

Dunkerton Community School District
Dunkerton Information Services
Electronic User Agreement

Acceptable Uses. I understand and agree as follows:

The Dunkerton Community School District provides students and employees with access to information systems and educational technology resources consisting of: stand-alone computers and peripheral equipment, computer workstations connected to local area networks, server and networked peripheral equipment, a wide area network which includes access to the Internet, voice communication system, and electronic communication systems which include audio and video capability. The Dunkerton Information Services (DIS) System may only be used for educational purposes. The term "educational purposes" includes classroom activities, career or professional development, limited high-quality personal research and other work related purposes. I may not use the system for entertainment purposes, commercial purposes or political lobbying. I am expected to follow the rules set forth in the District's Board Policy and the law. In addition to this Agreement, my use of the DIS System is governed by Board Policy copies of which are available in the school offices.

The DIS System has not been established as a public access service or a public forum. Therefore, the District has the right to place reasonable restrictions on the material accessed or posted through the system. I am expected to follow the rules set forth in the District's Policies and Administrative Regulations and the law. I realize that information accessed, created, sent, received or stored on the network is not private. It is subject to review by network system administrators and system administrators may investigate complaints regarding inappropriate or illegal material.

Unacceptable Uses. To prevent against unacceptable use of the DIS System, I understand and agree as follows:

1) Personal safety or the safety of others. (Applicable to students only.)

- a) I will not post personal contact information about myself or others (i.e. names, addresses, telephone numbers, school address, etc.) unless I have prior written permission from my teacher and/or parent to do so.
- b) I will not meet with someone I meet online without my parent's approval and involvement.
- c) I will promptly tell my teacher or school principal if I receive any message that is inappropriate or makes me feel uncomfortable.

2) Illegal Activities.

- a) I will not attempt to gain unauthorized access to the DIS System or any other computer system through the DIS System or go beyond my authorized access. I will not attempt to log in through another person's account or access their files without their express written permission.
- b) I will not attempt to disrupt the DIS System or destroy data by spreading viruses or by any other means.
- c) I will not use the DIS System to engage in any other illegal or inappropriate acts (drug or alcohol purchase, distribution or sale, criminal gang activity, threatening conduct, etc.).

3) Plagiarism and Copyright Infringement.

- a) I will not plagiarize works I find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were mine.
- b) I will respect the rights of copyright owners. Copyright infringement would occur if I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate uses of that work, I will follow those requirements. If I am unsure of whether I may use a work, I will request permission from the copyright owner. I will ask a teacher or DIS System administrator if I have questions.

4) Language.

- a) I will not use obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- b) I will not post information that could cause damage or danger of disruption to the educational environment or operations of the District.
- c) I will not engage in personal attacks, including prejudicial or discriminatory attacks on individuals or groups. I will not harass others. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by someone to stop sending them messages, I will immediately stop.
- d) I will not knowingly or recklessly post false or defamatory information about a person or organization.
- e) I will not post chain letters or engage in "spamming" (sending unnecessary messages to a large number of people).

5) System security.

- a) I am responsible for my email and/or network account. I will not provide my password to another person or use another person's password unless I have obtained prior written permission to do so from my teacher (for a student) or a DIS System administrator (for an employee).
- b) I will not permit another person to use my account or use another person's account unless I have obtained prior written permission to do so from my teacher (for a student) and a DIS System administrator (for an employee).
- c) I will immediately notify my teacher or the DIS System administrator if I have identified a possible security problem.
- d) I will not download software or load software on the network or hard drive of any computer without written authorization from the DIS Administrator to do so.

- e) I will follow the virus protection precautions when downloading software that I have been given prior written permission to download, to protect against the inadvertent spread of computer viruses
 - f) I will not attempt to harm or destroy data of another user or any other agencies or networks connected to the DIS System. This includes, but is not limited to, uploading or creating computer viruses.
 - g) I will not move, harm, destroy or deface any District owned hardware.
 - h) I will not attempt to repair District owned Technology Resources without prior written approval. All requests for repair or service will be channeled through the Superintendent's Office.
 - i) I will have all portable information systems and educational technology resources assigned to me (such as notebook computers and peripheral or companion devices) at allocated sites during school hours unless prior written approval has been received.
 - j) I will notify a DIS system administrator if a password is lost or stolen, or if there is a reason to believe that someone has obtained unauthorized access to the system.
 - k) I will not attempt to use any personal electronic devices (i.e. PDAs, Blackberries, cell phones, etc.) to disrupt or damage our network services.
 - l) Wireless networks will not be permitted without the express written authorization of the DIS System administrator.
- 6) **Inappropriate Transmission Of And Access To Material.**
- a) I will not transmit or access material that is profane or obscene (i.e. pornography), that advocates illegal acts, or that advocates violence or discrimination towards others (i.e. hate literature). A special exception may be made for teachers or high school students who wish to access literature if the purpose of the access is to conduct research. In this situation, a student must obtain both teacher and parental written consent.
 - b) If I mistakenly access inappropriate information, I will immediately tell a teacher (for a student) or my supervisor (for an employee) so they know I did not intentionally access the information.
 - c) I will transmit communications using only District approved and District managed communication systems. I will not use free, web-based mail, instant messaging, video conferencing or chat services which are not permitted on school networks unless expressly authorized. I will only use my web-based email for educational research purposes and communication only.
 - d) The development and posting of all web pages must be in a manner specified by the webmaster. Material placed on web pages must relate to school and career preparation activities and be used to inform, communicate, and educate.
 - e) I understand that many services are available for a fee and I know that I am responsible for paying for those services, if used.
- 7) **General Network Etiquette.**
- a) I will be brief. Few people will bother to read a long message.
 - b) I will minimize spelling errors and make sure my message is easy to understand and read.
 - c) I will use accurate and descriptive titles in my communications, so people will know what it is about before they read it.
 - d) I will address the most appropriate audience for my message, not the widest.
 - e) I will remember that humor and satire is very often misinterpreted.
 - f) I will remember that if I post to multiple groups, I will specify all groups in a single message.
 - g) I will cite references for any facts that I present.
 - h) I will not attack correspondents; I will persuade them with facts.
 - i) I will exercise good judgment and care to ensure that I do not use the DIS system in a manner that will embarrass, hurt or harm others.

My Rights:

I understand that the District may restrict my speech for valid educational or business reasons. I understand and agree that:

- 1) My use of the district's DIS System is not private. My parents can request to see the contents of my E-mail files at any time (applies to students under 18 years).
- 2) Routine maintenance and monitoring of the DIS System may lead to discovery that I have violated District Policies, Administrative Regulations, this Agreement or the law. This monitoring may include school personnel requiring you to open all files including email.
- 3) An individual search will be conducted if there is a reasonable suspicion that I have violated this Agreement, District Policy, Administrative Regulation or the law. The investigation will be reasonable and related to the suspected violation.
- 4) The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted using the DIS System.
- 5) If I am alleged to have violated this Agreement, student handbook discipline policy or the law in my use of the DIS System, I will be provided with notice of the suspected violation and an opportunity to present an explanation of what occurred. If the alleged violation also involves a violation of other provisions of the District's disciplinary code, it will be handled in a manner described in the disciplinary code.
- 6) The District reserves the right to restrict or revoke my use of the DIS System at any time, if deemed within the District's best interest.

Disclaimer of Liability.

The District makes no warranties of any kind, expressed or implied, for the services provided. The District shall not be liable for damages I suffer caused by my inappropriate use of the DIS system, copyright violations, mistakes or negligence. The District shall not be responsible for any costs I incur without the District's prior written permission. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The District shall not be responsible for any damages I suffer while using its DIS system, such as loss of data, malfunctions, delays, non-deliveries, mis-deliveries or service interruptions caused by the service or by my errors or omissions. Use of any information obtained via the information service is at my own risk. Parents, adult students and employees can be held financially responsible for any harm to the system as a result of intentional misuse.

**Dunkerton Community School District
Dunkerton Information Services
Electronic User Agreement and Signature Page**

**This Agreement must be signed before the student may receive an Access Account.
When signed, it becomes a legally binding contract.**

Student Section:

Student name: _____ Grade: _____

I have read a copy of the District's User Agreement and agree to abide by it. I understand that if I violate these terms and conditions, my account can be terminated and I may face other disciplinary and/or legal consequences.

Student signature: _____ Date: _____

Parent or Guardian Section (must be signed if student is under 18 years of age):

- I have read the District's User Agreement and have discussed it with my child. I give the District permission to issue an account for my child and for my child to use the DIS System.
- I release the District and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use, the DIS System, including but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services.
- I have instructed my child regarding any restrictions I wish to impose against accessing materials that are in addition to the restrictions set forth in the District's User Agreement. I have emphasized to my child the importance of following the rules for personal safety. I accept full responsibility for supervision if and when my child's use of the DIS System is not in a school setting.
- I understand that the information service may occasionally require new registration and account information for my child to continue the service. I will notify the Teacher or Director of Technology Services of any changes in his/her account information.

I (Do _____, Do Not _____) authorize my child to use the Internet.

Parent signature: _____ Date: _____

Sponsoring Teacher

I have read the DIS Electronic User Agreement and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher I do agree to instruct the student use of the network and proper network etiquette.

Parent and student acknowledgement of the 2016-2017 student handbook. I have read and discussed with my child the 2016-2017 student handbook which contains the rules and regulations pertaining to my child. Student signature indicates parent(s) have discussed the handbook with them. This includes the Elementary Guidelines for Success.

I (Do _____, Do Not _____) authorize the release of my child's picture to be used for in-district use – web pages, yearbook, etc
I (Do _____, Do Not _____) authorize the release of my child's picture to be used for out of district use – media sources
I (Do _____, Do Not _____) authorize the release of my child's intellectual property such as artwork, poetry, essays, performances, etc. to be used on district web pages.

I (Do _____, Do Not _____) authorize the use of audio and video taping of my student for in-district purposes – sports, classroom, fine arts performances, etc.

I (Do _____, Do Not _____) authorize the use of audio and video taping of my student for out of district use – media sources

I (Do _____, Do Not _____) authorize my student to participate in the Iowa Youth Survey and the Building Tomorrow Survey.

Signature indicates that the student and parent have read and understand the 2016-2017 Student/Parent Handbook.

Parent signature: _____ Date: _____

Student signature: _____ Date: _____