

## District Information Systems Acceptable Use Agreement

School District 72 offers access to a variety of information systems for staff, student and limited guest use. These systems include, but are not limited to, district computers or devices connected to district systems, software, networks and wireless networks, electronic and fibre optic systems, digital cameras, video equipment, email and voice mail, data, and access to the Internet. Computers and information systems in schools are owned by the district. These information systems are intended for educational and/or research purposes and for conducting valid district business.

In accordance with School District 72's operational procedure 140 (District Technology and Acceptable Use Guidelines), any staff, students and guests using the district information system, including email, network access and/or Internet access, must complete an Acceptable Use Agreement form prior to being issued a username and password by the school district's information technology department to use the district information system.

**Account use must be in support of education and research and consistent with operational procedure 140 (District Technology and Acceptable Use Guidelines). This includes but is not limited to:**

- Users are responsible for their access to information systems and are to take all reasonable precautions to prevent others from being able to use it. It is the user's responsibility to protect all accounts from unauthorized use and to log off their workstations when not in use to avoid unauthorized access.
- Any attempt to circumvent system security, guess passwords or in any way gain unauthorized access to local or network resources is forbidden.
- Users will not engage in the breaking of confidentiality of any user, revealing personal information or reposting, copying, forwarding or distributing other information from a district database to unauthorized persons, or by gaining access to any resources, entities or data of others for any purpose without authorization.
- Any use of the district information system for receiving or sending defamatory, inaccurate, abusive, pornographic, obscene, profane, sexually-oriented, threatening, bullying, racially offensive or illegal material, or other inappropriate activities is strictly prohibited. Individuals are strongly encouraged to report any abuse to the appropriate authorities.
- Users will not engage in activities that are wasteful of network resources or that degrade or disrupt network performance including other networks or systems accessed over the Internet.
- Users will not knowingly engage in sending messages and files containing any form of digital information or encoding that is likely to result in the loss or disruption of the recipient's work or system.
- Users may not move, repair, reconfigure, modify, or attach external devices to the district network without authorization.
- All unauthorized and unlicensed software is prohibited on the school district network.
- Downloading or transferring copyrighted materials to or from any school district computer without the express consent of the copyright owner is a violation of federal law and is expressly prohibited.
- Users will not engage in illegal or unethical acts, including use of network access to plan or carry out any scheme to defraud, obtain money or other things of value by false pretenses, promises or representations; or to damage or destroy computer-based information or information resources.
- Users will not use the school district network or email system for private or business use or for political purposes.
- Inappropriate or prohibited use may lead to suspension or termination of user privileges, legal prosecution or disciplinary action appropriate under any applicable laws, policies, regulations, collective agreements or contracts.

**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.**



## District Information Systems Acceptable Use Agreement

**I HAVE READ, UNDERSTAND, AND WILL ABIDE BY** the School District 72 (Campbell River) District Technology and Acceptable Use Guidelines Operational Procedure. I realize that violation of this operational procedure may result in loss of access to and/or use of network privileges, as well as possible disciplinary action. This may include, but is not limited to, revocation or suspension of network privileges, suspension from school, and/or appropriate disciplinary and/or legal action.

**Student/Username:** (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 user named above, I have read the School District 72 (Campbell River) District Technology and Acceptable Use Guidelines Operational Procedure. I have also taken reasonable steps to ensure that the child named above understands the terms and conditions of this agreement. I understand that access to the district information system is designed for educational purposes and that there are limitations on the use of the system. I recognize that, although School District 72 has taken reasonable measures to limit access to objectionable and illegal materials, 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 hereby give permission for the child named above to access the district information system and certify that the information contained on this form is correct.

**Parent/Guardian Name:** (Last) \_\_\_\_\_ (First) \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_