

Lewiston-Altura School District Technology Use Agreement

Parents/Guardians, Students and Staff:

Page | 1

Please read the following carefully before signing this document. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Lewiston-Altura schools provide computers, Internet, and other technologies access to students and staff. We believe these technologies offer vast, diverse, and unique resources to both students and staff.

The intent of this policy is to clarify computer/technology use rights and responsibility for the Lewiston-Altura Schools (LAS) and the computer/technology users. Users should understand that LAS may amend the procedures and guidelines in response to the evolving changes of the technology industry.

In order for technology to be in working order and available to everyone, users must respect the hardware and software in the school's computer labs, classrooms, and media center.

Additionally, students shall not record other people (staff, students, etc.) without their knowledge and consent, i.e. – Angel Sense, during the school day or during any school sponsored activity.

Access to the Internet will enable students and staff to explore thousands of libraries and databases throughout the world. Families should be aware that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. 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.

With the use of the Internet, students and staff must understand and practice proper and ethical use. If a Lewiston-Altura School District user violates any of these provisions, his/her access may be suspended and future access may be denied, school disciplinary action may be taken, and/or legal action may result.

INFORMATION SECURITY & PRIVACY

Pursuant to the Electronic and Communication Privacy Act of 1986, Title 18, United States Code Section 2510 and following, NOTICE IS HEREBY GIVEN THAT:

Any information used on LAS computer equipment or technology equipment whether storage or transmission is considered the property of the school district. The LAS retains the right to review and utilize any information at its discretion.

The LAS will regularly scan school systems for illegal software. Software not on record will be removed and the violators and their instructors/supervisor will be notified.

Recognizing the limitations regarding privacy afforded by electronic services, the following procedures attempt to maximize security safeguards for users of LAS.

- Use a secure password.
- Keep your login and password a secret.
- If others need to login on any system, request a new ID and password from the Technology/Media Coordinator.
- Only login to systems with your user login ID and password.
- Logout of the Network when you leave for the day.
- Do not post anything electronically that you don't wish to be public knowledge.

GENERAL USE

The following general policy statement and guidelines pertains to all technology usage in District 857.

No user shall intentionally cause damage to any school equipment including hardware and software. This prohibition includes, but is not limited to, the following acts:

- Removing or exchanging any hardware or software component from any system.
- Deleting, renaming, moving, copying or changing any file or its properties, other than his/her personally owned files.
- Tampering with installed software and files.
- Attempting to change passwords.
- Damaging other student's work.
- Tampering with hardware.
- Installing personal software on school technology.
- Violating copyright laws by unauthorized copying of software.
- Transmission of material, in violation of applicable copyright laws or patents is prohibited. You are responsible for determining the legal statues of any intellectual property you use, duplicate, and/or transmit/receive. (Check Copyright Policy).
- Installing, copying, or knowingly infecting a computer system with a virus.

MICROCOMPUTER SOFTWARE

- It is the responsibility of the user to acquire training on proper software use.
- Maintain backups or copies of your important work. Save important work on the network drive and/or a second disk. Save your work often.
- LAS hold no responsibility for the integrity or loss of user data.
- Users agree to abide by all local, state, and federal laws governing the use of telecommunications and computers in the Unites States.
- All software must be on file with the Technology/Media Coordinator.
- No software is to be loaded on the network without approval by the Technology/Media Coordinator.
- Use, load, or run software in compliance with the software license agreement.
- Any software loaded locally onto PCs must be installed only in accordance with the license agreement.

- Test all diskettes for virus before using them.
- Staff/students learning of any misuse of software (or related documentation) within the LAS shall notify the building principal or technology/media coordinator.
- Illegal modification of software is forbidden.

INTERNET AND E-MAIL GUIDELINES

Acceptable Use – The purpose of the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. School use of the Internet must be in support of education and research and consistent with the educational objectives of the Lewiston-Altura Public Schools. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement is also prohibited.

Rights and Privileges – The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. Lewiston-Altura School District students have the right to examine a broad range of opinions and ideas in the educational process including the right to locate, use, and exchange information and ideas on the Internet. School officials must apply the same criterion of educational suitability used for other educational resources to attempts at removing or restricting access to specific databases or other Internet information sources. The building administrators and staff will deem what is inappropriate use. Students may appeal administrative decisions to the Lewiston-Altura School District Board of Education, whose decision is final.

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

- Be polite. Abusive e-mail messages are forbidden. School rules regarding all forms of harassment apply to electronic communication.
- Use appropriate language. Do not swear, use vulgarities, or other inappropriate language.
- Accurately represent yourself, but do not reveal your personal address or phone number or anyone else's.
- Be aware that e-mail is not secure or private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.
- Abide by current copyright laws and statues. Acknowledge your sources of information and graphics.
- E-mail chains, pyramids, or bombs are forbidden.
- Broadband posting to UseNet is forbidden. Pick only the appropriate group or groups.

Unacceptable Uses of the Network – There are some unacceptable uses of the network. These include, but are not limited to:

- Using the network for any illegal activity.

- Using the network in ways that violate school policies and behavior standards outlined in the student handbook, i.e. pornography, vulgar language, verbal and religious, racial, or sexual harassment, gambling, etc.
- Using the network for financial or commercial gain.
- Degrading or disrupting equipment or system performance.
- Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
- Wasting technology resources, including bandwidth, file space, and printers.
- Gaining unauthorized access to resources or entities.
- Posting items written by students or staff on the Internet without their permission. If permission is granted, items will be considered fair use and available to the public.

Security – Security on any computer system is a high priority. If you feel you can identify a security problem on the Internet, please notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual’s account. 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 or having of problems with other computer systems may be denied access to the Internet.

Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the agencies or networks connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

Disclaimer – The Lewiston-Altura School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Lewiston-Altura School District will not be responsible for any damages users incur. This includes loss of data resulting from delays, nondelivers, misdelivers, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at user’s own risk. The Lewiston-Altura School District specifically denies any responsibility for the accuracy or quality of information obtained via the Internet.

Adopted: March 20, 2000

Technology Use Agreement

Lewiston-Altura School District #857

User Agreement:

I understand and will abide by the Technology Use Policy for the Lewiston-Altura School District. I also understand any violation of the regulations in said policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or legal action may result.

User Signature

Date

Parent/Guardian Agreement:

(Signature required if the student is under the age of 18)

As the parent/guardian of the above student, I have read the Technology Use Policy for the Lewiston-Altura School district. I understand technology access is designed for educational purposes. I understand it is impossible for District #857 to restrict access to all controversial materials and I will not hold them responsible for material acquired on the network or Internet. Also, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child's use of the school technology and the Internet.

Parent/Guardian Signature

Date