

Dear Parent(s):

Your student will be working with the district computer network system during classes this year. Each student will be given a user account, allowed to use computers and other electronic equipment and to participate in the district electronic communication system. Parent permission is required for students to use the internet and other options available on the communication system.

This system will allow your student to communicate not only with peers within the Harrisburg Schools, but with other schools, colleges, organizations and individuals around the world through the internet. Communication will be available through many forms including e-mail, file transfers and the internet (world-wide web). The internet is a global system which links smaller networks into a large and diverse network. The internet provides your student with the opportunity to reach many other people to share information, learn concepts and research subjects not normally available to Harrisburg students.

With educational opportunity comes responsibility. Students and parent alike are responsible for the correct use of electronic equipment. Misuse can result in costly repairs which students and parents will be responsible for. It is important that you and your student read the enclosed rules for system use, and discuss these rules together. Inappropriate use of the systems could result in the loss of the privilege to use this learning tool as well as other disciplinary action.

Despite the efforts of the district to establish appropriate use rules for the system and monitoring of it, please be aware that there is material on the internet that district staff, parents and/or students will find objectionable. Additionally, the administration and board of education have discussed limiting the use of e-mail. Good contact as described in these rules will make it possible to maintain the system without limitations.

Please return the attached student agreement form to the school office indicating your permission or denial of permission for your student to participate in the use of the district electronic communications system. If you have questions you may contact the district office at 995-6626.

Harrisburg School District #7

Electronic Communications Acceptable Use Policy

## **Harrisburg Schools Electronic Communications Acceptable Use Policy**

### **I. Online Conduct**

- A. The individual in whose name a system account is issued is responsible at all times for its proper use. The district's system shall be used only for educational purposes consistent with the district's mission and goals. Commercial and/or inappropriate personal use of the district's system is strictly prohibited.
- B. System users shall not submit, publish, or display on the system any inaccurate or objectionable material.
- C. System users shall not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by district policy, state or federal law.
- D. Transmission of material, information, or software in violation of any district policy, local, state or federal law, such as copyright violations or confidentiality violations, is prohibited.
- E. System users recognizing a security problem on the district system must notify the appropriate teacher, principal, system manager, or district coordinator upon discovery.
- F. System users may not use another individual's account number without written permission from the principal or district coordinator as appropriate.

- G. Attempts by a student to log on to the district's system as district personnel will result in cancellation of user privileges and may result in disciplinary action up to and including expulsion.
- H. System users will not write to server or local hard disk directories other than their own or as authorized for school projects identified by the district.
- I. Teachers may require students to restrict access to course program files.
- J. Any system user identified as a security risk or having a history of violation of district and/or building computer use guidelines may be denied access to the district system.
- K. Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the electronic mail of other system users is prohibited as is deliberate interference with the ability of other systems users to send and receive electronic mail.
- L. In order to reduce unnecessary system traffic, system users may use real-time conference features including talk rooms, chat areas, or Internet relay chat only as approved by the student's teacher.
- M. System users will remove electronic mail in accordance with establish retention guidelines. Such messages may be removed by the principal or system manager if not attended to by the system user in a timely manner.
- N. System users will not evade, change or exceed resource quotas as set by the district coordinator. A user who remains in non-compliance of disk space quotas after seven calendar days from notification may have their files removed by the district coordinator. Such quotas may be exceeded only by requesting to the district coordinator in writing that quotas be increased and stating the need for the increase.
- O. System users will do a virus check on downloaded files to avoid spreading computer viruses. Deliberate attempts to degrade or disrupt system performance will be viewed as a violation of district policy and administrative rules and may be viewed as criminal activity under applicable state and federal laws.
- P. Vandalism will result in cancellation of system use privileges. Fines and/or restitution may be imposed for acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another users of the district system or any other agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses.
- Q. Any software and/or hardware combination having the purpose of damaging the district system or hardware, or any other user's system is prohibited.
- R. Copyrighted material may not be placed on any system connected to the district system without the author's written permission. Only the owner or individuals the owner specifically authorizes may upload copyrighted material to the system.
- S. Systems users may download copyrighted material for their own use. Systems users may redistribute non-commercially copyrighted programs only with the express permission of the owner or authorized person. Such permission must be specified in the document or must be obtained directly from the author in accordance with applicable copyright laws, district policy and administrative rules.
- T. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or non-commercially redistribute a public domain.

## **II. Telephone Membership and Other Charges**

- A. The district assumes no responsibility or liability for any membership or phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs incurred by any home usage of the district system.

- B. Any disputes or problems regarding phone services for home users of the district system are strictly between the system users and his/her local telephone company and/or long-distance service provider.
- C. Commercial and/or inappropriate personal use of the system is prohibited.

**III. Updating Member Account Information**

- A. The district may require new registration and account information from users to continue service.
- B. System users must notify the district of any change of account information such as address and phone number.
- C. Student account information will be maintained in accordance with applicable education records law and district policy and administrative rules.

**IV. Information Content and Third Party Supplied Information**

- A. System users and parents of system users are advised that use of the district system may provide access to other electronic communications systems that may contain inaccurate and/or objectionable material.
- B. The district does not condone the use of objectionable material. Such materials are prohibited in the school environment.
- C. Parents of students with accounts on the district system should be aware of the existence of such inaccurate/objectionable materials and monitor their student's home usage of the district system accordingly.
- D. Students knowingly bringing prohibited materials into the school environment electronically may be subject to suspension and/or revocation of their privileges on the district system and will be subject to discipline in accordance with the district policy and applicable administrative rules.
- E. Opinions, advice, services and all other information expressed by systems users, information providers, service providers or other third party individuals in the system are those of the providers and not the district.
- G. System users may order services or merchandise from other individuals and agencies that may be accessed through the district system. These individuals and agencies are not affiliated with the district, and the district is not responsible for service or merchandise ordered from vendors outside of the district.
- H. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties, guarantees and delivery are solely between the seller and the system user. The district makes no warranties or representation whatsoever with regard to any goods or service provided by the seller.

### Student Agreement for Electronic Communication System Account

(Student Agreement must be renewed each academic year.)

**1. Student Section**

Student \_\_\_\_\_

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

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

I have read Harrisburg School District's Electronic Communications Acceptable Use Policy and agree by their provisions. I understand that violation of these provisions may constitute suspension or revocation of system access and related privileges.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Sponsoring Parent or Guardian**

I have read Harrisburg School District's Electronic Communications Acceptable Use Policy. I will monitor my student's use of the system and his/her potential access to the Internet. I will accept responsibility for supervision in that regard if and when my student's use is not in a school setting. In consideration for the privilege of using the district's Electronic Communications System and for having access to public networks on the Internet, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my or my student's use, or inability to use the district's system, including, without limitation, the type of damages identified in the district's policy and administrative rules and regulations.

\_\_\_\_\_ I give my permission to issue an account from my student listed above and certify that the information contained on this form is correct.

\_\_\_\_\_ I give my permission for my student to be issued an account to use computer equipment, but do not want my student to participate in the district's communications system (e-mail, internet).

Parent or Guardian Signature: \_\_\_\_\_

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

Home Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_