USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

When the signed agreement is returned to the school, the user may be permitted use of electronic information services (EIS) resources. Additional information on the District's policy on the use of technology resources in instruction can be found in the current edition of the Parent/Student Informational Handbook found at www.dysart.org.

Terms and Conditions

Acceptable Use: Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of Dysart Unified School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Immediately inform their supervisor if inappropriate information is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Not use the EIS in any way that would disrupt the use of the EIS by others.
- Not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- 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.
- Only download plug-ins for the purpose of enhancing the visual appeal of educational websites (i.e., Shockwave, RealPlayer, QuickTime, Flash, etc.).
- Use of EIS for information collection purposes (online surveys, email, etc.) must follow existing district policies and have appropriate administrative approval.

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 others 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.

*Unacceptable Uses***:**

- 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 will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Users will not download and use games, files, documents, music, or software for non-educational purposes.   (i.e., Shockwave games/animations, audio and other visual files.)
- Users will not possess any data, which may be considered a violation of these regulations, in paper, magnetic (disk), or any other form.
- Users will not display name *or* photo to personally identify an individual without receiving written permission.
- Users will not reveal full name, address, phone number, or personal email without permission from an adult.
- Users shall not plagiarize works that are found on the Internet or any other electronic resource.
- Users will not harass, insult, attack others, or use obscene language in written communications.
- Users will not post anonymous messages.
- Users may not use *free* web based email, messaging, video conferencing, or chat services without written permission from the District Information Technology Department.

*Resource Limitations***:**

- Activities that are deemed by the network supervisor 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 educational or career 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 system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal*

responsibility for any expenses incurred without District authorization.

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.
- *Respect privacy*.   I will not reveal any home addresses, or personal phone numbers, or personally identifiable information.
- *Avoid disruptions*.   I will not use the EIS in any way that would disrupt the use of the systems by others.
- *Observe the following considerations*:
  o Be brief.
  o Strive to use correct spelling and make messages easy to understand.
  o Use short and descriptive titles for articles.
  o Post only to known groups or persons.

Services:

The 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.

I understand and will abide by the provisions and conditions indicated.   I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name (printed)_____

Signature _____   Date_____