

District Information Systems Acceptable Use Agreement

The Campbell River School District gives access to technology and the internet for staff, students, and guests. This agreement applies to school/district computers or tablets, digital cameras, video equipment, computer programs, email, voice mail, Internet/WiFi, and network.

Anyone using district technology, internet, email, or the district's network, must agree to follow these rules by signing this form before they are given a username and password by the school district's IT department and students must review and sign a new form each school year.

- I will use school or district technology to do schoolwork, or as an employee only for tasks related to my job duties. I will not use a school/district computer for personal, political, or illegal purposes.
- I will not give my password to anyone else, and if I log on to the computer network, I will not leave the computer without logging off or locking the screen.
- I will not use anyone else's account, or as a student move, change, or delete anyone else's work.
- I will not try to evade network security. I will report computer security problems to a teacher or information technology staff and will not show the problem to others.
- I will not give out personal information (name, address, phone number, images), repost, copy, forward or share information from a school/district system to another person who doesn't have direct need or is unauthorized. This includes other students in my class or school.
- I will be polite and considerate when using a school/district computer or system. I will not use the computer to bully or threaten anyone, including teachers, other students, or staff. I will not send defamatory, inaccurate, abusive, pornographic, obscene, profane, sexually oriented, threatening, bullying, racially offensive or illegal material.
- I will report any threatening, unwelcome or unknown messages to a teacher or information technology staff.
- I will not copy anything onto the network, including unlicensed software, computer games, pictures, movies, or text files unless I have permission. Downloading or forwarding copyrighted materials without permission of the copyright owner is against the law.
- I will not use programs that might hurt the computer or use the internet in a manner that might slow down the network (playing games and downloading files) unless specifically given permission by the teacher or information technology staff.
- I will be careful with all computer resources; computers, laptops, and software and understand that I may be responsible for the cost of replacing/repairing these resources if damage occurs due to inappropriate use or carelessness.
- I understand that if I bring my own device to school as a student, I will only use it when permitted by my teacher. I will be responsible for its safety and care and understand that the above guidelines apply to my personal device as well when it is connected to the school/district network.
- I understand that inappropriate use of the school/district computers and network may lead to disciplinary action and/or suspension of my account.

Having read this notice, please complete and sign the form on the back of this page and return it to either your child's school, or in the case of district employees to the Human Resources department.



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I HAVE READ, UNDERSTAND, AND AGREE TO FOLLOW the School District 72 Acceptable Use Agreement.

Student/User Name: (Last) _____ (First) _____

School (if student) **or Position** (if employee): _____

Student/User Signature: _____ **Date:** _____

PARENT/GUARDIAN AGREEMENT

**If the user is a student and is under the age of 19, a parent or guardian must also read and sign this agreement.*

As the parent or guardian of the student named above, I have read the School District 72 Acceptable Use Agreement and have discussed it with my child to ensure that they understand the terms and conditions. I understand that access to the district information system is for educational purposes and that there are limitations on the use of the system. I recognize that School District 72 has taken reasonable measures to limit access to objectionable and illegal materials, but that the school district cannot guarantee that 100 percent of materials accessed via the Internet, either intentionally or unintentionally, will not include offensive or illegal content.

I give permission for my child to access the district information system and certify that the information on this form is correct.

Parent/Guardian Name: (Last) _____ (First) _____

Parent/Guardian Signature: _____ **Date:** _____