

Appendix D

AGREEMENT FOR STUDENT ACCESS AND USE OF PENNFIELD SCHOOLS TECHNOLOGY, DISTRICT NETWORKS, AND THE INTERNET

The purpose of this agreement is to provide access to Pennfield Schools technology resources (computers, technical instruments, and networks) and to Pennfield Internet and wide area network connections for legitimate educational purposes that are consistent with the school district's mission statement. As such, these accesses shall allow

- students to attain higher levels of academic achievement.
- students to demonstrate a higher level of technology literacy.
- students to be more engaged in their daily educational experience.
- students to be more prepared for the requirements of college and the workforce.
- students to use technology for more inquiry-based, student-centered instruction.

In exchange for the use of Pennfield Schools technology resources and Pennfield Internet and wide area network connections either at school or away from school, I understand and agree to the following:

- A. The use of Pennfield Schools technology resources and Pennfield Internet and wide area network connections are a privilege that may be revoked by Pennfield Schools at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. Pennfield Schools reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. Pennfield Schools reserves all rights to any material stored in files that are generally accessible to others and will remove any material which Pennfield Schools, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their Pennfield Schools approved computer account/access to obtain; view, download, or otherwise gain access to such materials.
- C. All information services and features contained on the Pennfield Schools network resources are intended for the private use of its registered users and any use of these resources for *commercial-for-profit* or other unauthorized purposes (*i.e.* advertisements, political lobbying), in any form is expressly forbidden.
- D. Pennfield Schools technology resources and Pennfield Internet and wide area network connections are intended for exclusive use by registered users. The Student is responsible for the use of his/her account/password and/or access privilege. Any problems arising from the use of a Student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- E. Any misuse of the account shall result in disciplinary action determined by Pennfield Schools. Misuse includes, but is not limited to:
 1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
 2. Intentionally bypassing the Pennfield Schools network.
 3. Misrepresenting other users on the local Network or Internet

4. Disrupting the operation of the local Network or Internet through abuse of the hardware or software
 5. Malicious use of the local Network or Internet through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks
 6. Interfering with local Network or Internet use by others
 7. Extensive use for non-curriculum-related communication
 8. Illegal installation of licenses or copyrighted software
 9. Unauthorized down-sizing, copying, or use of licenses or copyrighted software
 10. Allowing anyone to use an account other than the account holder
 11. Sending or displaying offensive messages or pictures
 12. Harassing, insulting, bullying or attacking others
 13. Any other behavior deemed inappropriate by the School District
- F. The use of Pennfield Schools technology resources and Pennfield Internet and wide area network connections are for the purpose of:
1. Support of the academic program
 2. Telecommunications
 3. General information
- G. Pennfield Schools technology resources and Pennfield Internet and wide area network connections do not warrant that the functions of the system will meet any specific requirements the user may have, or that they will be error free or uninterrupted. Nor shall Pennfield Schools and/or its Internet provider be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- H. Pennfield Schools and/or the Internet provider shall periodically determine whether specific uses of Pennfield Schools technology resources and Pennfield Internet and wide area network connections are consistent with the acceptable-use practice. Pennfield Schools and/or its Internet provider reserves the right to log Internet use and to monitor mail space utilization by users.
- I. The Student may transfer files from, storage device (CD, USB drive etc...) information services such as email and electronic bulletin board services. Should the Student transfer a file, shareware, or software which infects Pennfield Schools technology resources and Pennfield Internet connection with a virus and causes damage, the student shall be liable for any and all repair costs to make Pennfield Schools technology resources and Pennfield Internet and wide area connections once again fully operational. The student may also be subject to other disciplinary measures as determined by Pennfield Schools.
- J. The Student may only log on and use Pennfield Schools technology resources and Pennfield Internet and wide area connections only with the student's authorized account number.
- K. Pennfield Schools reserves the right to log computer use and to monitor fileserver space utilization by users. Pennfield Schools reserves the right to remove a user account on Pennfield Schools network and/or from Pennfield Internet and wide area connections to prevent further unauthorized activity.
- L. The Student is responsible for the proper use of the equipment and shall be held accountable for any damage to or replacement of equipment caused by abusive use.

M. Although primary uses of District provided technology resources are educational, a grade 9 - 12 student may use third party e-mail such as Google, Yahoo or Hotmail to access a personal e-mail account to a limited extent.

1. Thus, accessing any other e-mail account while using District technology resources is not a violation of this Acceptable Usage Policy; however, the user must understand that his/her use will be monitored and/or filtered, or both.

2. The District reserves the right to monitor each and every e-mail correspondence and its content while at school.

3. Examples of appropriate e-mail use are:

- Communication with teachers
- Communication with parents
- Communication with a user or other users to support approved projects by the staff member
- Communication with outside parties as approved by the staff
- Limited checking of personal e-mail messages with staff approval

4. Examples of inappropriate e-mail use are:

- Communication with anyone that includes harassment (to persistently annoy), profanity (and other offensive language), vulgar statements, pornography, threats of physical harm, threats of harm to property, or discriminatory remarks.
- Disclosing personal information, location, and identity with anyone you do not know.
- Accessing personal e-mail when it is not allowed by a staff member.
- Accessing non-educational chat rooms and listservs etc.

5. Social Networking, Chatting and other forms of online communications.

• Proper uses include:

- Communication with teachers
- Communication with parents
- Communication with a user or other users to support approved projects by the staff member
- Communication with outside parties as approved by the staff
- Limited checking personal accounts with staff approval

• Examples of inappropriate use includes:

- Communication with anyone that includes harassment (to persistently annoy), profanity (and other offensive language), vulgar statements, pornography, threats of physical harm, threats of harm to property, or discriminatory remarks.
- Disclosing personal information, location, and identity with anyone you do not know.
- Accessing personal accounts when it is not allowed by a staff member.
- Accessing sites with inappropriate material

In consideration for the privileges of using Pennfield Schools technology resources and/or Pennfield Schools Internet and wide area connections, and in consideration for having access to the information contained therein, I release Pennfield Schools, the Internet provider and their operators and the administration from any and all claims of any nature arising from my use, or inability to use these tools.

I agree to abide by these rules and regulations of system use and by those that may be added from time-to-time by the District and its Internet provider. All additional rules shall be available in hardcopy in the Principal's office.