

# Big Rapids Public Schools

## “CARDINet” Student Use Agreement

Please read the following carefully before signing the attached contract. This is a legally binding document.

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet. All use of the Network must be consistent with the educational mission and goals of the District.
- B. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers when leaving them unattended.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. Students may not intentionally disable any security features of the Network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.
  - 1. Students shall not use the Network to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.
  - 2. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)]

### **Cyberbullying includes, but is not limited to the following:**

- a. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
  - b. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
  - c. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
  - F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
  - G. Students are expected to abide by the following generally-accepted rules of network etiquette:
    - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
    - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
    - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

4. Never agree to get together with someone you "meet" on-line without prior parent approval.
  5. Check e-mail frequently and delete e-mail promptly from the personal mail directory to avoid excessive use of the electronic mail disk space.
  6. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by a staff member.
- H. Use of Internet to access, process, distribute, display or print child pornography and other material that are obscene, objectionable, inappropriate and/or harmful to minors is prohibited. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not engage in vandalism or use the Network in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify the teacher or building principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access (hacking).
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to district approved storage . If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.
- N. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- P. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- Q. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.

**Any individual who is aware of a violation of the Board policy or this guideline, including inappropriate on-line contact, content, or conduct, such as sexting, harassment or cyberbullying, should bring it to the attention of the school principal or Superintendent immediately.**

# CONTRACT PORTION OF DOCUMENT

(Must complete both sides)

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

## STUDENT APPLICANT (Required)

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's Full Name (please print): \_\_\_\_\_

Student I.D. Number (accounts cannot be issued without this): \_\_\_\_\_

Expected Graduation Year: \_\_\_\_\_

Current School: \_\_\_\_\_

User Signature: \_\_\_\_\_

When your account is established, your sponsoring teacher will notify you of your logon name and user password. Thank you for your interest and support of this resource in the Big Rapids Public Schools.

## SPONSORING TEACHER (Required)

I have read the Terms and Conditions of CARDINet and agree to discuss this agreement with the student. As the sponsoring teacher I do agree to instruct the student on acceptable use of the network and proper network etiquette. I also understand that this student may use the network/internet in the context of another class or outside the school environment and that I am not responsible for this student's use outside my direct supervision.

Teacher's Name (please print): \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*See reverse for parent/guardian authorization.

# PARENT OR GUARDIAN

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

As the parent or Guardian of this student I have read the Terms and Conditions for CARDINet. I understand that this access is designed for educational purposes. I also recognize it is impossible for BRPS and CARDINet to restrict access to all controversial materials, and I will not hold them responsible for inappropriate materials, which may be acquired on the network. Further, I accept full responsibility for supervision of this student if and when use is not in a school setting.

I hereby give my permission to issue the following account(s) for my student and certify that the information contained on this form is correct:

Parent or Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_      Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Check here if parent/guardian consent is not required (applicant is over the age of 18).

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For use by the Tech Links Staff

User ID \_\_\_\_\_ Email address: \_(user ID)\_@\_\_\_\_\_ .brps.k12.mi.us

Issued by \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Notice:** Tech Links staff will assign your user ID, which then becomes the prefix for your Email address. You will establish your own password for your account when you log on to the network during your new user orientation.