

Klamath Falls City Schools Acceptable Use Agreement - Student

Please read this document carefully before signing.

Internet access is available to students and staff in the Klamath Falls City Schools. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. Klamath Falls City Schools has taken precautions to restrict access to controversial materials. However, absolute restrictions are not possible due to the nature of the Internet. Klamath Falls City Schools believes that the advantages of Internet use outweigh the disadvantages.

Smooth operation of the network relies 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 the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Klamath Falls City Schools user violates any of these provisions, his or her account may be restricted or terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) this document.

Internet – Terms and Conditions

- 1) Acceptable Use: The use of your account must be in support of education and research and consistent with the educational objectives of the Klamath Falls City Schools. Use of other organization's network or computing resources must comply with the rules for 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 materials or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying is generally not acceptable.
- 2) Privileges: The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. The District will designate staff as "system Administrators" who are responsible for ensuring coordination and maintenance of the district's electronic communications system, which includes all district computers, E-mail and Internet access. System administrators will notify appropriate District administrators of any violations of this agreement. In addition, any administrator, staff member, or student may notify the appropriate administrator about a violation of this agreement. Violations of this agreement shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law. Any criminal violations will be reported to law enforcement officials.
- 3) Network Etiquette: You are expected to abide by the generally accepted rules of network etiquette. These include:
 - i) Adhere to the same standards for communicating on-line that are expected in the classroom and consistent with Board policy and administrative regulations;

- ii) Respect other people's time and cyberspace. Use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher or system coordinator. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;
 - iii) Take pride in communications. Check spelling and grammar;
 - iv) Respect the privacy of others. Do not read the mail or files of others without their permission;
 - v) Cite all quotes, references and sources;
 - vi) Adhere to guidelines for managing and composing effective E-mail messages:
 1. One subject per message – avoid covering various issues in a single E-mail message;
 2. Use a descriptive heading;
 3. Be concise – keep message short and to the point;
 4. Write short sentences;
 5. Use bulleted lists to break up complicated text;
 6. Conclude message with actions required and target dates;
 7. Remove E-mail in accordance with established guidelines;
 8. Remember, there is no expected right to privacy when using E-mail. Others may read or access mail;
 9. Always sign messages;
 10. Always acknowledge receipt of a document or file.
 - vii) Protect password confidentiality. Passwords are the property of the district and are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only. No system user may use a password on the district's computers, E-mail system or Internet access which is unknown to the district;
 - viii) Communicate only with such users and/or sites as may be authorized by the district;
 - ix) Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;
 - x) Report violations of the district's policy or security problems to the supervising teacher, system administrator or District administrator, as appropriate.
- 4) Klamath Falls City Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Klamath Falls City Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Klamath Falls City Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. KFCS also assumes no financial responsibility.
- 5) Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account. You are responsible for any activity on your account. Students are not permitted to use computers logged in with staff accounts. Attempts to logon to the network as a system administrator will result in cancellation of user privileges. Attempting to acquire other user's passwords is strictly prohibited. Any user identified as a security risk or having a history of violating our or other computer systems may be denied access to the network.

- 6) Vandalism: Vandalism is defined as any malicious attempt to harm or destroy the hardware, peripherals, server or any other equipment associated with the network.
- 7) Hacking: Hacking is defined as any malicious attempt to harm or destroy data of another user, Internet, or attempting to gain unauthorized access to any network resources. This includes, but not limited to, the uploading or creation of computer viruses.
- 8) Electronic Mail: E-mail is not guaranteed to be private. System administrators may have access e-mail. E-mail sent over the Internet is subject to interception by outside sources. Messages relating to or in support of illegal activities may be reported to the authorities. All communications accessible via the KFCS network should be assumed to be the property of KFCS.

Internet Use Agreement Signature Section
(for sample purposes only)

By signing below, I acknowledge that I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the Agreement will result in discipline up to and including dismissal and/or suspension or revocation of system access and related privileges and/or referral to law enforcement officials.

User Name (please print): _____

User Signature: _____ Date: _____

PARENT OR GUARDIAN (required if student is under the age of 18): As the parent or guardian of this student, I have read the Acceptable Use Agreement. I hereby give permission for my child to use the Internet at school.

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

Signature: _____ Date: _____