



Computer and Internet Use Agreement

User Obligations and Responsibilities

Bolinas-Stinson Union School District

Educational Computer Use and Internet Privileges

The Marin County Office of Education and the Bolinas-Stinson Union School District (BSUSD) provide educational computer accounts, allowing access to the Internet. Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network depends upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your responsibilities. In general, the smooth operation of the network requires efficient, ethical, and legal use of network resources. If a user violates any of the following terms and conditions, school computer use and Internet privileges will be revoked and future access may be denied. The signatures at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance. BSUSD computer use is governed by policies and administrative regulations established by the Board of Trustees, State and Federal law.

Terms and Conditions (for Educational Computer Use and Internet Privileges)

Acceptable Use: The use of your school computers must be in support of education and research and consistent with the educational objectives of BSUSD. Use of another organization's network or computing resources must comply with the rules appropriate for that network.

Unacceptable Use

Transmission of material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, illegal, threatening, harassing, violent or obscene material, and matter protected by trade secret. Altering or removing computer files not belonging to the user, installing unlicensed software, creating links to inappropriate materials, disconnecting equipment, and vandalism of any kind are also prohibited. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Any transmission or reception of pornographic material is expressly prohibited and will result in the cancellation of your computer privileges.

Privileges and Consequences

The use of school computers and the use of the Internet are privileges, and unacceptable use will result in the cancellation of those privileges. The system administrator may revoke privileges at any time as required. The administration, faculty, and staff of any district school may request that the system administrator deny, revoke, or suspend specific user privileges and that appropriate school disciplinary action be taken. Depending on the severity of the violation (to be determined by the system administrator and/or administration), computer privileges may be revoked for an extended period of time. A student who has his/her computer privileges revoked is not allowed to use any computer at any district school site.

Indemnification

The Marin County Office of Education and the Bolinas-Stinson Union School District make no guarantees of any kind, whether expressed or implied, for the service they are providing. The Marin County Office of Education and the Bolinas-Stinson Union School District will not be responsible for any damages you suffer. This includes loss of data resulting from faulty software or equipment, delays, nondeliveries, misdeliveries, or service interruptions caused by their negligence or your errors or omissions. Use of any information obtained via the school computers and/or the Internet is at your own risk.

Computer Use Rules

Very simply, students may use technology in school only for specified learning and work, and must take exemplary care of the equipment and the network at all times. Detailed expectations include, but are not limited to, the following.

- Food and drink are not allowed in any computer area.
- Follow guidelines for removing and restoring computers in the mobile lab.
- Outside software is not permitted in any computer area; no software is to be downloaded, stored, or installed on any computer or in any computer account.
- Pirated software (warez) and MP3s are not to be downloaded or stored on any computer or in any user's account.
- Any transmission or reception of material involving pornography, sexism, racism, or inappropriate language is prohibited and will result in cancellation of the account and possible further disciplinary action as per California Education Code.
- Modification or removal of computer files that are not your own is not allowed.
- All copyright laws are to be observed. Copyrighted material is not to be placed in the system without the author's permission (BP/AR 6162.6—Use of Copyrighted Materials).
- You are not to move or disconnect any computer or peripheral device or piece/part of any equipment. Contact a supervisor or teacher concerning problems with any of the equipment.
- Appropriate behavior and common courtesy are expected at all times. Respect the rights of others. Do not do anything that degrades or disrupts the use of the network, either to the hardware, software, or others. Do not vandalize or destroy the data of another user. Never use profanity.
- Do not use the district network to gain unauthorized access to any kind of transaction; do not use the district network for unauthorized chat, instant messaging, or twitter.
- Do not read other users' electronic mail or files, nor attempt to delete, copy, modify, or forge others' files or e-mail.
- Do not interfere with others' ability to send or receive e-mail.
- Do not disseminate personal identification information about yourself or others, including personal address, social security number, and phone number.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Do not use the system to encourage the use of drugs, alcohol, tobacco, or any illegal/inappropriate activities.

Computer/Network Games

Games require substantial system and network resources. District computers are neither configured nor intended to be used for gaming. A single online game will not only detrimentally reduce the reliability and Internet connection speed of the computer in use, but for the entire district, which shares a single Internet connection.

- Do not use the district network to play unauthorized games.
- Gaming and other unauthorized use of online software is strictly prohibited on district computers or across district networks at all times before school, during class, recess and after school with no exception.
- Violation of this prohibition will result in immediate revocation of computer and Internet privileges, and possible further disciplinary action.
- Prohibition does not apply to authorized, pre-installed educational software such as Type to Learn or Ten Thumbs Typing Tutor; these programs use few system resources.

Printers and Copiers

The next time you want to print or copy something, consider “printing” as a PDF, or saving electronically instead; digital files provide an environmentally-friendly and easily-searchable way to organize your documents, photos and other media.

- Do not send anything to a printer unless you absolutely need a hard copy of the information; do not print Web sites without knowing exactly how many pages will be printed; do not print multiple copies of any document without specific permission.
- Always proof or print preview your content before printing, and ask a friend, aide or teacher to proof your content whenever possible.
- Ask your teacher if she/he accepts assignments by e-mail or network Drop Box; always get authorization before accessing email from a district computer.

These practices save resources and yield better work - a win-win!

Security

Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem on the network, immediately notify your teacher, the system administrator, or the principal. Never demonstrate the problem to other users. You are not permitted to use another individual’s account, and you should never allow anyone else to access your account. If, at any time, you feel that your password may have been compromised, see the system administrator immediately to have your password changed. You are responsible for all activity that occurs with your account. Attempts to login to the network as a system administrator or gain unauthorized access will result in the cancellation of your computer privileges.

Vandalism

Vandalism will result in the cancellation of your computer privileges. Vandalism is defined as any malicious attempt to alter, harm, or destroy data of another user, computers, accessories, the Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses.

Restitution and Consequences of Contract Violation

Students may be suspended or subject to other disciplinary actions for violation of this contract as provided in the current school Student/Parent Handbook under the provisions of Education Code 48900 (k): disruption of school activities and willful defiance of the valid authority of the school. According to Board Policy 5131.5, students will be required to provide restitution for damages to school equipment while the student is logged into any computer. In the case of no physical damage, but the requirement of staff or student aide time to reconfigure a system, students may be charged at the rate of \$50/hour for a minimum of one hour at the discretion of the school administrator.

Duration of Agreement

The duration of this agreement begins upon signing and ends when the student leaves the Bolinas-Stinson Union School District or upon submission of a revised contract. This agreement is binding in all district schools and will be included with all paperwork forwarded should a student change schools within the district.

Student and Parent/Guardian Contract

I have read the Computer and Internet Use Agreement and will abide by the stated Terms and Conditions. I understand that violation of the regulations is unethical and may constitute a criminal offense. Should the student commit any violation of the regulations, access privileges will be revoked, school disciplinary action may be taken and/or appropriate legal action may be pursued at the discretion of the school administrator.

Student Name (print): _____

Student Signature: _____ Date: _____

As the parent/guardian of this student, I understand this access is designated for educational purposes and Marin County Office of Education has taken reasonable precautions to eliminate access to objectionable material. However, I also recognize it is impossible for the Marin County Office of Education and the Bolinas-Stinson Union School District to restrict access to all potentially objectionable material. I will not hold them responsible for materials acquired by my child on the network. I accept full responsibility for supervision when my child's use is NOT in a school setting.

_____ YES, I hereby give my permission for my child to have access to a district computer and Internet account and certify that the information contained on this form is correct.

_____ NO, I do not give my permission for my child to have access to a district computer and Internet account. I understand that the use of a district computer account is required for a variety of academic and enrichment activities, and request that my child be excluded from such activities that require the use of a computer for the duration of the current school year.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Student Work Release

My child may participate in Internet, video and other distributable multimedia projects during the current school year. These projects are to be used for educational and non-commercial purposes only. I understand that there are neither payments nor residual rights granted for my child's participation. I agree to hold harmless the school and/or school district for any claims, lawsuits, or liabilities arising from my child's work in these projects. If student work is to be published on the Internet, I understand that only my child's first name will be used to identify the piece of work, and there will be NO recognizable or identifiable individual photos of student faces or last names published without permission.

Parent Work Release Contract:

_____ YES, I give consent for my child to take part in any Internet, video and other distributable multimedia projects and have my child's art work, writing, or project published on the Internet as long as the conditions stated above are followed.

_____ NO, I do not give consent for my child to take part in any Internet, video and other distributable multimedia projects and to have my child's work published on the Internet for the duration of the current school year, regardless of the conditions stated above.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____