

# COMPUTER NETWORK AGREEMENT FORM

I (we) have read the guidelines for participating in the Wickliffe District Network and Internet Access program and agree to adhere to all of the provisions contained therein. Should I (user) commit any violation or in any way misuse access to the School District's computer network and the Internet, I (user) understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

\_\_\_\_\_ Grade: \_\_\_\_\_  
Student's Name (printed)

\_\_\_\_\_ Home Phone: \_\_\_\_\_  
Parent-Guardian Signature

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

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

Student (place an "X" in the correct blank):

I am 18 or older \_\_\_\_\_ I am under 18 \_\_\_\_\_

COMPUTER/ONLINE SERVICES  
(Acceptable Use and Internet Safety)

The purpose of these administrative guidelines is to provide District network and Internet access for educational purposes. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology and (3) enhance information gathering and communication skills.

The student and his/her parents/guardian are given a copy of these guidelines, the Frequently Asked Questions About the Internet and the Rules of Etiquette When Using a Computer Network and required to sign a form agreeing to abide by them. If the form is not signed and returned to the student's school office or if the form is returned indicating that a student is not to independently access the Internet, the District will not provide the student with the right to independently access the Internet or District network.

The intent of these guidelines is to ensure compliance with all District network and Internet acceptable use policies approved by the District.

1. The use of the District network and Internet access is a privilege which may be revoked. Appropriate reasons for revoking privileges include, but are not limited to, the altering of the system software and the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or message. The District reserves the right to remove files, limit or deny access and refer the student for other disciplinary actions.
2. Users will not reveal their personal home addresses or phone numbers of those of other students or colleagues.
3. The District reserves all rights to any materials stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive or otherwise objectionable. Students are not to use their District-approved technology to obtain, view, download or otherwise gain access to such materials.
4. All information services and features contained on the District network or the Internet resources are intended for the private and exclusive use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e., advertisements, political lobbying) in any form is expressly forbidden.
5. Each user is responsible for the appropriate use of his/her access privilege, e.g. account and password. Any problems or misuse which arise are the responsibility of the user and will be grounds for loss of access privileges and other discipline.

6. Each user shall not view, use or copy passwords, data access, or networks to which they are not authorized.
7. Any misuse of the District network and Internet access will result in suspension of the access privilege and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
  - A. intentionally seeking information on, obtaining copies of or modifying files, other data or passwords belonging to other users;
  - B. users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, bullying or disparagement of others based on their race, color, national origin, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
  - C. developing and/or transmitting inappropriate graphics;
  - D. transmitting sexual or ethnic slurs and/or jokes;
  - E. soliciting other users or permitting unauthorized access;
  - F. misrepresenting other users on the network and/or Internet;
  - G. disrupting the operation of the network and/or Internet through abuse of the hardware or software;
  - H. malicious use of the network and/or Internet through hate mail, harassment, profanity, vulgar statements, discriminatory or offensive remarks;
  - I. interfering with other's use of the network and/or Internet;
  - J. extensive use for noncurriculum-related communication;
  - K. illegal installation or copyrighting software;
  - L. unauthorized downloading, copying or use of licensed or copyrighted software;
  - M. allowing anyone access other than the account holder or
  - N. placing copyright material on the system without the author's permission.
  - O. sending or forwarding spam, chain letters, or other mass unsolicited mailers.

8. The use of District network and Internet access resources are for the purpose of (in order of priority):
  - A. support of the academic program;
  - B. telecommunications;
  - C. general information and
  - D. recreation.
9. The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The District reserves the right to determine which uses constitute acceptable use and to limit access to such use. The District also reserves the right to limit the time of access and priorities among competing acceptable users.
10. The District network and Internet access do not warrant that the functions of the system will meet any specific requirements the user may have or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental or consequential damages (including lost data, information or time) sustained or incurred in connection with the use, operation or inability to use the system.
11. Users are required to diligently delete old mail messages on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
12. The District and/or network reserve the right to log Internet use and to monitor electronic mail space utilization by users. Therefore, the District may periodically make determinations on whether specific uses of the network and Internet are consistent with the acceptable use practice.
13. Should the user transfer a file, shareware or software which infects the network with a virus and causes damage, the user will be liable for any and all repair costs to make the network once again fully operational and may be subject to other disciplinary measures as determined by the District.

14. The user may not transfer or download any file, shareware or software from information services and electronic bulletin boards without the permission of a teacher or administrator. The user will be liable to pay the cost or fee of any file, shareware or software transferred, whether intentional or accidental, without permission.
15. The District reserves the right to revoke user access on the District network and Internet to prevent unauthorized activity.
16. Users are expected to report security virus or violations to a teacher or network administrator.
17. Students or staff who violate these guidelines or who violate any other provisions of the Code of Student Conduct or other Board policies or rules in connection with the use of Internet or District network, are subject to disciplinary action including denial of the privilege of Internet or District network access as well as other discipline action including detention, suspension or expulsion depending on the degree and severity of the violation.

#### Disclaimer of Liability

The District shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions or third parties encountered through a computer network; for any changes incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the District to guarantee confidentiality of email sent and received over any computer network.

(Approval date: August 21, 2002)

(Re-approval date: August 19, 2008)

(Re-approval date: May 24, 2011)