



USE OF TECHNOLOGY RESOURCES IN INSTRUCTION COMPUTER INFORMATION SERVICES USER AGREEMENT

Details of this user agreement shall be discussed with each potential user of the computer information services. When the signed agreement is returned to the school and/or district office, the user may be permitted to use computer information services (CIS) resources. **Access to computers will not be granted without a parent/guardian signature on the back of this form. Student's inability to access computers will affect their grade in Technology.**

Terms and Conditions

Acceptable Uses. Each user must:

- Use of the CIS to support personal educational objectives consistent with the educational goals and objectives of Learning Matters Education Group.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Immediately inform their supervisor if inappropriate information is mistakenly accessed.
- 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 CIS in any way that would disrupt the use of the CIS or by others.
- Not use the CIS for commercial or financial gain, political lobbying, or fraud.
- 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 CIS and appropriate disciplinary action up to and including expulsion for students.
- Publish information/student work *only* on LMEG servers or district approved web hosting vendors. Users placing information on the Internet using the District's CIS are publishing information on behalf of the District.
- Be responsible for the appropriate storage and backup of their data.
- Only download plug-ins for the purpose of enhancing the visual appeal of educational websites (i.e. Shockwave, RealPlayer, QuickTime, Flash, etc.).

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

- Maintain supervision of students using the CIS.
- 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, file, and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Unacceptable Uses.

- Users may not connect or install any computer hardware, hardware components or software, which is their own personal property to and/or in the district's CIS without the prior approval of the District Information Technology Department.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the

CIS or the District.

- Users shall not access the network for any non-educational purposes.
- Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.



- Users will not download and use games, files, documents, music, or software for non-educational purposes. (i.e. Shockwave games/animations, audio and other visual files.)
- Users will not possess any data, which may be considered a violation of these regulations, in paper, magnetic (disk), or any other form.
- Users will not display name or photo to personally identify an individual without receiving written permission.
- Users will not reveal full name, address, phone number, or personal email without permission from an adult.
- Users shall not plagiarize works that are found on the Internet or any other electronic resource.
- Users will not harass, insult, attack others or use obscene language in written communications.
- Users will not post anonymous messages.
- Users may not use *free* web based email, messaging, video conferencing, or chat services without written permission from LMEG Network Administrator.

Resource Limitations.

- Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited.
- Users shall subscribe only to high quality discussion groups or mailing lists that are relevant to their education or career development.
- Users shall not use the District's CIS for commercial purposes or financial gain. This includes the creation, development and offering of goods or services for sale, and the unauthorized purchase of goods or services. District approved purchases will be made following District approved procedures.
- The District's portable information systems and educational technology resources such as notebook computers, peripherals, and/or companion devices, will be at the school sites during school hours.

Personal Responsibility.

Your child will report any misuse of the CIS to the administration or system administrator, as is appropriate. He/she understands that many services and products are available for a few and *acknowledge their personal responsibility for any expenses incurred without District authorization.*

Network Etiquette. Your child is expected to abide by the generally acceptable rules of network etiquette. Therefore, they will:

- *Be polite and use appropriate language.* They will not send, or encourage others to send, abusive messages.
- *Respect privacy.* They will not reveal any home addresses, or personal phone numbers or personally identifiable information.
- *Avoid disruptions.* They will not use CIS in any way that would disrupt the use of the systems by others.
- *Observe the following considerations:*
 - Be brief
 - Strive to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for articles.
 - Post only to known groups or persons.

Parent or Guardian Cosigner

As the parent or guardian of the student listed below, I have read this agreement and understand it. I understand that it is impossible for the Learning Matters Education Group to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the computer information services (CIS). I also agree to report any misuse of the CIS to a School District administrator. (Misuse may come in many forms but can be viewed as messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.) I accept full responsibility for supervision if, and when, my child's use of the CIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Student Name _____ Grade _____ School Year _____
Last First

Parent or Guardian Name (print) _____

Parent Signature _____ Date _____