

Student Acceptable Use Agreement

THE OLYMPIA CUSD #16 POLICY ON DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

All use of the network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Students utilizing District-provided network/Internet access must first have the permission of and must be supervised by the district's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

Any violation of District policy and rules may result in loss of District-provided access to the network/Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. *Consent to this document indicates that the reader has carefully read the terms and conditions of this Acceptable Use Agreement (AUA), understands their significance, and agrees to abide by said terms and conditions.*

General Terms and Conditions

1. Privilege - The use of the District's network/Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The Building Principal and/or Technology Director will make all decisions regarding whether or not a user has violated the AUA and may deny, revoke, or suspend access at any time.
2. Privacy - students should not expect that files stored on school-based computers are private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.
3. Unacceptable Use - this Agreement does not attempt to state all required or prescribed behaviors by users. However, some specific examples are provided. The following uses of school-provided network/Internet access are not permitted:
 - A. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
 - B. To transmit obscene, abusive, sexually explicit, or threatening language;
 - C. To violate any local, state, or federal statute;
 - D. To vandalize, damage, or disable the property of another individual or organization;
 - E. To access another individual's account, materials, information, or files without district authorization;
 - F. To violate copyright or otherwise use the intellectual property of another individual or organization without permission;
 - G. To use the network for commercial gain; and,
 - H. To gain unauthorized access by any means including bypassing the content filter.

4. The Olympia school district reserves the right to prioritize use and access to the system.
5. The District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District disks, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.
6. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges and/or equipment or line costs.
7. Network Etiquette – Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following - The User should:
 - A. Be Polite. He/she should not become abusive in his/her messages to others.
 - B. Use appropriate language.
 - C. Not reveal the personal addresses or telephone numbers of others.
 - D. Not use the network in any way that would disrupt its use by other users.
 - E. Consider all communications and information assessable via the network to be the private property of the district or the host entity.
8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the network/Internet, or any other network. This includes, but is not limited to, the creation and/or distribution of computer viruses or other malicious software.
9. Security – Network security is a high priority. **Keep your account and password confidential.** Identified security problems on the network/Internet must only be shared with the Technology Director, Building Principal, or designee. Attempts to log-on to the Internet or network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network or Internet.
10. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages incurred by the District relating to, or arising out of, any violation of these policies or procedures.
11. Copyright Web Publishing Rules – Copyright law and District policy prohibit re-publishing of text or graphics found on the web or on District Web sites or file servers without explicit written permission.
 - A. For each re-publication on a Web site or file server of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

- B. Students engaged in producing Web pages must provide their teacher verbal, e-mail or hard copy notification of intent to publish. Printed evidence of the status of “public domain” documents must be provided.
- C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying material may not be considered a source of permission.
- D. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

12. Use of Electronic Mail

- A. The Districts electronic mail system and its constituent software, hardware, and data files are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an educational tool.
- B. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- C. Each person should use the same degree of care in drafting electronic mail messages as would be put into a written memorandum or document. Nothing should be transmitted in any e-mail message that would be inappropriate in a letter or memorandum.
- D. Electronic messages transmitted via the School Districts Internet gateway carry with them an identification of the users Internet 'domain'. This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the contents of any and all electronic mail messages transmitted to external recipients.
- E. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Technology staff.
- F. Downloading any file attached to any Internet - based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- G. Use of the School Districts electronic mail system constitutes consent to these regulations.

Parents of students in the Olympia school district should be aware of the following information:

- The Olympia school district is pleased to offer its students access to the Internet. The Internet is an electronic network connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.
- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Olympia school district makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

ACKNOWLEDGMENT

Student:

Any user who violates these policies shall be subject to disciplinary action in accordance with the applicable provisions of the appropriate student handbook, and/or the Illinois School Code. Additionally, if a user's conduct constitutes a violation of copyright laws, the user may be subject to prosecution under such laws. Any user who intentionally or negligently damages or destroys District hardware and/or software will also be responsible for all costs associated with repair and/or replacement parts and services.

Students, parent(s)/guardian(s), should annually confirm this *Acceptable Use Agreement* while enrolled in the School District.

I understand and will abide by the *Acceptable Use Agreement*. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's network/Internet connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the network/Internet.

Parent(s)/Guardian(s)

I have read this *Student Acceptable Use Agreement*. I understand that access is designed for educational purposes and the District has taken precautions to eliminate controversial material. I also understand that the District cannot guarantee that students, including my own, will always use the network/Internet appropriately and that it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board Members, for any harm caused by materials or software obtained via the network/Internet. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Agreement* with my child. I hereby request that my child be allowed access to the District's Network/Internet.