

Desert Sands Unified School District
EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

Employee's Name _____ Location _____

In exchange for the use of the District's computing and network resources, the following agreement will apply. Notwithstanding the language or descriptions used in this agreement, Board Policy 4040, and Administrative Guidelines, govern the use of District computing and network resources. By signing this agreement, users agree to abide by the provisions of Board Policy 4040 and Administrative Guidelines.

Internet electronic information services are available to employees of the Desert Sands Unified School District. It is hoped that the use of technology will promote educational excellence by facilitating resource sharing, innovation and communication. DSUSD will make every effort to protect employees from any misuses and abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate or impermissible activity with information services.

All DSUSD employees are responsible for appropriate use of the Internet. Please be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws.

Listed below are the provisions of this contract. Please read the contract carefully. If any user violates these provisions, access to the information service will be denied and you may be subject to disciplinary action. In addition, all users should be aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws. Violations can lead to prosecution.

Please read this agreement carefully. When signed by an employee, it becomes a **legally binding agreement**. Please read and initial each section of the agreement.

TERMS AND CONDITIONS

1. Personal Responsibility

As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to the systems administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.

I have read and understand this provision. Initial _____

2. Acceptable Use

The use of my assigned account must be in support of education and research and with the educational goals and objectives of the DSUSD. I am personally responsible for this provision at all times when using the electronic information service.

- a. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- c. Use of commercial activities by for-profit institutions is generally not acceptable.
- d. Use of product advertisement or political lobbying is also prohibited.

I am aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and that I can be prosecuted for violating those laws.

I have read and understand this provision. Initial _____

3. Privileges

Using the District's computing and network resources is a privilege and not a right, and any inappropriate use will result in loss of those privileges. The designated system administrator (operating under the aegis of the school board and the District office) will decide what is appropriate use, and their decision is final.

The system administrator(s) may close an account at any time deemed necessary. The administration, staff, or faculty of DSUSD may request that the system administrator deny, revoke, or suspend specific user accounts.

I have read and understand this provision. Initial _____

4. Network Etiquette and Privacy

Network users are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a. **BE POLITE.** Never send, or encourage others to send, abusive messages.
- b. **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of our school and District on a non-private system.
- c. **PRIVACY.** Do not reveal your home address or personal phone number or the addresses and phone numbers of student or colleagues.
- d. **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.
- e. **DISRUPTIONS.** Do not use the network in any way that would disrupt use of the network by others.

I have read and understand this provision. Initial _____

5. Services

The DSUSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. DSUSD will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by user errors or omissions. Use of any information obtained via the information system is at the user's own risk. DSUSD specifically disclaims any responsibility for the accuracy of information obtained through its services.

I have read and understand this provision. Initial _____

6. Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account. Any user identified as a security risk will be denied access to the information system.

I have read and understand this provision. Initial _____

7. Vandalism

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

I have read and understand this provision. Initial _____

8. Updating

The information service may occasionally require new registration and account information from you to continue the service. You must notify the information system of any changes in your account information.

I have read and understand this provision. Initial _____

I have read this contract and understand my responsibilities for personal and professional use, and my role in supervising and modeling appropriate use of the computer network.

Employee's Signature _____

Date _____

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT FOR ELEMENTARY SCHOOL STUDENTS, K - 5

School _____ Pupil's Name _____

In exchange for the use of the District's computing and network resources, the following agreement will apply. This agreement has been written using age appropriate language so that it may be more easily understood by students. Notwithstanding the language or descriptions used in this agreement, Board Policy 6163.4, and Administrative Guidelines, govern the use of District computing and network resources. Prior to signing this agreement, users (and in the case of a minor, a parent/guardian) must read, understand, and agree to abide by the provisions of Board Policy 6163.4 and Administrative Guidelines. By signing this agreement, users (and in the case of a minor, a parent/guardian) agree to abide by the provisions of Board Policy 6163.4 and Administrative Guidelines.

I understand this paragraph. Initial _____

1. **Personal Responsibility**

I know that the computer network should be used correctly. This includes:

- No messages sent out or coming in should use inappropriate or bad language
- Nothing unkind about a person or group of people should be sent
- No pictures or text that are personal or private should be used
- No illegal messages or any other messages I do not feel are right to say to everyone should be written
- I know that school rules must be followed on networks
- If I know of anything that is not right or makes me uncomfortable, I will tell the adult in charge
- If I find something that is not appropriate, I will leave it right away.

I understand this paragraph. Initial _____

2. **Acceptable Use**

I may use the school's computers only for learning more about classroom activities. Anything copied must be done correctly; credit must be given to the author.

- I will not try to buy, sell, or advertise anything on the school network.
- I will only use my computer account and will not use another person's account.
- I will not let anyone else use my computer account.

I understand this paragraph. Initial _____

3. **Privileges**

Using the computer network is a privilege I must earn and keep. I can lose my chance to use it or have other consequences if I do not use it correctly.

I understand this paragraph. Initial _____

4. **Network Etiquette and Privacy**

I will follow the usual rules. Some of them are:

- Be polite
- Use appropriate language
- Do not give anyone's home address, phone number, or personal information
- Remember anyone can read computer messages
- Do not do anything that would damage any of the software or equipment
- Do not do anything that would change messages written by others
- Be thoughtful of other people.

I understand this paragraph. Initial _____

5. **Service**

The Desert Sands Unified School District has no control over the Internet. When you use it, it is your responsibility to use it correctly.

I understand this paragraph. Initial _____

6. **Vandalism**

I will not harm or change any of the equipment, software or messages belonging to others.

I understand this paragraph. Initial _____

REQUIRED SIGNATURES

PUPIL USER:

I have read, understood and hereby agree to abide by the provisions of Board Policy 6163.4 and these Administrative Guidelines. I also understand the way I should use the computer network and will follow the rules. I know that if I do not, I may not be able to use the network and may have other consequences. I will report to the adult in charge if I know of anything that is not right.

PARENT OR GUARDIAN:

As the parent or guardian for _____, I have read this contract and understand that use of the computer network is designed for educational purposes. I understand that it is impossible for Desert Sands Unified School District to supervise and 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 system to a DSUSD system administrator. Misuse includes messages sent or received that indicate or suggest pornography, racism, sexism, inappropriate language and other issues described above.

I accept full responsibility for supervision if and when my child's use of technology is not in a school setting. I hereby give my permission to allow my child access to the school computer network. I certify that the information contained on this form is correct.

Parent Signature _____ Date _____

Desert Sands Unified School District
ACCEPTABLE USE OF TECHNOLOGY AGREEMENT FOR MIDDLE SCHOOL STUDENTS, 6 - 8

School _____ Pupil's Name _____

In exchange for the use of the District's computing and network resources, the following agreement will apply. This agreement has been written using age appropriate language so that it may be more easily understood by students. Notwithstanding the language or descriptions used in this agreement, Board Policy 6163.4 and Administrative Guidelines, govern the use of District computing and network resources. Prior to signing this agreement, users (and in the case of a minor, a parent/guardian) must read, understand and agree to abide by the provisions of Board Policy 6163.4 and Administrative Guidelines. By signing this agreement, users (and in the case of a minor, a parent/guardian) agree to abide by the provisions of Board Policy 6163.4 and Administrative Guidelines.

We are pleased to announce that Internet electronic information services are now available to pupils in our District. Desert Sands Unified School District strongly believes in the educational value of these services and recognizes the potential to the curriculum and student learning. Our goal is to promote educational excellence by facilitating resource sharing, innovation and communication. DSUSD will make every effort to protect students and teachers from any misuses and abuses as a result of their experiences with an information service. All users must be on guard continuously to avoid inappropriate or impermissible activity with information services.

Please read this contract carefully. When signed by the student and their parent/guardian, **it becomes a legally binding contract**. Students must read and initial each section of the contract. Both the student and the parent/guardian must sign this contract before they may gain access to the Internet.

If any pupil violates the provisions of this contract, access to the Internet will be denied, and appropriate disciplinary action will be taken. In addition, all student users should be aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws. Violations can lead to prosecution.

TERMS AND CONDITIONS

1. Personal Responsibility

I understand and take complete responsibility for using the computer network correctly.
No inappropriate language will be used on the computer network
No messages sent or received will indicate or suggest racism, sexism, or pornography
No pictures or text that are personal or private should be used
All misuse of the computer network must be reported to a teacher

I have read and understand this provision. Initial _____

2. Acceptable Use

I will use all school computers for educational purposes and for completing classroom projects, research and assignments. If I copy information directly from the computer network, I will always give credit to the author in the bibliography. I will not try to buy, sell, or advertise anything on the school network.

I have read and understand this provision. Initial _____

3. Privileges

Using the District's computing and network resources is a privilege and not a right, and any inappropriate use will result in loss of those privileges. The system administrator will determine whether a student's use of these resources is inappropriate and his or her decision is final.

I have read and understand this provision. Initial _____

4. Network Etiquette and Privacy

Users of the computer network are expected to follow the accepted rules of network etiquette. These rules include but are not limited to the following:

- Be Polite.**
- Use appropriate language**-Remember that you are a representative of our school and District on a non-private system.
- Privacy**-Do not give anyone's home address, phone number, or personal information.
- E-Mail**-Electronic mail can be read by anybody. Privacy of e-mail cannot be guaranteed.
- Disruptions**-Do not use the network in any way that would disrupt use of the network by others.
- Other considerations:**
 - Be brief.
 - Write messages correctly, with appropriate spelling and grammar usage.
 - Use accurate and descriptive titles for your articles.
 - Indicate the most appropriate audience for your message(s).
 - Keep signatures brief.

I have read and understand this provision. Initial _____

5. Services

Desert Sands Unified School District has no control over the Internet. DSUSD will not be responsible for any damages suffered while on the computer network system. These damages include loss of data or service interruptions caused by the systems or by user errors or omissions. Use of any information gathered from the network system is at the user's own risk. DSUSD specifically denies responsibility for the accuracy of information obtained through its network service.

I have read and understand this provision. Initial _____

6. Vandalism

Vandalism is defined as any intentional act to harm or destroy the equipment, software or data of another user or any other agency or network that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. **Any vandalism will result in the loss of computer services, disciplinary action and legal referral.**

I have read and understand this provision. Initial _____

7. Updating

The information service may occasionally require new registration and account information from you to continue the service. You must notify the information system of any changes in your account information.

I have read and understand this provision. Initial _____

REQUIRED SIGNATURES

PUPIL USER:

I understand and will follow the rules and responsibilities for using the computer network. I understand that any violation of these rules and responsibilities will result in the loss of access to the computer, disciplinary action and appropriate legal action. I also agree to report any misuse of the information system to a supervising teacher, librarian, technology support staff or administrator. Misuse includes; messages sent or received that indicate or suggest pornography, racism, sexism, inappropriate language and other issues described above.

Student Signature _____ Date _____

PARENT OR GUARDIAN:

As the parent or guardian for _____, I have read this contract and understand that use of the computer network is designed for educational purposes. I understand that it is impossible for Desert Sands Unified School District to supervise and 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 system to a DSUSD system administrator. Misuse included messages sent or received that indicate or suggest pornography, racism, sexism, inappropriate language and other issues described above.

I accept full responsibility for supervision if and when my child's use of technology is not in a school setting. I hereby give my permission to allow my child access to the school computer network. I certify that the information contained on this form is correct.

Parent Signature _____ Date _____

Desert Sands Unified School District
ACCEPTABLE USE OF TECHNOLOGY AGREEMENT FOR HIGH SCHOOL STUDENTS, 9 - 12

School _____ Pupil's Name _____

In exchange for the use of the District's computing and network resources, the following agreement will apply. This agreement has been written using age-appropriate language so that it may be more easily understood by pupils. Notwithstanding the language or descriptions used in this agreement, Board Policy 6163.4 and Administrative Guidelines, govern the use of District computing and network resources. Prior to signing this agreement, users (and in the case of a minor, a parent/guardian) must read, understand, and agree to abide by the provisions of Board Policy 6163.4 and Administrative Guidelines. By signing this agreement, users (and in the case of a minor, a parent/guardian) agree to abide by the provisions of Board Policy 6163.4 and Administrative Guidelines.

We are pleased to announce that Internet electronic information services are now available to pupils in our District who qualify as a result of participation in an orientation or training course. The Desert Sands Unified School District strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our District. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. DSUSD will make every effort to protect students and teachers from any misuses and abuses as a result of their experiences with an information service. All users must be on guard continuously to avoid inappropriate or impermissible activity with information services.

Please read this contract carefully. When signed by you and, if appropriate, your parent/guardian, **it becomes a legally binding contract**. We must have your initials where indicated and your signature and that of your parent/guardian (if you are under 18) before we can provide you with an access account.

Listed below are the provisions of this contract. Please read the contract carefully. If any user violates these provisions, access to the information service will be denied and you may be subject to disciplinary action. In addition, all users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violations can lead to prosecution.

TERMS AND CONDITIONS

1. Personal Responsibility

As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical, or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.

I have read and understand this provision. Initial _____

2. Acceptable Use

The use of my assigned account must be in support of education and research and with the educational goals and objectives of the DSUSD. I am personally responsible for this provision at all times when using the electronic information service.

- a. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- c. Use of commercial activities by for-profit institutions is generally not acceptable.
- d. Use of product advertisement or political lobbying is also prohibited.

I am aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and that I can be prosecuted for violating those laws.

I have read and understand this provision. Initial _____

3. Privileges

Using the District's computing and network resources is a privilege and not a right, and any misuse of the network must be reported to the systems administrator. Before anyone receives an account, she/he will participate in a discussion with a DSUSD staff member as to proper behavior and use of the network. The designated system administrator (operating under the aegis of the school board and the District office) will decide what is appropriate use, and their decision is final. The system administrator(s) may close an account at any time deemed necessary. The administration, staff, or faculty of DSUSD may request that the system administrator deny, revoke, or suspend specific user accounts.

I have read and understand this provision. Initial _____

4. Network Etiquette and Privacy

Network users are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a. **BE POLITE.** Never send, or encourage others to send, abusive messages.
- b. **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of our school and District on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally. Never swear, use vulgarities, or any inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. **PRIVACY.** Do not reveal your home address or personal phone number or the addresses and phone numbers of students or colleagues.
- d. **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.
- e. **DISRUPTIONS.** Do not use the network in any way that would disrupt use of the network by others.
- f. **OTHER CONSIDERATIONS:**
 - Do be brief. Fewer people will bother to read a long message.
 - Do use accurate and descriptive titles for your articles. Tell people what it is about before they read it.
 - Do remember that humor is very often misinterpreted.
 - Do remember that if you post to multiple groups, specify all groups in a single message.
 - Do keep signatures brief.
 - Do post only groups you know.
 - Do minimize spelling errors and make sure your message is easy to understand and read.
 - Do get the most appropriate audience for your message, not the widest audience.
 - Do cite references for any facts to present.
 - Do forgive the spelling and grammar errors of others.
 - Do remember that all network users are human beings. Don't "attack" correspondents; persuade them with facts.

I have read and understand this provision. Initial _____

5. Services

The DSUSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. DSUSD will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by user-errors or omissions. Use of any information obtained via the information system is at the user's own risk. DSUSD specifically disclaims any responsibility for the accuracy of information obtained through its services.

I have read and understand this provision. Initial _____

6. Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account. Any user identified as a security risk will be denied access to the information system.

I have read and understand this provision. Initial _____

7. Vandalism

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

I have read and understand this provision. Initial _____

8. Updating

The information service may occasionally require new registration and account information from you to continue the service. You must notify the information system of any changes in your account information.

I have read and understand this provision. Initial _____

REQUIRED SIGNATURES: PUPIL/USER:

I understand and will abide by the provision 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 system to the DSUSD 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.

Student Signature _____ Date _____

PARENT/GUARDIAN:

As the parent or guardian of this student, I have read this contract and understand that it is designed for education purposes. I understand that it is impossible for DSUSD 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 system to the DSUSD 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.

I accept full responsibility for supervision if and when my child's use of technology is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

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

Parent or Guardian Name (please print): _____ Signature _____ Date _____