

**INSTRUCTION**

**AR 6134 Student Use of Technology**

On-Line/Internet Services: User Obligations and Responsibilities

Students are authorized to use County Office of Education equipment to access the Internet or on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board policy and the County Office of Education's Acceptable Use Agreement.

1. The student, in whose name an on-line services account is issued, is responsible for its proper use 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 number.
2. Students shall use the County Office of Education's system responsibly and primarily for educational purposes.
3. Students shall not access, post, submit, publish or display any harmful or inappropriate matter including 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 community 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 the student's 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. Copyrighted material shall not be placed on the system without the author's permission. Students may download copyrighted material for their own use only.
7. 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."
8. 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.
9. Students shall report any security problem or misuse of the service to the teacher or principal.

The County Office of Education reserves the right to monitor any on-line communications 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.

The principal or designee shall make all decisions regarding whether or not a student has violated Board policy or the County Office of Education's Acceptable Use Agreement. The decision of the principal or designee shall be final.

Inappropriate use shall result in a cancellation of the student's user privileges, disciplinary action and/or legal action in accordance with law and Board policy.

El Dorado County Office of Education  
***STUDENT ELECTRONIC INFORMATION RESOURCE CONTRACT***

*Please read this document carefully. When signed by you and your parent or guardian, it becomes a legally binding contract. You and your parent or guardian must sign the contract before you can be issued an account or use a school computer.*

Listed below are the provisions of this contract between you and the El Dorado County Office of Education (hereinafter EDCOE). If you violate these provisions, access to the information service shall be denied and you will be subject to disciplinary action ranging from detention to expulsion and/or prosecution, depending on the nature of the offense.

***TERMS AND CONDITIONS OF THIS CONTRACT***

① ***PRIVILEGES.*** The use of the information system is a privilege, not a right. Inappropriate use of hardware or software shall result in cancellation of your privileges and disciplinary or legal action. The EDCOE school administrator shall have the final decision regarding what is considered inappropriate use. The system administrator may close an account at any time. Administration, staff or faculty may request that the system administrator deny, revoke or suspend specific user accounts.

② ***ACCEPTABLE USE.*** The use of your assigned account must be in support of education and research and consistent with the educational goals and objectives of EDCOE. You are personally responsible for following this provision at all times when using the electronic information service. You may only utilize software which is preinstalled on computers and networks. You may not run personal software which is downloaded or on removable media on EDCOE computers without written permission from the site administrator or designee. Disabling or attempting to disable, bypass or remove preinstalled software (including virus protection and Internet filtering software) is forbidden. Posting of material to Internet sites, including but not limited to student-generated web pages, must be approved and monitored by an authorized staff person.

③ ***PROHIBITED USE.*** Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, threatening or obscene material; issuing terrorist threats; advertisement, purchasing or selling of products or services; pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; plagiarizing or illegal use of copyrighted materials; and other issues described herein. Since content and types of contact cannot be restricted in chat environments, entering chat groups is strictly prohibited. You may not attach your personal computer to the EDCOE network. Use of teacher computers or teacher network accounts is prohibited. Hacking or attempts to access confidential information may result in disciplinary or legal action. Attempting to access, accessing or deleting another student's files is prohibited. Attempting to open, opening or removing a computer case or removing parts, cables or other equipment is forbidden unless it is part of a computer technician's class or program. It is your responsibility to report any misuse of the network or abuse of the equipment to the school site administrator.

④ ***PRIVACY.*** System use is not private. Any transmitted, created or transferred items, including but not limited to electronic mail, can be read and monitored by the system administrator. Messages related to or in support of illegal activities must be reported to the authorities. Do not reveal your home address or personal telephone number of the addresses and telephone numbers of students or colleagues. Do not use your credit card to purchase goods, since that information could be misused.

⑤ ***NETWORK ETIQUETTE.*** You are expected to abide by the generally accepted rules of network and/or Internet etiquette. These rules include, but are not limited to, the following:

- ☞ **Be polite.** Never send, or encourage others to send, abusive messages.
- ☞ **Use appropriate language.** Never swear. Never use vulgarities or other inappropriate language.
- ☞ **Prevent disruptions.** Never use the network in any way that could disrupt use of the network by others.

⑥ ***SERVICES.*** EDCOE makes no warranties of any kind, whether expressed or implied, for the service it is providing. EDCOE shall 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. EDCOE specifically disclaims any responsibility for the accuracy of information obtained through its services.

**OVER ☞**

Ⓢ **SECURITY.** If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual’s account or allow another student to use your account. Any user identified as a security risk shall be denied access to the information system.

Ⓢ **VANDALISM.** Vandalism is defined as any malicious attempt to harm or destroy the data, software or hardware of another user, EDCOE, or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or attempted uploading or creation or attempted creation of computer viruses, physical damage to a computer, and hacking. Any vandalism shall result in the loss of computer services, disciplinary action and/or legal referral. Parents or guardians are responsible for property loss or damage [Ed. Code 48900(f)].

**REQUIRED SIGNATURES FOR  
“STUDENT ELECTRONIC INFORMATION RESOURCE CONTRACT”**

*The signature of a parent or guardian who has read this contract is required, even if a student is 18 years of age.*

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**STUDENT**

I understand and shall abide by the provisions and conditions of this contract. I agree to report any misuse of the information system to the EDCOE system administrator. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action.

Student Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. While EDCOE complies with the Child Internet Protection Act Mandates, I understand that it is impossible for EDCOE to restrict access to all controversial materials, and I shall not hold EDCOE responsible for materials acquired on the network. I agree to report any misuse of the information system to the system administrator. I accept full responsibility for my child’s use of computer software in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_