



Mountain View-Los Altos Union High School District

Responsible Use and Internet Safety Agreement

Directions: Read Contract. Print out the last page and return this page with both student and parent signatures.

Electronic information resources are available to qualifying students in the Mountain View-Los Altos Union High School District (MVLA). These resources include access to the Internet and other network files or accounts. Our goal in providing electronic services to students is to promote educational excellence by facilitating resource sharing, innovation, and communication. Access to our computer network, which supports our entire learning community, is a privilege. Since all students and staff rely on our computers and network, responsible behavior on the part of students using this system is essential.

Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no educational value. On a global network it is virtually impossible to control all materials. However, through monitoring by staff, the District has taken precautions to restrict access to inappropriate materials. Users who access, publish or attempt to access or publish inappropriate material or illegal Internet sites, will be subject to discipline; which may include loss of access to the district network, suspension and/or expulsion. Furthermore, any form of vandalism of the equipment or network, or applications may also result in consequences up to and including loss of access to the district network, suspension and/or expulsion.

Only those students who have a completed Responsible Use and Internet Safety Agreement on file will have access to our computers, digital devices and our network.

Please read this document carefully. When signed by you, and if appropriate, your guardian/parent, **it becomes a legally binding contract**. You will be required to return this signed contract to the school before you will be given access to our computers and network. If you have any questions concerning this agreement, please call your principal's office.

Terms and Conditions of this Contract

1. The student, in whose name an on-line services account is issued or accessed and who utilizes district technology resources, is responsible for proper use of that account and/or resources at all times. Students shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account.
2. Students shall use the district's system responsibly and primarily for educational purposes.
3. Students shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors.
4. Students shall not disclose, use or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of their parents/guardians. Personal information includes your name, address, telephone number, Social Security number, or other individually identifiable information.
5. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
6. Students shall not use the system to engage in commercial or for profit activities.
7. Students shall not use the system to threaten, intimidate, harass, bully or ridicule other students or staff.
8. Copyrighted material shall not be placed on the system without the author's permission. Students may download copyrighted material for their own use only.
9. Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
10. Students shall not read other users' electronic mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.



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11. Students shall report any security problem or misuse of the services to a teacher or the principal.

The district reserves the right to monitor any communications or activity which utilizes district networks, computers and/or other district owned or operated digital devices for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by district officials to ensure proper use of the system.

Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who receives access to the system will participate in a discussion with a school site staff member as to proper behavior and use of the network. The system administrator (operating under the aegis of the principal) will decide what is appropriate use and his/her decision is final. The system administrator or staff of the MVLA District may close an account or deny access at any time deemed necessary. The administration or staff of the MVLA District may request that the system administrator deny, revoke or suspend specific user access and/or accounts.

Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. In our attempt to monitor network use, you should expect your activities to be reviewed. These rules include (but are not limited to) the following:

- a. BE POLITE. Never send, or encourage others to send, abusive messages.
- b. USE APPROPRIATE LANGUAGE. Remember that you are a representative of your school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. PRIVACY. Do not reveal any personal information, social security numbers, credit card numbers, passwords, your home address or personal phone numbers or those of students or colleagues. When publishing on the Internet, student pictures should not be identifiable by name unless parent permission is granted.
- d. ELECTRONIC MAIL. Electronic mail (email) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities. The District does not maintain nor assume responsibility for student email accounts.
- e. DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others.

Services

The MVLA District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The MVLA District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The MVLA District specifically denies any responsibility for the accuracy of information obtained through its services.

Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify a staff member at once. Never demonstrate the problem to other users. Never use another individual's account. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses and damaging cabling and hardware components of the network. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

Updating

The information service may occasionally require new registration and account information from you to continue the service. You must notify a staff member of any changes in your account information.



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Required Signatures

Please sign and return to your school

Form A

STUDENT

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my access and/or my user account, and appropriate legal action. I also agree to report any misuse of the information system to a staff member. Misuse may come in many forms, some of which have been noted and described above.

Student Name (please print): _____

Student Signature: _____ *Date:* _____

PARENT OR GUARDIAN

Students under the age of 18 must also have the signature of a parent or guardian who has read this contract.

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for the MVLA District to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the information system to a staff member. Misuse may come in many forms, some of which have been noted and described above.

I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child to have access to the information system and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Signature: _____ *Date:* _____