

## Student Use of Technology Policy Agreement

### ACCEPTABLE USE OF ELECTRONIC INFORMATION RESOURCES BY STUDENTS

The Solano County Office of Education (SCOE) makes electronic information services available to students at all its sites.

Outlined here are the provisions of this contract. If you violate these provisions, access to the SCOE technology resources may be denied, and you may be subject to disciplinary action.

1. **Acceptable Use:** My use of SCOE technology resources must be for my educational goals as defined by SCOE staff, and aligned with the law as well as SCOE's policies, regulations, vision, mission, and goals. I am personally responsible for this provision at all times when using SCOE's technology resources.
  - a. Do not transmit any material in violation of any law. This includes, but is not limited to, material that is copyrighted, protected by trade secrets, threatening, or constitutes cyber-bullying.
  - b. Do not use the system to promote unethical practices; access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or could be construed as cyber-bullying, harassment or disparagement of others. Use of commercial activities by for-profit institutions is generally not acceptable.
  - c. Do not promote product advertisement or political lobbying.
2. **Personal Responsibility:** As a representative of this school and/or SCOE program, I will accept personal responsibility for reporting any misuse of SCOE technology resources to SCOE staff. Misuse is anything in violation of this agreement.
3. **Privileges:** The use of SCOE's technology resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who receives an account will participate in an orientation or training course with a SCOE staff member regarding proper behavior and use of the network. SCOE's system administrators will decide what constitutes appropriate use, and their decisions are final. The system administrators may close an account at any time deemed necessary. SCOE's administration or staff may request that the system administrators deny, revoke, or suspend specific user accounts.
4. **Network Etiquette and Privacy:** I will do the following:
  - a. Be polite.
  - b. Use appropriate language.
  - c. Keep my and others' information private.
  - d. Keep in mind that electronic communications are not guaranteed to be private.
  - e. Report activities that might be unlawful to SCOE staff.
  - f. Use SCOE technology resources in a way that allows others to use SCOE technology resources without disruptions.
  - g. Remember that humor and satire may be misinterpreted.

5. **Security:** Due to its many users, security for all SCOE-managed technology resources is a high priority. If I identify a security problem, I will immediately notify SCOE staff. I will never demonstrate the problem to other users. I will never use another individual's account. My use of the system must be under my own account. If I am identified as a security risk I will be denied access to the information system.
6. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy the data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of SCOE's technology resources, disciplinary action, and legal referral.

**ACCEPTABLE USE OF ELECTRONIC INFORMATION RESOURCES  
STUDENT CONTRACT**

**Required Signatures**

**STUDENT:** I understand and agree to everything in this contract. *Students under the age of 18 must also have the signature of a parent/guardian who has read and understands this contract.*

*Student Name (Please Print):* \_\_\_\_\_

*Student Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**PARENT/GUARDIAN:**As the parent/guardian of the above-named student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for the Solano County Office of Education (SCOE) to restrict access to all controversial materials, and I will not hold SCOE or its employees responsible for materials acquired using SCOE technology resources. I also agree to report any misuse of SCOE technology resources as defined by this contract to SCOE staff.

I accept full responsibility for supervision when my child's SCOE technology resources use is not in a school setting. I hereby give my permission to issue a SCOE technology account for my child and certify that the information contained on this form is correct.

*Parent/Guardian Name (Please Print):* \_\_\_\_\_

*Parent Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_