

TECHNOLOGY USAGE AGREEMENT

Internet/Network

Yorktown Community Schools (YCS) is pleased to offer our students and staff access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This technology is a part of everyday life in most businesses and organizations. YCS views the Internet as a tool for life-long learning. Providing students and staff with access, as well as the use of hardware resources, enables them to communicate and collaborate with individuals and groups from around the world. By doing this we are better preparing them for the global society in which we live and work.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, sexually explicit, or otherwise potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

Yorktown Community School's network and Internet access is provided to YCS students and employees subject to the terms and conditions found in this document. The purpose of the access is to facilitate communications in support of research and education. The educational value of student Internet access is the joint responsibility of students, parents, and YCS staff. Students utilizing YCS networks and Internet access must first have permission of and be supervised by YCS's professional staff. YCS filters Internet access to limit access to material that would violate the terms of this policy, but these technological methods are not a foolproof means of enforcing these provisions. Unauthorized use may result in the cancellation of network privileges and additional disciplinary action.

The use of YCS network and Internet must be in support of education and research for which is consistent with the educational objectives of YCS. Use of another organization's network or computing resources must also comply with the rules appropriate for the network.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. YCS will institute technical methods or systems to regulate students' Internet access. However, those methods may not necessarily result in compliance with the District's Technology Usage Agreement Policy. That notwithstanding, YCS believes that the benefits of student access to the Internet exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Yorktown Community Schools has included below the District's policy and procedures concerning use of on-line services for your review.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

Disclaimer Concerning Use of On-line Services

Yorktown Community Schools, its employees and agents, make no warranties of any kind, whether expressed or implied, concerning the on-line access it is providing. Furthermore, the District will not be responsible for:

1. any damages suffered by a user, including but not limited to loss of data resulting from delays or interruptions in service, or computer "viruses"
2. the accuracy, nature, or quality of information stored on diskettes, hard drives or servers provided by YCS
3. the accuracy, nature or quality of information gathered through the on-line access, stored on any storage device, hard drives, or servers provided by YCS
4. personal property used to access computers, networks or the on-line access provided by YCS
5. unauthorized financial obligations of a student, or his or her parent or guardian, resulting from the on-line access, network or Internet, provided by YCS

Rules of On-line Network Etiquette

- a) Be polite. Do not be abusive in your messages to others.
- b) Use suitable language. Do not use profanity, vulgarities, sexually-oriented or other inappropriate language.
- c) Do not reveal your personal address or phone number, or that of anyone else.
- d) Remember that electronic mail messages are not guaranteed to be private. Those who operate the various on-line services have access to all messages and can report to the authorities, messages which support illegal activities.
- e) Immediately back out of any unacceptable web pages that are accessed and delete any unacceptable files and/or messages that are received. Report any such activity to any YCS staff member as soon as possible. Staff will report to administration.
- f) Prior to publication on the Internet, home pages that are intended to represent any school or department of YCS and those created as part of the classroom or work assignments for the District, must be approved by administration. Student names, images, or work may be published on YCS affiliated web pages, which may be linked to other Internet sites, in support of educational goals. Parents and guardians may complete a form with the school office if they are opposed to such publication for their children. Student addresses and phone numbers will never be published on the web pages.

List of Prohibited Uses of On-line Services

The following uses of any on-line services are prohibited by the YCS. Moreover, this prohibited activity may be illegal and subject the offending user to criminal prosecution.

- a) Do not access, upload, download, or distribute pornographic, obscene or sexually explicit materials.
- b) Do not transmit pornographic, obscene, abusive or sexually explicit materials, or "stalk" or harass others.
- c) Do not use the network to violate local, state or federal statutes.

- d) Do not use the network to violate school policy.
- e) Do not vandalize, damage, disable or “hack” the files of others. Creation of a “virus” is considered vandalism.
- f) Do not access the files, information, or software of others without prior authorization.
- g) Do not login under another user’s ID or access another user’s files, information, or software without prior authorization from YCS staff. Keep all passwords secret and contact a staff member immediately if another person has learned a password. Do not vandalize, damage, or disable the files of others.
- h) Do not upload, download or otherwise use copyrighted material or other intellectual property of others without prior authorization. Copyright violations can result in fines or imprisonment.
- i) Do not violate copyright laws or otherwise use the intellectual property of another individual or organization without permission of the owner. The network cannot be used for commercial activities, product advertisement, or political lobbying without superintendent approval.
- j) Do not purchase goods or services through YCS network.
- k) Do not reveal personal name, address, phone, bankcard information, etc. or those of anyone else via the network. Report any suspicious, unsolicited on-line contact and/or communication to staff.
- l) Do not use the network in a way that would disrupt the use of the network by others.
- m) Assume that all communications, programs, and information which are accessible on-line are private property. As such, do not download any files without prior authorization.
- n) Do not upload or download any software.
- o) Do not access any program or part of a program not assigned by a YCS staff member. Students may not access any email account not assigned by YCS using YCS computers unless granted an exception by administration.
- p) Do not use USB drives or other removable media without direct consent of a YCS staff member.
- q) Do not use the network in a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to unnecessary printing, file storage, and high bandwidth activities.

Consent and Release Form

On-line Network User's Agreement - Student

I have read and understood the information contained in the Technology Usage Agreement (*Internet/Network*), that lists a disclaimer concerning the Use of Online Services and hereby release YCS and its employees and agents from any and all claims of any kind arising from the use, misuse or inability to use the on-line services provided by YCS. I have read and understood the Rules of On-line Network Etiquette and the List of Prohibited Uses of On-line Services and agree to abide by them. I understand that any violation of the above may constitute a criminal offense. I further understand and agree that if I violate any of the above, my access privileges may be revoked and that school discipline and/or legal action may be taken.

Student signature _____

Homerom _____ (Teacher and/or number)

On-line Network Parent/Guardian Agreement As the parent or guardian of this student, I have read the information contained in the Technology Usage Agreement (*Internet/Network*), that lists a disclaimer concerning the Use of On-line Services and hereby release the YCS and its employees and agents from any and all claims of any kind arising from the use, misuse, or inability to use the on-line services provided by the YCS. I understand that the on-line services being offered are for educational purposes, but that students may have access to illegal, defamatory, inaccurate or offensive material. I have read and understood the Rules of On-line Network Etiquette and the List of Prohibited Uses of On-line Services and acknowledge these as reasonable precautions to prevent student access to any illegal, defamatory, inaccurate or offensive material which may be available through the on-line services provided by YCS. I will not hold the YCS responsible if this student gains access to any such materials or incurs any financial obligations which I have not authorized. Further, I accept full responsibility for supervision if and when this student uses any on-line services outside a school setting. I hereby give my permission to issue an account for this student, and certify that the information contained on this form is correct.

Parent or guardian's signature _____

Date _____

On-line Network Sponsoring Teacher Agreement I have read the information contained in Technology Usage Agreement (*Internet/Network*), that lists a disclaimer concerning the Use of On-line Services, the Rules of On-line Etiquette and the List of Prohibited Uses of On-line Services and agree to promote the same with this students. Because students may use the on-line services for individual work or in the context of another class, I cannot be held responsible for this student's use of the on-line services. As the sponsoring teacher, I do agree to instruct the students on acceptable use of the on-line services, proper etiquette, and to monitor the students under my supervision. In addition, I agree to follow the prescribed Technology Usage Agreement (*Internet/Network*).

Teacher's name (please print) _____

Signature _____

Date _____

On-line Network Sponsoring Non-Teaching Staff Agreement

I have read the information contained in Technology Usage Agreement (*Internet/Network*), that lists a disclaimer concerning the Use of On-line Services, the Rules of On-line Etiquette and the List of Prohibited Uses of On-line Services and agree to promote the same. As a staff member, I agree to instruct students on acceptable use of the on-line services, proper etiquette, and to monitor the students under my supervision, if any. In addition, I agree to follow the prescribed Technology Usage Agreement (*Internet/Network*).

Staff Member's name (please print) _____

Signature _____

Date _____

April, 2014