

Humboldt County Office of Education

SAMPLE CONTRACT AGREEMENT FOR EDUCATIONAL USE OF COMMUNICATION AND INFORMATION TECHNOLOGY FOR STUDENT, PARENT AND SPONSORING TEACHER

Directions: After reading the Application, please read and fill out the appropriate portions of the following contract completely and legibly. The signature of a parent or guardian is required for minor students. Please return the contract to your teacher. Any questions should be addressed to your teacher as well.

STUDENT

I have read the Terms and Conditions. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation of the regulations, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be pursued against me.

Student Name (please print) _____

Student Signature _____ Date: ____/____/____

PARENT OR GUARDIAN (If the applicant is under the age of 18, a parent or guardian must also read and sign the agreement).

As the parent or guardian of this student, I have read the Terms and Conditions. I understand that this access is designed for educational purposes and the school district has taken reasonable precautions to eliminate access to controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial materials, and I will not hold the district or its staff responsible for materials acquired by my child through communication and information technology. I hereby give my permission for my child to have access to communication and information technology and certify that the information contained on this form is correct.

Parent or Guardian (please print) _____

Signature _____ Date: ____/____/____

Daytime Phone Number (____)____-____ Evening Phone Number (____)____-____

SPONSORING TEACHER

I have read the Terms and Conditions and agree to promote this agreement with the student. Because the student may use communication and information technology for individual work or in the context of another class, I cannot be held responsible for the student's use of communication and information technology. As the sponsoring teacher, I do agree to instruct the student on acceptable use of communication and information technology and proper communication and information technology etiquette, as well as to monitor the student's use to the greatest extent possible.

Teacher's Name (please print) _____

Teacher's Signature _____ Date: ____/____/____

Principal/Program Administrator Signature _____ Date: ____/____/____

Sample Parent Letter for Internet Use

SAMPLE PARENT LETTER FOR COMMUNICATION AND INFORMATION TECHNOLOGY USE

Date

Dear Parent/Guardian,

Students may use the Internet, computer, fax machines and telephones to participate in learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational needs. These resources, along with others, are commonly called "communication and information technology."

In schools and libraries, communication and information technology can be used to educate and inform. As a learning resource, it can be used by staff and students.

Your son or daughter may be given access to communication and information technology at his or her school through systems provided by the Humboldt County Office of Education's Information Network Services Department. Because communication and information technology is constantly changing, the information which may be available to students is unpredictable. Although precautions will be taken to control student access to harmful or inappropriate material, it is impossible to predict with certainty what information students might locate. By making information available to students, the Humboldt County Office of Education does not imply endorsement of its contents.

Prior to your child's being given access to this technology, we ask you to review the terms and conditions for its use with your child and, if you agree to them, sign and return the attached consent form.

If you have any questions about your child's access to communication and information technology, please contact your child's teacher or me.

Sincerely,

_____ School Principal or Program Administrator

_____ School or Program

Humboldt County Office of Education

TERMS AND CONDITIONS FOR HUMBOLDT COUNTY PUBLIC SCHOOLS EDUCATIONAL USE OF THE INTERNET

The Humboldt County Office of Education and your district are pleased to offer access for EDUCATIONAL USE OF THE INTERNET.

INTERNET 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 who must adhere to the guidelines 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 may be denied. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

INTERNET - Terms and Conditions

1. Acceptable Use - The use of communication and information technology must be in support of education and research and consistent with the educational objectives of the district. Use of other organization's network or computing resources must comply with the rules appropriate for that network.
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 these resources is a privilege. Users who do not abide by 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

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use, the Superintendent of Schools or designee reserves the right to monitor the Office of Education's technological resources, including but not limited to e-mail and voice mail systems, at any time without advance notice or consent.

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, such as the Internet, is at the user's own risk.

6. Security - Security on any computer system is a high priority, especially when the system involves many users. Users are responsible for safeguarding their individual access privileges and passwords and shall take precautions to avoid damage or destruction to equipment, accounts and files. If the user can identify a security problem on the Internet, he/she shall notify the HCOE Information Network Services Department at (707) 445-7028 or an appropriate supervisor. Purposeful attempts to circumvent or breach security will result in cancellation of privileges, disciplinary action, and/or legal action, as appropriate.

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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.