

WILSON ELEMENTARY SCHOOL DISTRICT NO. 7

Electronic Information Services User Agreement

User: _____

School: _____

Student #: _____

Please read this document carefully. When signed by you and, if the user is a student, your guardian/parent, it becomes a legally binding contract. We must have your initials where indicated and your signature, and that of your guardian/parent (if you are under 18), before you may receive an access account.

TERMS AND CONDITIONS

1. **Acceptable Use.** I will use the service to support personal educational objectives within the educational goals and objectives of the *District (these may be found in the district document entitled "Policy and Administrative Regulations Manual")*. I am personally responsible for this provision at all times when using the electronic information service. I will not transmit any material in violation of any State or United States law. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.

I have read and understand this provision. User initial _____ **Parent/Guardian initial** _____

2. **Personal Responsibility.** I will report any misuse of the network to the classroom teacher or school administrator. Misuse can come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below. I understand that many services and products are available for a fee and acknowledge the responsibility for any expenses incurred without authorization from the *District Technology Committee*.

I have read and understand this provision. User initial _____ **Parent/Guardian initial** _____

3. **Network Etiquette.** I am expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to. The following:

- a. **BE POLITE.** I will never send or encourage others to send abusive messages.
- b. **USE APPROPRIATE LANGUAGE.** I will not swear, use vulgarities or any other inappropriate language or anything pertaining to illegal activities.
- c. **RESPECT PRIVACY.** I will not reveal any personal addresses or phone numbers. I will assume that communications and information accessible via the network is private property.
- d. **ELECTRONIC MAIL.** I agree that having an electronic mail account is a privilege and not a right. If I am given an electronic mail account I will follow the regulations listed below:
 - I will understand that electronic mail is not private and is open to public record.
 - I will not use someone else's identity and/or password.
 - I will not send, print, request, or store messages that contain fraudulent, harassing, obscene or pornographic messages and/or materials, references to sex or any sexual innuendoes, references to alcohol or drugs, derogatory comments or vulgar language.
 - I will use electronic mail specifically for educational purposes.
 - If I create service messages I will place them on the "News" section of the electronic mail system.
 - I understand that a commercial message must be approved by the District Technology Committee before it is placed on the electronic mail system. I will only place approved commercial messages on the commercial "News" section of the electronic mail system.

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- I will not create or use any electronic mail communication that violates district policies and/or local, state or federal laws and regulations.
- I understand that the content and maintenance of my electronic mailbox is my responsibility.
- I will not use electronic mail to send copies of documents that are in violation of copyright laws.
- I will report messages relating to, or in support of, illegal activities to the teacher or campus principal.

I have read and understand this provision. User initial _____ Parent/Guardian initial _____

4. **Services.** The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District specifically denies any responsibility for the accuracy of information obtained. The District will not be held responsible for any damages I suffer while using this service. The damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the service or my errors or omissions. While the District may make an effort to ensure access to proper materials, I have the ultimate responsibility for how the electronic information service is used and bear the risk of reliance on the information obtained. Use of any information obtained via the information service is at my own risk.

I have read and understand this provision. User initial _____ Parent/Guardian initial _____

5. **Privileges.** I understand that the use of the information service is a privilege, not a right, and inappropriate use may result in a cancellation of my privileges. *Each person who receives an account will participate in District training as to proper behavior and use of the network.* The District Technology Committee will decide what is appropriate use and its decision is final. *The Computer Services Systems Administrator* may close an account at any time if necessary. The administration, staff or faculty of the District may request that *the System Administrator* deny, revoke or suspend specific user accounts.

I have read and understand this provision. User initial _____ Parent/Guardian initial _____

6. **Security.** Security on any computer system is a high priority because there are so many users. If I identify a security problem, I will notify the teacher or the System Administrator at once. I will never demonstrate the problem to other users. I will never use another individual's account without written permission from that person. I will never log on to the service as the System Administrator. Any user identified as a security risk will be denied access to the information service. I will not create security problems.

I have read and understand this provision. User initial _____ Parent/Guardian initial _____

7. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user or of any other agencies or networks that are connected to the service. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services and access, disciplinary action and legal referral. I will not vandalize the system.

I have read and understand this provision. User initial _____ Parent/Guardian initial _____

8. **Updating.** The information service may occasionally require new registration and account information for me to continue the service. I will notify the Teacher or Systems Administrator of any changes in my account information.

I have read and understand this provision. User initial _____ Parent/Guardian initial _____

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REQUIRED SIGNATURES

USER

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information service to my teacher or my school principal. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above.

User Name (please print): _____ DOB _____

User Signature: _____ Date: _____

Circle One: **Student** **Teacher** **Administrator** **Classified staff** **Volunteer**

**PARENT OR GUARDIAN
(If User is Student)**

Students under the age of 18 must also have the signature of a parent or guardian who has read this contract.

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for the District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network. I also agree to report any misuse of the information service to the District System Administrator in Computer Services. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above.

I accept full responsibility for supervision if and when my child's use of the information service is not in a school setting. I hereby give my permission to have my child use electronic information services.

Parent or Guardian Name (please print): _____

Signature: _____ Date: _____

**SPONSORING TEACHER
(If User is Student)**

I have read this contract and agree to promote this agreement with the student. As the sponsoring teacher, I agree to instruct the student on acceptable use of the network and proper network etiquette. I also agree to report any misuse of the information service to the District System Administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above.

Teacher Name (please print): _____ School _____

Signature: _____ Date _____