

USER AGREEMENT AND PARENT PERMISSION FORM FOR ELECTRONIC INFORMATION TECHNOLOGIES

We are pleased to offer students and staff of the Dundee Community Schools access to technology including the computer network for e-mail and the Internet. To gain access to technology all students must complete the attached form and return it to their teacher, supervisor or other designated individual. Students under the age of 18 must obtain written parental permission. Students 18 and over must sign their own forms.

Access to Dundee's technology infrastructure will enable students and staff to explore thousands of libraries, databases and information while exchanging messages with other network users throughout the world. Families should be warned that some material accessible via the Internet and other networks might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make access available to further educational goals and objectives, students may find ways to access unacceptable materials as well. We believe that the benefits from access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the acceptable standards that their children should follow when using media and electronic information sources.

GUIDELINES

The Dundee Community School District's network is intended for legitimate school business and educational purposes only. As a monitored telecommunications network, no expressed or implied guarantee is made regarding the privacy of electronic mail (E-mail) or any other telecommunications transmitted or received over this network.

The network is provided for students and staff to conduct research and communicate with others. Access to network services is given to those who agree to act in a considerate and responsible manner. Access is a privilege, not a right.

Students and Staff are responsible for appropriate behavior on school computers and networks just as they are in a classroom or on school property. Communications on the network are often in public nature. General school rules for behavior apply.

Users of the district computers and networks are responsible for their behavior and communication over these technologies. It is presumed that users will comply with district standards and will honor agreements they have signed. At school, teachers will guide students toward appropriate materials. However, the district may not be able to restrict, monitor or control the communications of individuals utilizing the networks.

School administrators or their designee may review files and electronic communications to maintain system integrity and insure that users are utilizing the system responsibly. Per requirements of the state, employees must maintain a minimum of seven years of historical email. Users should not expect that files stored on district servers would be private. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, games, radio, and other potentially offensive media.

As outlined in Board policy and procedures on student rights and responsibilities (Student Code of Conduct), copies of which are available in school offices, the following are not permitted:

- ® Sending or displaying offensive messages or pictures
- ® Using obscene language
- ® Harassing, insulting, or attacking others
- ® Damaging computers, computer systems or computer networks or other technologies
- ® Violating copyrights laws
- ® Using another's password and account
- ® Trespassing in another's folders, work, mail or files
- ® Intentionally wasting time in limited resources
- ® Employing the network or any other technology for commercial purposes
- ® Any other actions deemed inappropriate by the administration

Violations may result in a loss of access as well as other disciplinary, monetary or legal action.

Following are some examples of inappropriate items per the Technology Use Policy:

- Ⓢ Any material that is obscene, offensive, or harmful to minors is prohibited.
- Ⓢ Transfer and installation of un-approved software to district computers
- Ⓢ Anonymous communications and attempts to circumvent district policies.
- Ⓢ Changing of computer configuration that may result in the technology becoming unusable or limit the use of the technology.
- Ⓢ Students may not use software that allows for sending or replying to any instant messages without teacher approval or supervision.
- Ⓢ Any behavior that compromises system or network integrity.
- Ⓢ Any use of social networking by students not specifically approved by a teacher or administrator.

Following is how technology violations will be handled:

- Ⓢ Circumventing the network, sending messages, obscene or harassing messages, software installation or configuration changes – (1st offense) 3 day account restriction.
- Ⓢ Circumventing the network, sending messages, obscene or harassing messages, software installation, or configuration changes – (2nd offense) 7 day account restriction.
- Ⓢ Other Internet access violations – 5 day internet restriction
- Ⓢ Other Internet access violations – (2nd offense) 3 day account restriction and 10 day internet restriction
- Ⓢ Any third offense – Loss of account for remainder of current Marking Period.

Administrators may take additional disciplinary action based on the severity of the violation in accordance with the Student Code of Conduct.

You are responsible for your actions and any consequences. Continued violations may lead to failed assignments and or classes.

CHILDREN'S INTERNET PROTECTION ACT

1. In compliance with the Federal Children's Protection Act not later than June, 2002 there shall be instituted for the School District's computers and computer network a technology protection measure that protects against Internet (which, as used in this policy, includes the World Wide Web) access by both adults and minors to material which is: obscene; child pornography, or; harmful to minors.

A. The term 'minors' means individuals under the age of eighteen (18) years.

B. The term 'child pornography' means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic mechanical, or other means, of sexually explicit conduct, where: 1) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; 2) such conduct; 3) such visual depiction has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or 4) such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.

C. The term 'materials harmful to minors' means any communication, picture, image, graphic image file, article, recording, writing, or other matter of any kind that: 1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 2) depicts, describes, or represents, in a patently offensive way with respect to 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 3) taken as a whole, lacks serious literary, artistic political or scientific value to minors.

2. The activities of students on School District computers and computer network shall be monitored by the teacher responsible for the class for which the computer activity is being conducted, and / or by School District personnel designated by the Superintendent of Schools.

3. No person shall use any School District computer, computer equipment, or School District-provided Internet connection to access sexually explicit or obscene material.

4. When using School District computers, computer equipment or Internet connections for electronic mail, chat rooms, bulletin boards, or any other form of direct electronic communication, no student shall disclose any personal information (including, but not limited to, names, addresses, telephone numbers, and photographs) about other students or School District staff. Students shall be discouraged from disclosing personal information about themselves in electronic mail, chat rooms, bulletin boards or any other form of direct electronic communication through the internet.

5. School District computers, computer equipment and Internet connections shall not be used by any person to access another person's accounts, files, data or information without authorization, or for any unlawful activity. The interference with others' accounts, files, data, or information is prohibited.
6. The School District reserves the right to monitor and review all use of its computers, computer equipment, and computer network (including, but not limited to, Internet activity and external/internal communications, files and data); no user of the School District's computers, computer equipment or computer network, shall have any expectation of privacy with respect to use of the School District's computers, computer equipment or computer network.
7. No person shall engage in any activity which is detrimental to the stability or security of the School District's computers, computer equipment or computer network in any way which is detrimental to the stability or security of others, computers, computer equipment or computer networks, including but not limited to, the intentional or negligent introduction of viruses, or the vandalism or abuse of hardware or software.
8. No person shall use the School's District's computers, computer equipment or computer network in violation of copyright laws, including, but not limited to, the installing downloading, copying or using of copyrighted software without proper authority.
9. No person shall, in the course of using the School District's computers, computer equipment, or computer network, impersonate another person or user; no person shall reveal a password of another person or user.
10. No person shall use the School District's computers, computer equipment or computer network for commercial purposes.
11. Violation of this policy may result in disciplinary action, as well as restriction, suspension or termination of access to the School District's computers, computer equipment and/ or computer network. In addition, referral may be made to law enforcement authorities.

Technology and Network
User Agreement and Parent Permission Form

As a USER of Dundee Community School District's Electronic Information Technologies, I hereby AGREE to comply with the stated guidelines—communicating over networks or any technological equipment located within the school in a responsible fashion while honoring all relevant laws and restrictions. I am aware that the Dundee Community School District reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the Dundee Community School District's information technology systems at any time, with or without notice, and that such access may occur during, after or before the regular school day.

Staff /Student Name (Print)_____ Grade_____

Staff /Student Signature_____ Date_____

As a parent or legal guardian of a student signing above, I grant permission for my child to access district computer services such as electronic mail and Internet. I understand that students and parents/guardians may be held liable for violations. I understand that some materials on networks may be objectionable, but I accept responsibility for guidance of use-setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

If student is under 18:

Check one:

Yes, I grant permission as indicated above.

Parent Signature _____ Date _____

No, I do not grant permission.

Parent Signature _____ Date _____

Name of Student

Grade

Birthdate

Dundee Community Schools

This form must be returned to the school office to be filed, whether you agree or not. Any questions should be addressed to the building administrator.