

**East Noble School Corporation**  
**Network Use Agreement**

Please read the following document carefully before signing.

Digital communications and Internet access are available to students, parents, teachers and employees in the East Noble School Corporation. These services offer vast, diverse, and unique resources that will enhance our mission to become life-long learners. Our goal in providing services is to promote educational excellence, career development, and limited high-quality self-discovery activities by facilitating resource sharing, innovation, and communication. It is the joint responsibility of the students, parents, teachers and employees of East Noble to insure the educational value and use of technology resources. Technology users need to be aware that the intentional inappropriate use of school resources, in any location, will result in consequences which may include reprimand, exclusion from technology assets, loss of network privileges, suspension, or expulsion. In the case of an employee an additional consequence could be employment termination.

Access to computers all over the world comes with the availability of material that may not be considered to be of educational value in the context of the school setting. East Noble School Corporation has taken precautions to restrict access to such materials through Board approved Internet Use guidelines that define internet usage by students and staff at East Noble and the use of a network filter that blocks access to inappropriate sites. However, on a global network it is impossible to control access to all materials all of the time. East Noble School Corporation firmly believes that there is a wealth of information and interaction on this worldwide network that will be valuable for our students. Therefore, ENSC expects that faculty will blend the thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources will be structured in ways which point students to sites which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and resources particularly suited to learning objectives. But, be aware that there remains the possibility that users may procure material that is not consistent with the educational goals of our school corporation and may also be denied access to some desired sites.

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities about to be acquired. In general, this requires efficient, ethical and legal utilization of network resources. If an East Noble School Corporation user violates any of these provisions, his or her account will be suspended or terminated and future access could possibly be denied.

The signature on the user signature page indicates the user has read the terms and conditions carefully and understands their significance. The signature is legally binding. A parents' and/or students' signature on the school's handbook sign-off page indicates they have read and understand everything in the handbook including the network use agreement.

**Internet - Terms and Conditions**

1.) **Acceptable Use** - The use of your account must be in support of education and research and consistent with the educational objectives of the East Noble School Corporation. Transmission or downloading of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to copyrighted material, threatening, obscene or material protected by trade secret. Users may not use technology resources for gaming, plagiarism, copyright infringement, commercial activities, or professional politically lobbying. Users are not permitted to access, upload, download, or distribute pornographic, obscene, or sexually explicit material. Users may not vandalize, damage, or disable the property of another individual or organization or access other individual's materials, information, or files without permission. Users will not use the systems to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in gang activities, threatening the safety of persons, etc.

## **PROGRAM**

2222.01/page 2 of 3

2.) **Privileges** - The use of the East Noble telecommunications services is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. The technology director and the superintendent will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of East Noble School Corporation may request the technology director and/or the system administrators to deny, revoke, or suspend specific user accounts.

3.) **Exclusive Use of Access** - Network users are solely responsible for the use of their login, passwords, and access privilege. Any problems that arise from the use of a registered user's login are the user's responsibility. The use of a registered login by someone other than the user is forbidden and is grounds for denial or limitation of network access privileges. Network resources can only be accessed with school owned computers, laptops and similar devices. Student or staff owned computers, laptops, tablets, PDA's and other internet devices may not access ENSC network resources either wirelessly or connected directly to the network. The use of cell phones is defined by each building and users should understand and follow those guidelines provided elsewhere. However, if a personal cell phone has internet capabilities, the internet capabilities cannot be used at school regardless of building guidelines for usage. Staff and students are encouraged to use personal thumb drives to store and transport personal files between classrooms, home and school.

4.) **Network Etiquette** - Employees utilizing school-provided network access are responsible for good behavior online just as they are in a classroom or other areas of school. All users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- a.) Be polite. Do not become abusive or belligerent in the access and use of the Internet.
- b.) Use appropriate language. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or other inappropriate language. Restrictions against inappropriate language apply to public messages and material posted on web pages.
- c.) Illegal and commercial activities are strictly forbidden.
- d.) Do not reveal personal information to anyone on the network about yourself, the school or anyone else, such as name, address, telephone numbers, or name and location of school.
- e.) Do not agree to try and meet with someone you met on the network or give anyone your picture.
- f.) Notify the technology director if you find information that makes you feel uncomfortable or if you receive mean or uncomfortable messages.
- g.) Users may not post chain letters or engage in spamming. Spamming is sending or forwarding an annoying or unnecessary message to a large number of people, or numerous copies of the same letter to one person. Users will not forward unsolicited chain letters or non-educational posts, as such will be considered spamming. Users can have privileges suspended if identified as a spammer. The proper response is to delete such messages.
- h.) Users will subscribe only to high quality discussion group mail lists that are relevant to education or career development.
- i.) Users will check email frequently and delete unwanted messages promptly.
- j.) Do not use the network to disrupt the use of the network by other users. Use of Internet resources from home and other non-owned school computers that causes disruption of school network resources can result in loss of school network privileges.
- k.) All communications and information accessible via the network should be assumed to be public property.

5.) **Respecting Resource Limits** - All users will use East Noble School Corporation network resources for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. The limit on appropriate self-discovery activities is no more than 2 hours per week. Users will not download large files unless it is absolutely necessary. If necessary, users will download the files at a time when the system is not being heavily used and immediately remove the file from the system servers to your personal storage device. File server storage is provided to staff and students just for school related work. This storage is limited and users should not store personal files, including mp3 files, or executable files (.exe) on school owned servers.

6.) **Web Pages** – Users approved by your building principal and/or technology director may create a classroom/organization/activity web page on East Noble's web-server after receiving training and signing a web use agreement. The technology director reserves the right to remove questionable material without notification at any time.

7.) **Evasive Procedures** - Perform the following when an inappropriate internet site is accessed:

- a.) Immediately hit the STOP button.
- b.) Immediately hit the BACK button.
- c.) Report the site's url (internet address) to the classroom teacher or the technology department.

## **PROGRAM**

2222.01/page 3 of 3

8.) **Search and Seizure** - Your network accounts are not private. Routine maintenance and monitoring of the email or file servers may lead to discovery that you have violated this agreement, or the law. The technology director and/or systems administrators will conduct searches if there is reasonable suspicion that you have violated this agreement or the law, or requested by local, state or federal law enforcement officials. The investigation will be reasonable and related to the suspected violation.

9.) **Due Process** - East Noble will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted on network resources owned by East Noble School Corporation. If there is a claim that you have violated this agreement in your use of the Network resources, you will be provided with an opportunity to present an explanation before a neutral administrator.

10.) **Security** - Security on any computer system is of the highest priority, especially when the system involves many users. If you identify a security problem on technology resources, you must notify the technology director. Users should not demonstrate the problem to other users. Users should not use another individual's logins. Attempts to log on to the network with a stolen identity or as a system administrator will result in cancellation of user privileges, and possible expulsion or job termination. If a user is identified as a security risk or has a history of problems with other computer systems, East Noble Schools may deny access to technology resources.

11.) **Warranties** - East Noble School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. East Noble School Corporation will not be responsible for any damages you suffer. This includes the loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the network is at your own risk. East Noble School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services. The district will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet. Parents should realize that students may make online purchases using credit cards or online resources (PayPal, etc.). East Noble will not be responsible for damage to personal property used to access corporation computers, networks or online resources.

12.) **Vandalism** - Vandalism will result in immediate consequences including cancellation of privileges. Vandalism is defined as any malicious and/or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to the uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent network security.

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

**NOTICE:** This agreement and all its provisions are subordinate to local, state and federal statutes. Copies of the corporation's technology-related policies and procedures are available in every school's office and at the Central Office for review by parents, guardians, school employees and other community members.