

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT

NOTE: SIGNATURE(S) REQUIRED ON PAGE 4. RETURN SIGNED PAGE 4 TO SCHOOL

The Riverside Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the district to be able to make its computer network and the Internet available to students, all students must take responsibility for the appropriate and lawful use of these services. While the district's teachers and other staff will make every reasonable effort to supervise student use of the network and Internet access, student cooperation is essential in exercising and promoting responsible use of this access.

The following is the *Computer Network and Internet Acceptable Use Policy and Agreement* ("Policy") for students of the Riverside Local School District. Upon reviewing, signing, and returning this Policy and Agreement as directed, each student will be given the opportunity to enjoy and benefit from network and Internet access and is agreeing to follow this Policy. If a student is under 18 years of age, s/he must also have his or her parent or guardian read and sign the Policy. The school district cannot provide network/Internet access to any student who, if 18 or older, fails to sign and submit the Policy to the school as directed or, if less than 18, does not return the Policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of this policy regarding computer network and Internet use. If you have any questions about these provisions, you should contact your principal or the person that your school has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and s/he may be subject to additional disciplinary action.

I. Personal Responsibility

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any obvious misuse of the network to your principal or a person designated by the school for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. Term of the Permitted Use.

A student who submits to the school, as directed, a properly signed Policy and follows the Policy to which s/he has agreed will have computer network and Internet access during the course of the current school year only. Students will need to sign a new Policy yearly while they are students to receive future access.

III. Purpose and Use.

A. *The school district is providing access to its computer networks and the Internet only for educational purposes.* If you have any doubt about whether a contemplated activity is educational, you may consult with your teacher or another designated person to help you decide if a use is appropriate.

B. Netiquette. All users must abide by rules of network etiquette. When using computers...

1. **Be Polite and Courteous.** Always use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language. Don't engage in defamation (harming another's reputation by lies). Never make ethnic, sexual preference, or gender-related slurs or jokes while on a computer or online. Do not transmit offensive or harassing messages.
2. **Be safe.** *When using the computer network and Internet, do not reveal personal information such as your home address and telephone number to others online. Do not arrange a face-to-face meeting with someone you meet on the computer network or Internet, if you are under 18, without parental permission, and regardless of age, in a secluded place or in a private setting. (Parents...please stress this issue with your student.)* Also, never disclose to others your own network user name or password.
3. **Be Honest.** Do not employ another's password or some other user identifier that misleads others into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet. Also, to prevent someone else from pretending to be you, do not disclose to others your own network user name or password.
4. **Be Lawful.** Never offer for sale or use any substance the possession or use of which is prohibited by the school district's Pupil Conduct Code. Never view, transmit or download pornographic, vulgar or otherwise inappropriate materials or materials that encourage others to violate the law. Do not intrude into the networks or computers of others or download or transmit confidential, trade secret information, or copyrighted materials. *Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.* Never upload or download computer worms, virus', trojans, time bombs, or other harmful programming. Do not damage/vandalize the school's technology resources.
5. **Be Aware.** It is unlawful to circumvent or attempt to circumvent any district network or Internet *security, controls, and/or internet filtering* features. Computer, network, and Internet services are intentionally limited and controlled at school and any attempt to infiltrate any unauthorized programs, files, features, and/or services will result in disciplinary action against the student.
6. **Be Responsible.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the principal or the person designated by the School.
7. **Be On Task.** Access to school computers is provided to enhance educational opportunities. Students are not allowed to sell or buy anything over the Internet while at school. You should never give others private information about you or others, including credit card numbers and social security numbers. *Students are not permitted to play online computer games on district-owned computers.*

IV. Privacy

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access, including student-created files residing on school computers, and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

V. Failure to Follow Policy and Breach of Agreement

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's tenure in the district. Other disciplinary action may also follow. Further, a user violates this Policy and Agreement if s/he permits another use to use his/her account or password to access the computer network and Internet, including a user whose access has been denied or terminated.

VI. Disclaimer of Liability

The District makes no guarantee that the functions or services provided by or through the computer network and Internet will be error free or without defect. The District will not be responsible for any damage you may suffer including but not limited to loss of data, interruptions of service, or exposure to offensive material. The District is not responsible for the accuracy or quality of the information obtained through or stored on the computer network or Internet. The District will not be responsible for financial obligations arising from the unauthorized use of the system. Due to the nature of electronic communications, it is not possible for the District to guarantee the confidentiality of e-mail sent and received over the computer network and the Internet.

VII. Updates

Users, and if appropriate, the user's parents/guardians, may be asked in the future to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided if the user wishes to continue to receive service.

☐ Student's Agreement (every student, regardless of age, must read and sign below):

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use Policy and Agreement. Should I commit any violation or in any way misuse my access to the Riverside Local School District computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

_____ Grade: _____ Home phone: _____
Name (Print clearly)

User signature: _____ Date: _____

School: _____

User (place an "X" in the correct blank): I am 18 or older _____ I am under 18 _____

If I am signing this Policy and Agreement when I am under 18, I understand that when I turn 18, this Policy and Agreement will continue to be in full force and effect and agree to abide by this Policy and Agreement.

☐ Parent or Guardian Network Usage Agreement (to be read and signed by parents or guardians of students who are under 18):

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward will comply with the terms of the Riverside Local School District Acceptable Use Policy and Agreement for student access to the district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the school, the school district and the Data Acquisition Site that provides the school district with *filtered* Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. I understand that I will be responsible for the costs associated with any physical damages caused by my student to school technology resources. Further, I agree to provide supervision of my child's or ward's use of his/her school access account if and when such access is available off campus. I hereby give permission for my child or ward to use the building-approved account to access the Riverside Local School District computer network and the Internet.

_____ Phone: _____
Parent/Guardian Name (Please print clearly)

Signature: _____ Date: _____

Address: _____