



## Technology Use Agreement

Lennox School District  
10319 Firmona Ave.  
Lennox, CA 90304

The Lennox School District strongly believes in the educational value of electronic services and recognizes the potential to support curriculum and student learning by facilitating resource sharing, innovation and communication. The Lennox School District will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service, but please discuss the following use guidelines with your child and sign where indicated. Your and your child's signatures will indicate acknowledgment and understanding of these standards. As a user of this service your child will be expected to abide by the generally accepted rules of network etiquette.

### Telecommunications Use Guidelines

#### **INTERNET**

1. ACCESS TO MATERIALS – You will use the District Internet system to access material that has a direct educational purpose. Do not use the school network to retrieve, transmit, or make available to others material that is but not limited to obscene, offensive, or sexually explicit material, promotes violence or advocates the destruction of property, racist, sexist, abusive or harassing to others.
2. PRIVACY -- Do not send any message that includes personal information, such as last name, a home address or phone number, for yourself or any other person. Report to your teacher any person who asks for personal information. Keep passwords private, and do not read other people's mail and do not trespass into other people's files.
3. INFORMATION -- The Lennox School District makes no guarantees of any kind about the accuracy of information found on-line.
4. COPYRIGHT INFRINGEMENT/PLAGARISM -- Do not use other people's information as your own. Always give credit to the original creators of the information/graphics you find online.
5. REPORT INAPPROPRIATE ACCESS – If you mistakenly access inappropriate information, or something that makes you feel uncomfortable, you should immediately disclose this access. This will protect you against a claim that you intentionally accessed this material.

#### **E-MAIL**

1. USE APPROPRIATE, RESPECTFUL LANGUAGE -- Never send, or encourage others to send, messages that are not respectful. Remember that you are a representative of your school and district when you are on-line. Always use language that is appropriate and respectful in your messages.
2. PRIVACY -- Do not send any message that includes personal information, such as last name, a home address or phone number, for yourself or any other person. Report to your teacher any person who asks for personal information. Keep passwords private, and do not read other people's mail and do not trespass into other people's files.

3. ELECTRONIC MAIL -- Electronic mail is not guaranteed to be private. The teacher can check E-mail to make sure that it is appropriate and accounts can be canceled if guidelines are not followed.

4. REPORT INAPPROPRIATE CONTACTS – If you mistakenly access inappropriate information, or something that makes you feel uncomfortable, you should immediately disclose this access. This will protect you against a claim that you intentionally accessed this material.

### **HARDWARE/SOFTWARE**

1. VANDALISM -- Do not go beyond your access area or go onto any district server. Do not go into any one else’s account or access anyone else’s files. Do not damage any school computer systems. In addition, never move, delete, or trash any applications or files that are not yours.

2. SOFTWARE -- Do not load programs or files onto any computer without the permission of the teacher. Do not download large or harmful files, free ware, share ware, or other software that affects the system software of a computer.

3. TYPES OF FILES/DOCUMENTS NOT ALLOWED ON SCHOOL SERVERS – School servers are ONLY TO BE USED FOR SCHOOL DATA. DO NOT STORE personal photos, song files, movies or games onto your student space on the grade level servers.

OTHER -- The school principal may determine other behavior to be inappropriate.

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\*\*\*You should expect no privacy in the contents of your personal files on the district Internet system and records of your online activity. All student use of the Internet and e-mail will be supervised and monitored. The district’s monitoring system can reveal all activities you engage in using the district Internet system. The district specifically asserts ownership of all information on its system. Your parents have the right to request to see the contents of personal computer and e-mail files at any time.

### Required Signatures

I understand and will follow the guidelines listed in this document. I understand that the use of this electronic service is a privilege, and inappropriate use will result in the loss of that privilege and/or disciplinary action.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date