

**STUDENT/PARENT AGREEMENT
AND PERMISSION FOR ACCESS TO
CCSD93 TECHNOLOGY RESOURCES**

Each student and his or her parent/guardian must sign this form before the student is granted access to a live Internet connection, CCSD93 Intranet, and/or District-issued laptop computer. Please read this document carefully before signing.

Community Consolidated School District 93 provides students with access to technology resources such as the Internet, network, CCSD93 Intranet, and laptop computers, as a means to promote achievement and provide diverse opportunities during the educational experience. All use of those resources must be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Agreement and Permission* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **Students will be subject to loss of privileges, disciplinary action, and/or appropriate legal action for any violation of this *Agreement and Permission* or Board Policy 645, or for any inappropriate use of District-owned technology (including the Internet, network, CCSD93 Intranet, and laptop computers).** In addition, in using these resources, students must comply with the School District's Technology Use Guidelines set forth in the Student Code of Conduct. The signatures at the end of this document are legally binding and indicate that the student and the student's parent/guardian have read this *Agreement and Permission* carefully and understand its significance.

Terms and Conditions

1. Consent to Monitoring/No Privacy – The School District exercises exclusive control over its technology systems. Users have no expectation of privacy in using District-owned technology resources (i.e., the Internet, network, CCSD93 Intranet, and District-issued laptop computers). Users expressly consent to monitoring by school officials. Files stored and information accessed, downloaded, or transferred on District-owned technology are not private. Computers and accounts are subject to inspection at any time, without notice (including but not limited to emails, messages or files sent or received using the District's Internet connection, and/or messages or files stored on a District-issued laptop).
2. Privileges - **The use of District-owned technology resources is a privilege, not a right, and inappropriate use may result in the loss of privileges, disciplinary action, and/or appropriate legal action.**
3. Acceptable Use - All use of the District's technology resources (connection to the Internet, network, CCSD93 Intranet, and District-issued laptop computers) must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board of Education, and be in compliance with and subject to District and building discipline codes.
4. Internet Safety - The use of the Internet will be controlled and monitored to ensure:
 - a. that minors are not provided with access to inappropriate matter on the Internet and World Wide Web. Determinations regarding what matter is inappropriate for minors shall be made by the Board, using such criteria as it deems appropriate;
 - b. the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

- c. that minors are prevented from engaging in unauthorized access, including "hacking" and other unlawful activities, while online;
 - d. that there is no unauthorized disclosure, use or dissemination of personal identification information regarding minors; and
 - e. the use of appropriate measures designed to restrict minors' access to materials harmful to minors.
5. Unacceptable Use - The user is responsible for the user's actions and activities involving District-owned technology resources. Some examples of unacceptable uses are given below. The list is not intended to be exhaustive. The Administration reserves the right to impose consequences for any inappropriate use of the Internet, network, CCSD93 Intranet, and/or District-owned computers. In addition, the Administration may periodically revise the concepts of acceptable and unacceptable use, at any time, without prior notice. When appropriate, this Agreement may be amended to reflect such revisions then disseminated to students and parents/guardians for updated signatures.

Examples of unacceptable uses:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
- b. Using e-mail for any personal communication unrelated to District business, unless such personal communication is approved, in advance, by an appropriate supervisor;
- c. Unauthorized access or downloading of software, electronic files, e-mail, or other data (commonly referred to as "hacking");
- d. Downloading copyrighted material for other than legal personal or professional use;
- e. Using the network for private financial or commercial gain which adversely affects the District;
- f. Wastefully using District resources, such as file space;
- g. Gaining unauthorized access to resources or entities;
- h. Invading the privacy of individuals;
- i. Using another user's account or password;
- j. Posting material authored or created by another without his/her consent;
- k. Posting anonymous messages;
- l. Using the network for commercial or private advertising;
- m. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material, or attempting to circumvent software programs designed to restrict access to such material;
- n. Using the network while access privileges are suspended or revoked;

- o. Publishing or otherwise disseminating the user's or another person's identity, personal information, account, or password;
 - p. Using the network for unauthorized product advertisement or unauthorized political activity;
 - q. Promoting or encouraging the use of illegal or controlled substances;
 - r. Forgery or alteration of e-mail;
 - s. Unauthorized use of the network to play computer games, enroll in list services, or participate in chat rooms;
 - t. Linking to banner advertisements.
6. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses, telephone numbers, or other confidential information relating to students or District employees.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessed via the network to be School District property.
7. Bullying – Use of District-owned technology must be free from harassing or intimidating (bullying and/or cyberbullying) content in accordance with school rules and District policies. The use of District-owned technology for bullying/cyberbullying is to be reported to responsible school personnel.
8. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
9. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Agreement and Permission*.
10. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify a responsible adult supervisor such as a teacher, building principal

or the building system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.

11. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the networks, software, hardware, and data of the District, another user, the Internet, or any other network. Users are prohibited from uploading or creating viruses, or degrading or disrupting equipment, software, or system performance. Users are responsible for any and all costs related to the repair or restoration of any damage caused in violation of this paragraph. The District may use the legal system to seek restitution.
12. 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.
13. District Purchase of Goods and Services - Any purchase or ordering of goods or services on behalf of the District must conform to the rules, regulations and procedures required by the District's business office.
14. Laptop Use – In addition to the above terms and conditions:
 - a. Students must keep their District-issued laptop computers secure and damage-free. Each laptop is issued with a protective sleeve. Use of the sleeve is required at all times.
 - b. A student may not take the District-owned laptop out of the school building, unless the student's parent/guardian has signed an *Agreement for Out-of-School Use of District-Owned Laptop*.
 - c. Students must follow these general guidelines for keeping the laptop secure and damage-free:
 - Do not loan your laptop or charger and cords.
 - Do not leave the laptop in a vehicle.
 - Do not leave the laptop unattended.
 - Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
 - Do not allow pets near the laptop.
 - Do not place the laptop on the floor or in sitting areas such as couches or chairs.
 - Do not leave the laptop near table or desk edges.
 - Do not stack objects on top of the laptop.
 - Do not leave the laptop outside or use it near water such as a pool.
 - Do not check the laptop as luggage at the airport.
 - d. Students must follow copyright laws and should only download/import music or other files to District-owned technology if the student is authorized or legally permitted to reproduce the material, or if the student has the copyright for the material.

- e. Students may not download and/or install any programs, files, or games from the Internet or other sources onto any District-owned technology.
- f. Students are prohibited from tampering with computer hardware or software.
- g. Unauthorized entry into computers is prohibited.
- h. Vandalism or destruction of the computer or computer files is prohibited. Damage to computers may result in criminal charges.
- i. Students are prohibited from overriding, bypassing, or otherwise changing the Internet filtering software or other network configurations.
- j. Students must use District-owned technology for school-related purposes only, and must refrain from use related to commercial, political, or other private purposes.
- k. Students may not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all District-owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).
- l. Students may not connect any personal technologies such as laptops and workstations, wireless access points and routers, printers, etc. to District-owned and maintained local, wide or metro area network. Connection of personal devices such as iPods, smartphones, PDAs and printers is permitted but not supported by CCSD93 technical staff.
- m. Home Internet use is the responsibility of the student both in cost and configuration. Computers can be connected only to WiFi (wireless) networks. Dial-up is not an option as recent laptop configurations do not include modems.
- n. Students have no expectation of privacy in using District-owned technology resources such as District-issued laptops and the District's Internet connection. Upon request by school personnel, students must make available for inspection any messages or files stored on a District-issued laptop and/or any messages or files sent or received using the District's Internet connection.

STUDENT AND PARENT SIGNATURE FORM

We have read this *Agreement and Permission*. We understand that our signatures on this document are legally binding and indicate that we have read this *Agreement and Permission* carefully and understand its significance.

We understand and will abide by this *Agreement and Permission*. We further understand that if the student commits any violation, the student's use privileges may be revoked, and the student will be subject to disciplinary action and/or appropriate legal action. In consideration for using District-owned technology resources, we hereby release the School District and its Board members, employees, and agents from any claims and damages arising from use of, or inability to use, the Internet, network, CCSD93 Intranet, and/or District-issued laptop.

We understand that Internet access is designed for educational purposes. Even though the School District provides and operates a technology protection measure (filtering) with respect to its computers with Internet access, we recognize that it is impossible to fully eliminate or restrict access to all controversial or inappropriate material. We also understand that the District cannot guarantee that "filtering" software will be totally effective or that a student will not have access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. We will hold harmless the District, its employees, agents, and Board members, for any harm caused by materials or software obtained via the network. Parents/guardians agree to accept full responsibility for supervision if and when the student's use is not in a school setting.

We agree to abide by the conditions listed above and assume responsibility for the care and proper use of District-owned technology. We understand and agree that the District is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions. We understand that information obtained via the Internet and other sources using CCSD93 technologies is not guaranteed as to its accuracy or quality. We understand that should we fail to honor all the terms of this *Agreement and Permission*, future Internet and other electronic media accessibility may be denied. Furthermore, we understand that the student may be subject to disciplinary action outlined in the Student Code of Conduct and, if applicable, the student's laptop computer may be recalled.

As the parent/guardian, my signature indicates I have read and understand this *Agreement and Permission*, that I agree to its terms, and that I give my permission for my child to have access to the described technology resources.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____

As the student, my signature indicates I have read this *Agreement and Permission* or had it explained to me, that I understand this *Agreement and Permission*, and that I agree to abide by the terms and conditions outlined and to use these resources for educational purposes.

Student (please print): _____

Student Signature: _____ Date: _____