE SOFTWARE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PURPOSE OF THE SOFTWARE USE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR IMPORTS ONLY**

❒ I have attached either the sales receipt or the licensing arrangement authorizing me to use this software.

**FOR COPYING ONLY**

❒ I hereby state that I will not allow anyone else to copy this software without the written consent of the District.

To the extent that proprietary rights to a work product would vest in me upon creation, I agree to assign those rights to the District.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Member or Student Date

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**For Office Use**

❒ sales receipt ❒ licensing agreement submitted

Request is ❒ Approved ❒ Denied

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position

**PERMISSION TO COPY BOARD OWNED SOFTWARE**

I would like to make/borrow a copy of software owned by the Board and load it on my personal computer.

DESCRIPTION OF THE SOFTWARE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PURPOSE OF THE SOFTWARE USE:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In submitting this request to copy Board owned software, I understand permission will be granted only if the licensing agreement associated with that software permits such copying.

If my request is approved, I agree to make only one (1) copy of the software for my personal use and not permit others to use or copy it.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Staff Member or Student Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**For Office Use Only**

Request is ❒ Approved ❒ Denied

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position

For approval requests:

Date Software Installed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Software Removed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT**

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

**Use of the Internet is a privilege, not a right. The Board’s Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.**

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board of Education has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school’s computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board’s computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

**Please complete the following information:**

Student User’s Full Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian**

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web site hosted on the Board’s servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

❒ I give permission to my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child.

❒ I give permission for my child’s image (photograph) to be published online, provided only his/her first name is used.

❒ I give permission for the Board to transmit “live” images of my child (as part of a group) over the Internet via a web cam.

❒ I authorize and license the Board to post my child’s class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child’s first name will accompany such class work.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature Date

**Student**

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board’s computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature Date

**Teachers and building principals are responsible for determining**

**what is unauthorized or inappropriate use. The principal may**

**deny, revoke or suspend access to the Network/Internet to**

**individuals who violate the Board’s Student Network and Internet**

**Acceptable Use and Safety Policy and related Guidelines, and**

**take such other disciplinary action as is appropriate pursuant to**

**the Student Code of Conduct.**

**STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT**

To access e-mail and/or the Internet at school, staff members must sign and return this form.

**Use of the Internet is a privilege, not a right. The Board’s Internet connection is provided for business and educational purposes only. Unauthorized or inappropriate use will result in a cancellation of this privilege.**

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of staff members in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or designee may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Staff members accessing the Internet through the Board’s computers/network assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board’s computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

❒ To the extent that proprietary rights in the design of a web site hosted on the Board’s servers would vest in a staff member upon creation, the staff member agrees to license the use of the web site by the Board without further compensation.

**Please complete the following information:**

Staff Member’s Full Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and agree to abide by the Staff Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy is inappropriate and may constitute a criminal offense. As a user of the Board’s computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restriction, and guidelines.

Staff Member’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Superintendent is responsible for determining what is unauthorized or inappropriate use. The Superintendent may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board’s Staff Network and Internet Acceptable Use and Safety Policy and related Guidelines and take such other disciplinary action as is appropriate pursuant to the applicable collective bargaining agreement and/or Board Policy.**

**TEACHER TECHNOLOGY INITIATIVE (TTI)**

**Equipment Loan to Teachers**

The computer will be loaned on an extended basis to eligible teachers who comply with all the State and District requirements. Teachers who become ineligible or leave the District are required to return them to the District.

**Theft, Loss, Damage**

Teachers will be responsible for the laptops and will be encouraged to obtain homeowner’s or renter’s policy coverage or the equivalent. Teachers will be responsible for any deductible in a policy. Equipment will not be replaced.

**Repairs/Warranty Work**

The vendor will provide repair ONLY through the contracted warranty service with the teacher responsible for sending the unit in as needed. When a unit is out of warranty or the repair is NOT covered by warranty, the repair cost is to be covered by the teacher. Should the teacher choose not to repair a unit or it becomes irreparable or unusable, it is to be turned into the Director of Technology Resources and will not be replaced.

**Technical Support**

The District will not provide technical support.

**Software**

All software on the laptop must follow District software policies. Teachers are required to sign and abide by District policies in the teacher’s handbook and TTI program policies. The District will not provide software support. Software support may be available through the Michigan Virtual University.

**Replacement/Upgrades**

The District will not replace or upgrade items purchased through the TTI program.

**Training**

The Michigan Virtual University will be providing online courses as part of the program. Teachers are encouraged to attend technology classes, in-service opportunities, and participate in online tutorials.

**Network Connections Within Buildings**

Computers will only be allowed on the District networks by permission of the Director of Technology Resources and requires adherence to local/building level policies and procedures. No additional wiring or hardware will be supplied by the District to accommodate network connectivity. Connections, where possible, will be allowed on a trial basis and may be discontinued at any time should laptops on the network interfere with student, classroom, or administrative functions.

I accept and agree to abide by the above conditions for my laptop/desktop serial number: \_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_