

## **Rochester School District Internet Acceptable Use Agreement**

**Introduction:** Computer access is available to qualifying students, teachers, staff, and administrators. These resources are provided and maintained at the district's expense and are to be used by members of the school community with respect for the public trust through which they have been provided. Our goal is to promote innovation and educational excellence by using technology tools for research, worldwide resource sharing, communication, and storage of student work. The Internet is an electronic highway connecting computers all over the world. Internet services provide access to electronic mail, public shareware of all types, many university card catalogs, and massive databases on computer networks at universities, government agencies, and private industry

**Issues:** With access to computers and people all over the world also comes the availability of material that will not be considered to be of educational value in the context of the school setting. The Internet may contain material that is objectionable from many points of view. There is, however, a wealth of educational material available. Parents and guardians need to decide whether to permit their children to access the Internet. Rochester School District is using a content filtering system to comply with CIPA (Children's Internet Protection Act) regulations. The filtering is designed to identify web sites that educators believe are inappropriate for students and to prohibit access to those sites. Even though content filtering is automatically updated weekly and Customized Filtering is often updated on a daily basis, it is impossible on a global network to control access to all materials that are objectionable or inappropriate. They will filter most of the inappropriate sites; however, no system is perfect. A user may be able to gain access to sites that are supposed to be filtered. The district cannot guarantee that users will not have access to inappropriate or objectionable material. Parents and guardians must consider this in deciding whether to permit their children access to the Internet. Rochester School District does not at this time provide or require Email accounts for students. Public Email accounts are easily available to students with Internet access. Parents and guardians must be aware that when they approve access to the Internet they are also accepting the possible use of unmonitored Email services.

**Responsibilities:** Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. These guidelines are provided so that teachers and students are aware of the responsibilities that they are about to acquire. In general, responsibilities require ethical, efficient, and legal use of the network resources. **Violation of any of the conditions of use explained in the Internet Acceptable Use Agreement or the Electronic Resources Policy and Procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.** The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance and agree(s) to abide by these terms.

## Terms and Conditions – Rochester School District

- 1. Acceptable Use:** Network/Internet use must be consistent with the educational objectives of the district. Users will use only their own user name and password to gain access to the computer network, this includes access to WesPac Skyward applications.

### **The following are considered unacceptable uses of the district network:**

- ◆ Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited. Unauthorized access to other systems from district computers (e.g. “hacking”) is prohibited.
- ◆ Use of peer-to-peer downloading service (kazaa, morpheas, Ares, etc.) or blogs is not allowed.
- ◆ Use of Internet games, multi-user Internet games, instant messaging and IRCs (Internet Relay Chats) are not allowed.
- ◆ Use of online radio, audio broadcast or video or the downloading of music or videos unrelated to class curriculum is not allowed.
- ◆ Downloading of software that is not part of or an indirect support of classroom curriculum.
- ◆ Transmission of any material in violation of any law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
- ◆ Communicating personal addresses, phone numbers, and financial information is not acceptable.
- ◆ Sharing of passwords is not permitted.
- ◆ Internet use for commercial purposes, financial gain, personal business, product advertisement, or political lobbying is prohibited.
- ◆ Vandalism of data or hardware is not permitted and will be strictly disciplined. Vandalism of data is defined as any attempt to harm or destroy data of another user or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses. It also includes attempts to gain unauthorized access to a network that is connected to the Internet. Vandalism of hardware includes intentionally making a computer system inoperable by removing parts, disconnecting components, or disabling software components.
- ◆ Sharing of student information is not allowed. In accordance with FERPA- schools must have written parent or eligible-student permission to release any information from a student’s educational record.
- ◆ Allowing students access to Skyward applications except for their own student access.

- 2. Privileges:** Network/Internet use is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. At the direction of the district administration, user access and /or accounts may be denied, revoked, or suspended as a result of misuse of network privileges.

- 3. Netiquette:** Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following: Be polite. Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other language inappropriate in a school setting.

- 4. Services:** 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 an individual suffers

while on this system. These damages include loss of data resulting from delays, non-deliveries or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**5. Security:** Security is a high priority on computer networks. If a user identifies a security problem, he/ she must notify school personnel immediately. He/she is not to demonstrate the problem to other users. Users may not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc.

**6. Updating:** If any information on your account changes, it is your responsibility to notify school personnel.

**7. No Expectation of Privacy:** The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No student, parent or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

**Rochester School District Guidelines for Access and/or Accounts**

All users must read and agree to follow all guidelines outlined in the AUP. This agreement is formalized through their signature on the application.



\* Please sign and return the agreement to the school.

## Rochester School District Student Internet Acceptable Use Agreement

**User Application/Contract:** I certify that I have read the district's Acceptable Use Policy (AUP). I understand and agree to follow the terms and conditions for the district's Internet/network use. I understand any violation of the district's Internet AUP will result in the loss of Internet/network access and/or my user account; may result in other disciplinary action; and may constitute a criminal offense.

I agree to report any misuse of the Internet/network resources to school personnel. I use the Internet entirely at my own risk and I hereby release the district from any claims arising from my use of the Internet.

User Name (please print):

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Last	First	Middle Initial
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User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent or Guardian:** As the parent or guardian of this student, I have read the district's Acceptable Use Policy (AUP) and this contract. I understand that access to the Internet/network resources is designed for educational purposes. I understand that controversial material is available on the Internet and I permit my child to use the Internet despite this potential availability. I will not hold the district responsible for materials my child acquires on the network. My child uses the Internet at my child's own risk and at my own risk. I hereby release the district from any claim arising from my child's use of the Internet. I agree to report any misuse of the Internet resources to a district administrator. I understand that my child's violation of the district's computer AUP may result in the loss of Internet access and/or disciplinary action, and may constitute a criminal offense. I hereby give my permission for my child to access the Internet/network.

Parent/Guardian Name (please print):

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Last	First	Middle Initial
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Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE NOTE: Although district policy forbids unauthorized users to access the Internet; the district cannot guarantee that students will not gain unauthorized access. The district is not liable for such unauthorized access.**

## Rochester School District Staff Internet Acceptable Use Agreement

**User Application/Contract:** I certify that I have read the district's Acceptable Use Policy (AUP). I understand and agree to follow the terms and conditions for the district's Internet/network use. I understand any violation of the district's Internet AUP will result in the loss of Internet/network access and/or my user account; may result in other disciplinary action; and may constitute a criminal offense.

I agree to report any misuse of the Internet/network resources to school administration. I use the Internet entirely at my own risk and I hereby release the district from any claims arising from my use of the Internet.

As an employee for Rochester School District, I agree to comply with all federal laws and district's policies and procedures regarding security and student record use. I agree to maintain confidentiality. I will only use my password and not allow others to use my account. Access to this information is a privilege and requires responsibility. Inappropriate use may result in the cancellation of this privilege or further disciplinary action may be taken.

**Notice: Federal law requires that keepers of student educational records and individually identifiable health information consider how and whether to release information relating to students under the Federal Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). We recommend that you seek assistance from competent sources in determining your responsibility under each of these and applicable state laws before you transfer in any form any student educational record or individually identifiable health information.**

User Name (please print):

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Last

First

Middle Initial

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_