

Humboldt County Office of Education

APPLICATION FOR ACCESS TO HUMBOLDT COUNTY OFFICE OF EDUCATION VIRTUAL PRIVATE NETWORK – SCHOOL DISTRICTS

Send this completed agreement to: Gabor Sziladi, Manager Information Network Services Humboldt County Office of Education 901 Myrtle Avenue, Eureka, CA 95501
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If approved, the applicant will be required to bring their computer to Information Network Services for installation and configuration of the required VPN client software.

TERMS AND CONDITIONS FOR HUMBOLDT COUNTY OFFICE OF EDUCATION – VIRTUAL PRIVATE NETWORK

The Humboldt County Office of Education's Virtual Private Network (VPN) allows for a secured, encrypted connection to all of the services within the Local Area Network (LAN). Utilizing special VPN client software, you will be able to access HCOE services through another Internet Service Provider (ISP).

Internet, and therefore, VPN, access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users. Specifically, because of the very important security issues related to using the VPN, you must agree and adhere to the strict guidelines governing its use, that are provided here.

In general, this requires efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, the account will be terminated and future access will be denied. The signatures at the end of this document are legally binding and indicate that the parties who have signed thereto, have read the terms and conditions carefully and understand their significance.

TERMS AND CONDITIONS

1. **Acceptable Use** – The use of the VPN must be in support of education and research and consistent with educational objectives of the district. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. You will be responsible for assisting with monitoring and managing your account as described in Attachment 1.
2. **Unacceptable Use** – Transmission of any material in violation of any U.S. or state regulation is prohibited.

Users shall not jeopardize or negatively impact communication and information technology users or equipment, including workstations, telephones, fax machines, high bandwidth streaming media, computers or computer files, or the network. For example, users should avoid downloading streaming media at peak use times, thereby slowing network response time. Likewise, lengthy documents sent to multiple recipients via a fax machine may impede other's ability to send and receive faxes at peak times.

Users shall not use communication and information technology to promote unethical practices or any activity prohibited by law or Office of Education policy.

Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation or perceived sexual orientation, age, disability, religion or political beliefs.

3. **Privileges** - Access to the VPN is a privilege. Users who do not abide by Humboldt County Office of Education policies and regulations may be subject to disciplinary action, such as revocation of user access privileges and/or legal action, as appropriate. To ensure proper use, the Superintendent of Schools or designee reserves the right to monitor the Humboldt County Office of Education's technological resources and close a VPN account at any time. The school district Superintendent or designee may request a specific user account be revoked, suspended or terminated.
4. **Communications and Information Technology Etiquette** - Users are expected to abide by the generally accepted rules of communication and information technology etiquette. These include, but are not limited to, the following:
 - a. Be polite.
 - b. Use appropriate language.
 - c. Do not reveal your personal address or phone number or those of students or colleagues.
 - d. Note that electronic communication, such as voice mail or e-mail, is not guaranteed to be private. Messages relating to, or in support of, inappropriate or illegal activities may be reported to the authorities.
 - e. Do not use communication and information technology in such a way that the use of these resources by other users would be disrupted.
 - f. Users may access copyrighted materials for their own use only, and only in accordance with copyright laws
 - g. Users shall not read other users' mail or files without express permission. They shall not attempt to interfere with other users' ability to send or receive electronic or voice mail, nor shall they attempt to read, delete, copy, modify, or forge other users' mail.
5. **Warranties** - The Humboldt County Office of Education makes no warranties of any kind, whether expressed or implied, for access to or use of the communication and information technology services it provides. The Humboldt County Office of Education will not be responsible for any damages related to access to or use of communication

or information technology. This includes, but is not limited to, loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or the user's errors or omissions. Use of any information technology resource, including the VPN, is at the user's own risk.

6. **Security** - Security on any computer system is a high priority, especially when the system involves the use of VPN client software and service. It is your responsibility to protect your assigned "user name" and "password" as well as the supplied client software from being copied or used by unauthorized individuals. In the event your user codes or software are compromised, notify the system administrator at (707) 445-7029, or email ssetter@humboldt.k12.ca.us as soon as possible. At the termination of your VPN account, you are required to ensure the VPN client software and any files are removed from your hard drive. This removal must be verified by HCOE's INS staff.

All precautions should be taken to avoid damage or destruction to equipment, accounts and files. Purposeful attempts to circumvent or break security will result in cancellation of privileges, disciplinary action, and/or legal action, as appropriate.

Any violation or negligence in protecting the security of your VPN service will result in the cancellation of your VPN account.

7. **Vandalism** - Any malicious attempt to harm or destroy communication and information technology equipment, materials or the data of any other user is considered vandalism. Vandalism includes uploading or downloading destructive programming codes and creating computer viruses. Vandalism may result in the cancellation of user privileges, disciplinary action or legal action, as appropriate.

8. **Fees** - There is a one-time set up fee of \$100, with an annual maintenance fee of \$50 per workstation. The district will be billed annually by July 1. Failure to pay fees within thirty (30) days will result in termination of the account.

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I understand and will abide by the above TERMS AND CONDITIONS of the VPN. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

User Signature: _____ Date: _____

User Name: _____

PLEASE PRINT CLEARLY

SIGNATURE PAGE 2 CONTINUED ON NEXT PAGE

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VIRTUAL PRIVATE NETWORK – SCHOOL DISTRICTS

SIGNATURE PAGE – 2

District Name: _____ Date: _____

District-Authorized Representative: _____

PLEASE PRINT CLEARLY

Signature of District-Authorized Representative: _____

TO BE COMPLETED BY HUMBOLDT COUNTY OFFICE OF EDUCATION, INFORMATION NETWORK SERVICES:

ASSIGNED ACCOUNT CODES

USER NAME: _____ PASSWORD: _____

SIGNATURE OF HCOE AUTHORIZED REPRESENTATIVE: _____ DATE: _____

Please forward to HCOE Information Network Services Department, Attn: Gabor Sziladi. When your account is established, we will contact you and provide your account codes.

ATTACHMENT 1 TO APPLICATION FOLLOWS

ATTACHMENT 1

TO APPLICATION FOR ACCESS TO HUMBOLDT COUNTY OFFICE OF EDUCATION VIRTUAL PRIVATE NETWORK

▪ *SET-UP, MANAGEMENT AND MONITORING OF YOUR ACCOUNT*

Please bring in the workstation to HCOE's Information Network Services (INS) staff. They will install all the necessary software on your hard drive and provide training as to its use. They will also assign your user names and passwords.

At a minimum, workstations housing and operating the VPN software must:

- Have Windows 98, ME, XP, NT, or Macintosh OS X Operating System
- Have a Pentium class processor of 400 mHZ or more
- Have memory of at least 32 mb
- Have a hard drive of at least 1gb
- Have access to the Internet through an Internet Service Provider (ISP)
- Have Reflections or Minisoft software installed

When the workstation is replaced or you no longer require the VPN, you must insure that all files, VPN and related software are removed from the hard drive. The removal must be verified by HCOE's INS staff.

The Terms and Conditions included in the application are to be strictly complied with.

To ensure proper use, the Superintendent of Schools, or designee, reserves the right to monitor any VPN account at any time.