

**ADMINISTRATIVE GUIDELINES
COMPUTER TECHNOLOGY AND NETWORKS
Revere Board of Education
Policy 7540.03 F1 / page 1 of 2
2008 – 2009**

PRINT Last Name _____ First Name _____
GR. _____ Homeroom /
Records Room _____

The following guidelines are presented for use of technology in the Revere Schools for students. Those utilizing technology within the Revere facilities must sign a written agreement and abide by the following guidelines.

This agreement is entered into this _____ day of _____, 2008, between

(Print Student Name) _____, hereinafter referred to as the user and the Revere Local Schools personnel hereinafter referred to as Superintendent or designee. The purpose of this agreement is to provide district (Electronic Mail and Electronic Bulletin Board) and Internet access, hereinafter referred to as district technology resources, for educational purposes to the student. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

The intent of this contract is to ensure that students will comply with all district technology resources and Internet acceptable use policies approved by the District.

In exchange for the use of the district technology resources either at school or away from school, I understand and agree to the following:

- A. The use of the district technology is a privilege which may be revoked by the Superintendent or designee 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. The Superintendent or designee reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The district reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the Superintendent or designee, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their District-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
- C. All information services and features contained on District or district technology 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. (See Board of Education non-solicitation policy).
- D. The District and/or district technology resources are intended for the exclusive use by their registered users. The Student is responsible for the use of his/her account/password and/or access privilege. Any problems that arise 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 will result in suspension of the account privileges and/or other disciplinary action determined by the Superintendent or designee. Misuse shall include, but not be limited to:
 - (1) intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
 - (2) misrepresenting other users on the district technology resources
 - (3) disrupting the operation of the Network through abuse of the hardware or software
 - (4) malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks
 - (5) interfering with other's use of the district technology resources
 - (6) extensive use for non-curriculum-related communication
 - (7) illegal installation of copyrighted software
 - (8) unauthorized down-loading, copying, or use of licensed or copyrighted software
 - (9) allowing anyone to use an account other than the account holder

(10) accessing obscene, pornographic, or other materials deemed by the district as inappropriate

F. The use of District and/or district technology resources will be accessed using the following priorities:

- (1) Support of the academic program
- (2) Telecommunications
- (3) General Information
- (4) Recreational

G. The District does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it 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 inside or outside of the school.

H. The user will diligently delete old mail messages on a timely basis from the personal mail directory to avoid excessive use of the electronic mail disk space. The district has the right to delete any or all mail messages to provide for network efficiency.

I. The District will periodically make determinations on whether specific uses of the district technology are consistent with the acceptable-use practice. The District reserves the right to log Internet use and to monitor electronic mail space utilization by users.

J. The user may transfer files from public domain information services and electronic bulletin board services.

K. The user may only log on and use the technological resources and only with his/her authorized account number under the immediate supervision of a staff member.

L. The District reserves the right to log computer use and to monitor fileserver space utilization by users. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.

In consideration for the privileges of using the District technological resources, and in consideration for having access to the information contained therein, I hereby release the District and their operators and administration from any and all claims of any nature arising from my use, or inability to use the District and/or Network resources.

I agree to abide by such rules and regulations of system usage as may be further added from time-to-time by the District and/or Network. These rules will be available in hardcopy form in the Principal's office.

(Please print name, then sign and return to the Site Operator) _____

Signature of Student

Gr.

Date

* **Printed Parent Name Requested** _____

As the student's parent or legal guardian, I agree to this agreement and will indemnify the District for any fees, expenses, or damages incurred as a result of my child's use or misuse of the Network or equipment.

Signature of Parent or Legal Guardian

Date

I do not give permission for my child to have access to technological resources.

Signature of Parent or Legal Guardian

Date

August , 2009