

**SENECA COMMUNITY CONSOLIDATED GRADE SCHOOL
DIST. #170
ACCESSIBLE USE CONSENT FORM**

(Note: Before signing this consent form, please read the policy in your student/parent handbook.)

STUDENT USER - FACULTY/STAFF USER

I understand and will abide by the attached Authorization for Electronic Network Access. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

Date: _____ Printed User Name: _____

Grade: _____ User Signature: _____

PARENT/GUARDIAN PERMISSION (Required if the user is a student)

I have read the Authorization for Electronic Network Access. I understand that access is designed for education purposes and that the District intends to use computer access for approved educational uses.

However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting.

I have discussed the terms of the Authorization with my child. I hereby request that my child be allowed access to the District's Internet. (If you do not want your child to access the Internet, check the appropriate box below.)

Date: _____

Parent/Guardian Name (Please Print): _____

Signature: _____

Parent E-Mail Address: _____

(Optional)

<input type="checkbox"/>	I do not want my child to have Internet Access Privileges.
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Additional Permissions: (Please check your response.)

Yes	No	
		I give permission for images of my student to be displayed on official Web pages sponsored by Seneca Grade School Dist. #170. Students will be identified by first name only on websites.
		I give permission for my student's work to be featured on official web pages.
		I have received my student registration packet and have reviewed the student/parent handbook with my child.

Please return this sheet

ELECTRONIC NETWORK ACCESS POLICY & AUTHORIZATION

Each staff member must sign Authorization as a condition for using the District's Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted access

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided.

The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) on the Consent Page is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance. Terms and Conditions are located on page 21 of the Student Parent Handbook.

Terms and Conditions

1. Acceptable Use - Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for a legitimate business use.

2. Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The building administrator will make all decisions regarding whether or not a user has this authorization and may deny, revoke, or suspend access at any time; his or her decision is final. The Technology Coordinator & Systems Administrator may make recommendations to the administrator regarding access privileges for users.

3. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources or entities;
- g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;

- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- m. Using the network for playing games;
- n. Accessing talk or chat sites, downloading AOL Instant Messenger, ICQ, MSN, Yahoo messenger, or similar programs for non-approved use;
- o. Tampering with or changing any computer setting or configuration;
- p. Downloading and/or installing any software without authorization;
- q. Copying and/or duplicating any software owned by District #170; and
- r. Using the network while access privileges are suspended or revoked.

4. Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal information, including the address or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

5. No Warranties - 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 the user suffers. This includes loss of data resulting from delays, non-

deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- 6. Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.
- 7. Security** - Network security is a high priority. If users can identify a security problem on the Internet, they must notify the system administrator or Technology Coordinator/

Do not demonstrate the problem to other users. Keep individual account and password information confidential. Do not use another individual's account without written permission from that individual. Keep individual account and password information confidential. Do not use another individual's account without written permission from that individual.

Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the Network.

- 8. Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- 9. Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. Furthermore, the District is not liable for payment for any goods or services not approved for purchase by administration.
- 10. Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.

- a. Every possible effort will be made to credit sources of documents and/or graphics in District #170 Schools web pages.
- b. Staff engaged in producing Web pages must receive e-mail or hard copy permissions before the Web pages are published. This information should be kept on file. Printed evident of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

- e. Student work may only be published if there is written permission from both the parent/guardian and student on the Permissions Page following this document.
- f. Images portraying students will only be displayed with parent/guardian permission. Identification of students on District #170 pages will be by first name only if parents grant permission to display images of students on the Permissions Page following this document.

11. Use of Electronic Communication

- a. The District's electronic network, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain". This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Messages and documents transmitted, stored, and accessed on the District #170 schools computer network are not private and are not the property of the individual users.
- g. Use of the School District's electronic communication system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those acceptable uses as detailed in these procedures.

Internet safety is more likely if users will not engage in unacceptable uses, as detailed in this Authorization, and otherwise follow this Authorization.

2. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.

3. The system administrator, technology coordinator and building principals shall monitor student and staff Internet access.

Students, parent(s)/guardian(s), and staff members need only sign this Authorization for Electronic Network Access once while enrolled or employed by the School District.