

## **Electronic Information Services User Agreement *Acknowledgements and Verification***

By signing this page, you are acknowledging and verifying that you have received, and take the responsibility to review with your child, the document referenced below which can be found in this handbook, including, without limitation, the policy/procedures for due process, email and internet use expectations, electronic devices expectations, cheating/plagiarism and disciplinary consequences for such, and electronic information systems user agreement.

### **Electronic Information Systems Expectations and Consequences**

As a parent in Dysart Unified School District, you have the right to a quality education for your children, including access to technology and innovative instructional practices. To make sure that every student enjoys that right, the District has established procedures regarding use of electronic devices. The procedures for student use of electronic devices are designed to create a rich learning environment that is safe and productive for all students and staff. The expectations are reasonable and fair, and they are as consistent as possible at each school. We ask that you carefully read the expectations, guidelines and consequences. Dysart Unified School District #89 has severe consequences for misuse of electronic devices and electronic information systems. Any violations may result in suspension, long-term suspension, expulsion, and/or referral to a local law enforcement agency.

### **Student & Parent Software Agreement**

The student agrees to abide by the terms and conditions of all software and end user license agreements that are in place or that may be required for each piece of software issued and used for the student's specific use in the classroom or at home. This includes, but is not limited to, products provided by Adobe, Microsoft, Google, Apple Inc., and others not listed here that may have been or shall be provided at any future period by DUSD and its schools. Under this agreement, students will abide by the license agreement associated with such software. Additional information regarding software and end user license agreements can be found at [www.dysart.org/applications](http://www.dysart.org/applications).

Your signature below acknowledges and verifies that you have received, and take responsibility to review with your child, the section entitled Electronic Information Systems User Agreement.

**Please Note: The District is NOT responsible for the loss, damage and/or theft of any of these types of devices.**

# ELECTRONIC INFORMATION SERVICES (EIS) USER AGREEMENT

Internet access and email are available to students and teachers in Dysart Unified School District. DUSD believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, communication and educating minors about digital citizenship including appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness, and response.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but 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.

To that end, Dysart Unified School District Governing Board has adopted the following policy:

## **Acceptable Use - Each user must:**

- Use Electronic Information Services (EIS) to support personal educational objectives consistent with the educational goals and objectives of Dysart Unified School District.
- Immediately inform their teacher if inappropriate information is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Follow the district's code of conduct.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.
- Publish information/student work only on DUSD servers or district approved web hosting vendors. Users placing information on the Internet using the district's EIS are publishing information on behalf of the district.
- Be responsible for the appropriate storage and backup of their data.
- Follow existing district policies and have appropriate administrative approval for information collection (online surveys, email, etc.).

In addition, acceptable use for district employees is extended to include requirements to:

- Maintain supervision of students using the EIS
- Agree to directly log on and supervise the account activity when allowing other to use district accounts
- Take responsibility for assigned personal and district accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and district accounts and files by unauthorized persons.
- Follow established student data privacy practices and obtain necessary permissions when considering the use of internet resources.

## **Unacceptable Uses:**

- Users must not share their Dysart network credentials with any other individual.
- Users shall not submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
- Users shall not use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.
- Users may not connect or install any computer hardware, hardware components or software, which is their own personal property to and/or in the District's EIS without the prior approval of the District Information Technology Department.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the EIS or the District.
- Users shall not access the network for any non-educational purposes.
- Users shall not use the EIS in any way that would disrupt the use of the EIS by others.
- Users shall not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Users must not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Users will not download and use games, files, documents, music, or software for non-educational purposes. (i.e. games/animations, audio and other visual files.)

- Users must not attempt to harm, modify, add or destroy software or hardware nor interfere with system security.
- Users will not possess any data, which may be considered a violation of these regulations, in paper, electronic storage or any other form.
- Users will not display name or photo to personally identify an individual without receiving written permission.
- Users shall not cheat using technology devices or plagiarize works that are found on the Internet or any other electronic resource.
- Users will not harass, insult, threaten, attack others or use obscene language in written communications, including social media.
- Users will not post anonymous messages.
- Users may not use free web based email, messaging, video conferencing, or chat services without permission from DUSD Information Technology.
- User shall not use personal social media accounts for district business. User shall only use District approved social media technologies when communicating with students, parents, staff or community.
- User shall not copy student or employee personal identifiable information (PII) to external storage device (USB Drive, external Hard drive or local device hard drive).
- User shall not store critical documents to local hard drive of any district device.

#### **Resource Limitations:**

- Activities that are deemed by the Information Technology department to cause unreasonable demand on network capacity or disruption of system operation are prohibited.
- Users shall subscribe only to high quality discussion groups or mailing lists that are relevant to their education or professional development.
- Users shall not use the District's EIS for commercial purposes or financial gain. This includes the creation, development and offering of goods or services for sale, and the unauthorized purchase of goods or services. District approved purchases will be made following District approved procedures
- The District's portable information systems and educational technology resources such as notebook computers, peripherals, and/or companion devices, will be at the school sites during school hours.

#### **Personal Responsibility:**

- I will report any misuse of the EIS to the administration or Information Technology department.
- I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.
- I understand that when I am logged on to District computers or electronic devices, that I am ultimately responsible for any activity that occurs on the computer or electronic device under my log-in.

#### **Network Etiquette:**

I am expected to abide by the generally acceptable rules of network etiquette. Therefore:

- I will be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- I will respect privacy. I will not reveal any home addresses, or personal phone numbers, or personally identifiable information.
- I will avoid disruptions. I will not use the EIS in any way that would disrupt the use of the systems by others.

When communicating electronically, I will observe the following considerations:

- Be brief.
- Strive to use correct spelling and make messages easy to understand.
- Use short and descriptive titles for articles.
- Post only to known groups or persons.

#### **Services:**

*Dysart Unified School District specifically denies any responsibility for the accuracy of information. While Dysart Unified School District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the EIS is used and bears the risk of reliance on the information obtained.*