USER AGREEMENT AND PARENT PERMISSION FORM
FOR ELECTRONIC INFORMATION TECHNOLOGIES

We are pleased to offer students and staff of the Dundee Community Schools access to technology including the computer network for e-mail and the Internet. To gain access to technology all students must complete the attached form and return it to their teacher, supervisor or other designated individual. Students under the age of 18 must obtain written parental permission. Students 18 and over must sign their own forms.

Access to Dundee’s technology infrastructure will enable students and staff to explore thousands of libraries, databases and information while exchanging messages with other network users throughout the world. Families should be warned that some material accessible via the Internet and other networks might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make access available to further educational goals and objectives, students may find ways to access unacceptable materials as well. We believe that the benefits from access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the acceptable standards that their children should follow when using media and electronic information sources.

GUIDELINES

The Dundee Community School District’s network is intended for legitimate school business and educational purposes only. As a monitored telecommunications network, no expressed or implied guarantee is made regarding the privacy of electronic mail (E-mail) or any other telecommunications transmitted or received over this network.

The network is provided for students and staff to conduct research and communicate with others. Access to network services is given to those who agree to act in a considerate and responsible manner. Access is a privilege, not a right.
Students and Staff are responsible for appropriate behavior on school computers and networks just as they are in a classroom or on school property. Communications on the network are often in public nature. General school rules for behavior apply.

Users of the district computers and networks are responsible for their behavior and communication over these technologies. It is presumed that users will comply with district standards and will honor agreements they have signed. At school, teachers will guide students toward appropriate materials. However, the district may not be able to restrict, monitor or control the communications of individuals utilizing the networks.

School administrators or their designee may review files and electronic communications to maintain system integrity and insure that users are utilizing the system responsibly. Per requirements of the state, employees must maintain a minimum of seven years of historical email. Users should not expect that files stored on district servers would be private. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, games, radio, and other potentially offensive media.

As outlined in Board policy and procedures on student rights and responsibilities (Student Code of Conduct), copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks or other technologies
- Violating copyrights laws
- Using another’s password and account
- Trespassing in another’s folders, work, mail or files
- Intentionally wasting time in limited resources
- Employing the network or any other technology for commercial purposes
- Any other actions deemed inappropriate by the administration

Violations may result in a loss of access as well as other disciplinary, monetary or legal action.
Following are some examples of inappropriate items per the Technology Use Policy:

- Any material that is obscene, offensive, or harmful to minors is prohibited.
- Transfer and installation of un-approved software to district computers.
- Anonymous communications and attempts to circumvent district policies.
- Changing of computer configuration that may result in the technology becoming unusable or limit the use of the technology.
- Students may not use software that allows for sending or replying to any instant messages without teacher approval or supervision.
- Any behavior that compromises system or network integrity.
- Any use of social networking by students not specifically approved by a teacher or administrator.

Following is how technology violations will be handled:

- Circumventing the network, sending messages, obscene or harassing messages, software installation or configuration changes – (1st offense) 3 day account restriction.
- Circumventing the network, sending messages, obscene or harassing messages, software installation, or configuration changes – (2nd offense) 7 day account restriction.
- Other Internet access violations – 5 day internet restriction
- Other Internet access violations – (2nd offense) 3 day account restriction and 10 day internet restriction
- Any third offense – Loss of account for remainder of current Marking Period.

Administrators may take additional disciplinary action based on the severity of the violation in accordance with the Student Code of Conduct.

You are responsible for your actions and any consequences. Continued violations may lead to failed assignments and or classes.
CHILDREN’S INTERNET PROTECTION ACT

1. In compliance with the Federal Children’s Protection Act not later than June, 2002 there shall be instituted for the School District’s computers and computer network a technology protection measure that protects against Internet (which, as used in this policy, includes the World Wide Web) access by both adults and minors to material which is: obscene; child pornography, or; harmful to minors.
   
   A. The term ‘minors’ means individuals under the age of eighteen (18) years.
   B. The term ‘child pornography’ means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic mechanical, or other means, of sexually explicit conduct, where: 1) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; 2) such conduct; 3) such visual depiction has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or 4) such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.
   C. The term ‘materials harmful to minors” means any communication, picture, image, graphic image file, article, recording, writing, or other matter of any kind that: 1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and 3) taken as a whole, lacks serious literary, artistic political or scientific value to minors.

2. The activities of students on School District computers and computer network shall be monitored by the teacher responsible for the class for which the computer activity is being conducted, and / or by School District personnel designated by the Superintendent of Schools.

3. No person shall use any School District computer, computer equipment, or School District-provided Internet connection to access sexually explicit or obscene material.

4. When using School District computers, computer equipment or Internet connections for electronic mail, chat rooms, bulletin boards, or any other form of direct electronic communication, no student shall disclose any personal information (including, but not limited to, names, addresses, telephone numbers, and photographs) about other students or School District staff. Students shall be discouraged from disclosing personal information about themselves in electronic mail, chat rooms, bulletin boards or any other form of direct electronic communication through the internet.
5. School District computers, computer equipment and Internet connections shall not be used by any person to access another person’s accounts, files, data or information without authorization, or for any unlawful activity. The interference with others’ accounts, files, data, or information is prohibited.

6. The School District reserves the right to monitor and review all use of its computers, computer equipment, and computer network (including, but not limited to, Internet activity and external/internal communications, files and data); no user of the School District’s computers, computer equipment or computer network, shall have any expectation of privacy with respect to use of the School District’s computers, computer equipment or computer network.

7. No person shall engage in any activity which is detrimental to the stability or security of the School District’s computers, computer equipment or computer network in any way which is detrimental to the stability or security of others, computers, computer equipment or computer networks, including but not limited to, the intentional or negligent introduction of viruses, or the vandalism or abuse of hardware or software.

8. No person shall use the School’s District’s computers, computer equipment or computer network in violation of copyright laws, including, but not limited to, the installing downloading, copying or using of copyrighted software without proper authority.

9. No person shall, in the course of using the School District’s computers, computer equipment, or computer network, impersonate another person or user; no person shall reveal a password of another person or user.

10. No person shall use the School District’s computers, computer equipment or computer network for commercial purposes.

11. Violation of this policy may result in disciplinary action, as well as restriction, suspension or termination of access to the School District’s computers, computer equipment and/or computer network. In addition, referral may be made to law enforcement authorities.
Technology and Network
User Agreement and Parent Permission Form

As a USER of Dundee Community School District’s Electronic Information Technologies, I hereby AGREE to comply with the stated guidelines—communicating over networks or any technological equipment located within the school in a responsible fashion while honoring all relevant laws and restrictions. I am aware that the Dundee Community School District reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the Dundee Community School District’s information technology systems at any time, with or without notice, and that such access may occur during, after or before the regular school day.

Staff /Student Name (Print)_________________________________________________________________ Grade______

Staff /Student Signature__________________________________________________________________ Date________________

As a parent or legal guardian of a student signing above, I grant permission for my child to access district computer services such as electronic mail and Internet. I understand that students and parents/guardians may be held liable for violations. I understand that some materials on networks may be objectionable, but I accept responsibility for guidance of use-setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

If student is under 18:

Check one:

Yes, I grant permission as indicated above.

Parent Signature_________________________________________ Date________________

No, I do not grant permission.

Parent Signature_________________________________________ Date________________

_______________________________________________________________________Grade  __________  __________

Name of Student

Dundee Community Schools

This form must be returned to the school office to be filed, whether you agree or not. Any questions should be addressed to the building administrator.
# 1:1 Technology Acceptable Use Policy

**Student Use**
- I will be responsible for my Chromebook and take good care of it.
- I will charge my Chromebook’s battery every day before I bring it to school.
- I will bring my Chromebook to school every day that I am in attendance.
- I understand that sound must be muted unless earbuds are used or permission is obtained from my teacher.
- I will know where my Chromebook is at all times and only use the Chromebook provided to me unless otherwise permitted by my teacher.

**Basic Care and Handling**
- I will not loan out my Chromebook and cords to other individuals.
- I will keep my Chromebook protected at all times.
- I will keep food and liquids away from my Chromebook.
- I will not use my Chromebook on the bus.
- I will not deface my Chromebook in any way. This includes, but is not limited to, marking, painting, drawing, attaching non district approved stickers, etc.
- I will not tamper with the hardware or software, disassemble any part of, or attempt any repairs of my Chromebook.

**Student Expectations for Responsible Computing**
- I will keep my login and password information private and only share it with my teacher, school officials, and parents/guardians.
- I will only use the login and password information provided to me, and will not attempt to login as any other person.
- I will use appropriate language in all digital products and communications.
- I will not give my name, address, phone number, school, or my teacher/parents’ names, addresses, or phone numbers to anyone online.
- I will not fill out any form or sign up for anything online that asks me for any information about my school, my family, or myself without first asking permission from my teachers/parents/guardians.
- I will not use any articles, stories, or other works I find online and pretend it is my own.
- I will not make use of materials or attempt to locate materials that are inappropriate in a school setting, or that may offend others.
- I will only locate and use school appropriate content in my digital work.
- I will not use screensavers, backgrounds, and/or pictures with offensive language and/or materials.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Dundee Community School District.
- I will follow the expectations outlined in board policy, associated board regulations, Student Handbook, and the Student Code of Conduct at all times. A copy of this policy and regulation can be found online at www.dundeecommunityschools.org.
- I will return my Chromebook and all of its peripherals in good working condition at the end of the school year.

**Parent / Guardian Agreement**
- I acknowledge that I will be responsible for reporting any damages to the Chromebook to the Technology Staff. Insurance is required to be purchased, and will cover the cost of repairs for the school year. Incidents that occur at school involving multiple parties will be investigated by district administration. If device is not submitted for repair during the school year, insurance payment can be rolled over to the next school year.
- I acknowledge that my child and I are to follow the expectations outlined in the Board Policy, and associated board regulations, and that a violation of these guidelines could result in the student facing disciplinary action.
- I will be responsible for monitoring my child’s use of the Internet when he/she is not at school, and that my child’s use of both the school network and use of the device on home networks, and device may be monitored for compliance with school policies and applicable laws.
- I acknowledge that fraudulent reporting of theft will be turned over to the police and insurance company to prosecute.
- I acknowledge that my child must return the Chromebook and all of its peripherals in good working condition.
- I acknowledge that my child will have access to web-based tools, digital resources, and applications that support curricular objectives, and that these online services may collect, use, and disclose personal information (such as student names and email addresses), but only for the use and benefit of the school for the purpose of student learning. In accordance with Board policies and regulations, students will be strongly discouraged from providing any other personal information, and I will instruct my child not to provide any other personal information. I will contact my child’s teacher and/or school if I need additional information about the applications and online services that are used for learning in my child’s classes.

I have reviewed the Board Policy, and the terms of service and/or policies for each of the applications and online services listed in the Student Access Policies document on the Dundee Community School District website and consent to my child’s use of same. I understand that I may opt-out of my child’s use of these applications and online services in the future at any time.

<table>
<thead>
<tr>
<th>Student Name: ________________________________</th>
<th>Student ID Number: __________________________</th>
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<tr>
<td>Parent/Guardian Name: ________________________</td>
<td>Parent/Guardian Name: ________________________</td>
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<tr>
<td>Parent/Guardian E-Mail: ______________________</td>
<td>Parent/Guardian E-Mail: ______________________</td>
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I agree and accept the terms of this agreement.

| Student Signature: __________________________ Date: __________/________/________ |
|---------------------------------------------|---------------------------------------------|
| Parent/Guardian Signature: __________________ Date: __________/________/________ |

[Initial Here]