

HUNTINGTON BEACH CITY SCHOOL DISTRICT
ACCEPTABLE USE AGREEMENT FOR ELECTRONIC RESOURCES and ELECTRONIC DEVICE AGREEMENT

Electronic information services are available to students and teachers in our district who qualify. The District strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our district. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. The District will make efforts to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. Listed below are the provisions of this contract. Any user who violates these provisions may be denied access to the information service and may be subject to disciplinary action.

Terms and Conditions of this Contract

1. Personal Responsibility. As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, and other issues described below. All the rules of conduct described in your campus code apply.

I have read and understand this provision. Initial _____.

2. Acceptable Use. The use of my assigned account must be in support of education and research and conform to the educational goals and objectives of the Huntington Beach City School District. I am personally responsible for this provision at all times when using the electronic information service.

- a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
- c. Use of commercial activities by for-profit institutions is generally not acceptable.
- d. Use of product advertisement or political lobbying is also prohibited.

I have read and understand this provision. Initial _____.

3. 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 an account will participate in a discussion with a faculty member as to proper behavior and use of the network. The system administrator (operating under the aegis of the school board and the district office) will decide what appropriate use is and his/her decision is final. The system administrator(s) may close an account at any time deemed necessary. The administration, staff, or faculty of Huntington Beach City School District may request that the system administrator deny, revoke, or suspend specific user accounts.

- a. BE POLITE. Never send, or encourage others to send, abusive messages.

- b. USE APPROPRIATE LANGUAGE. Remember that you are a representative of our school and district on an anon-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 your home address or personal phone number or the addresses and phone numbers of students or colleagues
- d. ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.
- e. DISRUPTIONS. Do not use the network in any way that would disrupt use of the network of others.
- f. OTHER CONSIDERATIONS:
 - Do be brief. Fewer people will bother to read a long message
 - Do minimize spelling errors and make sure your message is easy to understand and read.

I have read and understand this provision. Initial _____.

4. Network Etiquette and Privacy. You are expected to abide by the generally accepted rules of network:

These rules include (but are not limited to) the following:

- Use accurate and descriptive titles for your articles so that people know the content before reading the articles.
- Address the most appropriate, rather than the widest audience for your message.
- Remember that humor and satire are very often misinterpreted.
- If you post to multiple groups, specify all groups in a single message.
- Cite references for any facts you present.
- Forgive the spelling and grammar errors of others.
- Keep signatures brief.
- Remember that all network users are human beings. Don't "attack" correspondents. Do persuade them with facts.
- Post only to groups you know.

I have read and understand this provision. Initial _____.

5. Services. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The 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, miss-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 risk. The District specifically disclaims any responsibility for the accuracy of information obtained through its service.

I have read and understand this provision. Initial _____.

6. Security. Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. All your use of the system must be

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under your own account. Never use another individual's account; likewise, do not allow others to use your account. Any user identified as a security risk will be denied access to information systems.

I have read and understand this provision. Initial _____.

7. Vandalism. Vandalism is defined as any malicious attempt to harm or destroy data of another user or of 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. Any vandalism will result in the loss of computer services, disciplinary action and legal referral.

I have read and understand this provision. Initial _____.

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

I have read and understand this provision. Initial _____.

REQUIRED SIGNATURES
STUDENT
<small>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 user account, and appropriate legal action. I also agree to report any misuse of the information system to the District system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, and other issues described above. All rules of conduct described in the handbook of my school apply.</small>
Student Signature

Date: _____

PARENT OR GUARDIAN
<small>Students under the age of 18 must also have the signature of a parent or guardian who has read this contract.</small>
<small>As the parent or guardian of this student, I have read this contract and understand that it is designated for educational purposes. I understand that it is impossible for the Huntington Beach City School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired on the network. I also agree to report any misuse of the information system to the District system administrator. Misuse can come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above.</small>
Parent/Guardian Signature

Date: _____

HBCSD Electronic Device Agreement

District technology issued for in-school use:

Devices issued to students on a limited term basis (ex. computer lab and cart devices) are the property of HBCSD. The distribution of a device to a student is a privilege, not a right, and may be revoked at any time for inappropriate conduct. In addition to school site expectations, students are also expected to abide by the following:

- Student accepts monitoring of student usage of HBCSD owned devices and network activity at any time, when requested by school personnel (teachers or district/school administration).
- Student and parents need to be aware that files created using the device are stored on the HBCSD Google "G Suite" Domain.
- Student will protect the device from damage.
- If the device is damaged, students are required to notify a district employee (teacher or staff).
- Student will maintain the device in its current state and condition (i.e. no stickers, writing).

District Technology Issued for Home Use:

In addition to the items in the section above "District Technology Issued for In-School Use," in order to bring a HBCSD issued device home for educational use the student and parent/guardian understand the following:

- Students will protect the device from damage and theft.
- If the device is lost or stolen, students or a parent/guardian are required to notify their teacher or staff immediately.

As the parent or legal guardian of the minor student signing below, I grant permission for the student to use a district issued device at home. I understand that some materials on the Internet may be objectionable, and I accept responsibility for device use, setting and conveying the school's standards, procedures, and rules when selecting, sharing, or exploring information and media. I understand that repair or replacement costs of the device and charger will be charged, up to \$200.

Signature (Parent/Guardian) _____ Date: ____ / ____ / ____

Print name (Parent/Guardian) _____

Student Last Name _____

Student First Name _____

Student Permanent ID # _____