

## **Cashion Public Schools-Acceptable Use Agreement**

So as to ensure that users, students, and parents understand what constitutes acceptable use of technology in the district, Cashion Schools asks all users, students, and parents to review the following agreement and then sign it, acknowledging that they agree to abide by this agreement. Students or students whose parents decline to accept this agreement are prohibited from using the computer equipment, district software, the network and all other school district technologies. Students or students whose parents decline to accept this agreement will be scheduled out of courses that are technology based.

1. I understand that the use of computer equipment, software, the network, the internet and all such technologies is a privilege and not a right.
2. I agree to use the technology for educational purposes as prescribed by Cashion Schools.
3. I understand that I am responsible for the use and care of the technological equipment that I have been assigned to work on, and I will not use any technology that I have not been properly trained to use.
4. I agree to inspect all equipment before I begin to use it and report any damage to equipment and furniture as soon as it is discovered.
5. I will report all computer/system errors and equipment breakage to the appropriate authority as soon as it occurs.
6. I agree to keep food, drink, candy, gum, etc. completely away from all computer equipment and related technologies.
7. I understand that when and if I am assigned a personal login name and password for use on the network, I will under no circumstances share these codes with others or use another's codes. I agree to follow reasonable safeguards in assigning and keeping these passwords.
8. I shall not access, alter, or otherwise tamper with computer system files, network files, or other students' files. I shall not log onto, look at or otherwise tamper with any directory or drive other than the one to which I am assigned.
9. I agree not to install or copy any files onto or take any file off of the network or computer station.
10. I understand that all computer hardware, software, data, and files are the property of Cashion Public Schools. I have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the computer network, stored in my directory, or brought into the school on other media storage. I understand that Cashion Public Schools may, at any time, review the subject, content and appropriateness of electronic communications or any other computer files maintained by me, including my own personal files, and remove them, if warranted, reporting any violation of rules to the proper authorities.
11. I understand that computer storage devices must be checked for viruses and authorized for use by a Cashion Public Schools teacher or designated staff member before I use them at school.
12. I understand that I am responsible for obtaining permission from appropriate authorities before subscribing to list servicers, newsgroups, or other similar internet services and that such use must always promote the educational goals of the district.
13. I understand that I am prohibited from entering chat rooms, using e-mail unless I received prior approval from the appropriate authority. I further agree only to use these and other similar services when such use promotes the educational goals of Cashion Public Schools.

14. I understand that there can be no assurances that I will not encounter objectionable material while working on the internet. If this ever happens, I will immediately leave the internet site where I find this material and then report the incident to my teacher or other responsible adult as appropriate.
15. I understand that I am responsible for adhering to copyright laws as they apply to hardware, software, and electronic information.
16. I accept that I may not use Cashion Public Schools' technology for personal or private business for product advertisement or political lobbying or for making any financial commitments on the internet.
17. I understand that I am prohibited from the malicious use of technology to disrupt the use of technology by others, to harass, to discriminate against others, to defame or otherwise embarrass others.
18. I understand that any violation of this policy, apart from all other disciplinary action taken as a result of my actions, will likely result in the immediate repairs incurred by my misuse of technology as described in this document.
19. I accept that Cashion Public Schools does not warrant the functions of computer equipment, district software, the network, or any other school district technologies. The district does not warrant the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted. The district will not be liable for any direct or indirect, incidental, or consequential damages including lost data, information, or time sustained or incurred in connection with the use, operation, or inability to use the system. Use of any information obtained via the network is at your own risk.

By signing this acceptable use agreement, I am acknowledging that I have reviewed what constitutes acceptable use of computer equipment, district software, the network and related school district technologies, and I agree to abide by this agreement.

I understand and will abide by the Cashion Public Schools Acceptable Use Agreement. I further understand that any violation of the procedures is unethical and may constitute a criminal offense. I understand that should I commit any violation of the District Policy and Procedures related to the use of District Computing resources, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken. I also understand that I may be held financially responsible for any damage or destruction caused to District computing resources.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Parent or Guardian: (For students under the age of 18, a parent or guardian must also read and sign this agreement.)***

As the parent or guardian of this user, I have read the procedures related to the use of the Cashion Public Schools computing resources and the internet. I understand that access for my child may be denied and that they may be subject to disciplinary action or be subject to legal action if the provisions are violated, and that I may be held personally responsible for any damage or destruction caused by my child. I understand that the access to these resources is for educational purposes, and that Cashion Public Schools has taken available precautions to

eliminate controversial material. However, I recognize it is impossible for Cashion Public Schools to prevent access to all controversial materials, and I will not hold Cashion Public Schools responsible for information accessed through the use of District computing resources on the internet.

Parent/Guardian Name:

Date:

Parent/Guardian Signature: