	Red Bluff Union Elementary School District 1755 Airport Blvd. Red Bluff, CA 96080	**NON - EMPLOYEE** *(Student, Parent, Volunteer, Guest)* Red Bluff Union Elementary School District Internet, Technology and Acceptable Use Agreement

Part I: INSTRUCTIONS

This form is to be completed by ***any student, parent, volunteer, or guest*** of the Red Bluff Union Elementary School District who uses the District network and other technology resources, to include but not limited to access to the Internet and e-mail.

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The use of computer resources must be in support of education and research and be consistent with the educational objectives of the Red Bluff Union Elementary School District. Transmission of any material in violation of any federal or state regulation is prohibited. Technology, including but not limited to the Internet, electronic mail, hardware, software, and on-line resources, is a valuable tool that supports teaching and learning through access to resources and information, learning activities, interpersonal communication, research, training and collaboration, and dissemination of successful educational practices, methods and materials. Information technologies such as the internet are an extension of school libraries and other media/resource centers provided with at goal of promoting resource sharing, research innovation, communication and opportunity for collaborative work.

Part II: USER INFORMATION

Status *(please mark all that apply):* ❏ Student ❏ Parent ❏ Volunteer ❏ Guest _____
<div align="right">please specify</div>

Name *(last, first, initial):* _____ School.: _____ Grade: _____

Parent/Guardian Name *(required for user under age of 18):* _____

Mailing Address: _____

Phone: _____ (home) _____ (cell)

Sponsoring RBUESD Employee: _____

Part III: USER CONTRACT

User
I understand and will abide by the Red Bluff Union Elementary School District's Acceptable Use Policy (AUP). I further understand that any violation of these terms and conditions is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

User Signature: _____ *Date:* _____

Parent/Guardian *(required for any user under the age of 18)*
I have read and understand the Red Bluff Union Elementary School District's Acceptable Use Policy (AUP). I understand that RBUESD Board Policy states that access to the Internet and other technology resources is designed for educational purposes only. RBUESD has taken precautions to eliminate access to controversial material; however, I also recognize it is impossible for RBUESD to restrict access to all controversial materials. Should my child commit any violation, his/her access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken. I will not hold RBUESD responsible for materials acquired over the network. I accept responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to allow my student access to the Internet at school and certify that the information on this form is correct.

Parent/Guardian Signature: _____ *Date:* _____

Red Bluff Union Elementary School District
Acceptable Use Policy for the Internet and Technology Resources (AUP)

Acceptable use of technology resources means technology must be used in a responsible, efficient, ethical and legal manner and in accordance with the RBUESD Governing Board Mission and Goals.

The use of RBUESD technology resources, including but not limited to, the Internet, electronic mail, hardware, software and online services, to access, transmit, publish, display and/or retrieve any material in violation of any federal or state laws or regulations or any material that is contrary to educational goals of the District is prohibited. This includes, but is not limited to:

- Copyrighted material
- Pornographic, obscene or other sexually oriented material
- Material protected by trade secret
- Material which is threatening, promotes violence or advocates destruction of property
- Material which advocates or promotes violence or hatred against a particular individual or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another
- Material related to gambling or any such illegal activity
- Material related to political elections

Appropriate Use of Technology Resources

Employees, students, volunteers, guests and other district officials are reminded that use of any and all RBUESD property is for RBUESD business.

Inappropriate Use of Technology Resources

- Inappropriate or profane language or material likely to be offensive to others in the school community, including sexually harassing or discriminatory material
- Software without proof of proper licensing
- Software that has not been approved by the RBUESD Informational Technology Department (IT) in support of learning or teaching, including teacher purchased software
- Impersonating another user, or anonymously transmitting or publishing material
- To conduct a personal business (including but not limited to buying & selling items on the Internet) or other for-profit activity
- Software that has not been scanned
- Use in such a way that RBUESD will incur an expense unless spending authority has been granted by authorized administrator
- Destroying, modifying or abusing District-owned technology or disrupting the operation of any network within the District or any network connected to Internet, including the use, attempted use or possession of computer viruses
- Creating, transmitting or re-transmitting chain mail
- Streaming of video/audio unless express prior approval is received from the RBUESD IT Department
- Sharing of personal network passwords
- Sponsoring of District, school or classroom-identified web pages on any server other than RBUESD owned or contracted servers unless prior administrative approval is granted

Requirements of Employees, Students, Volunteers, Guests and other District Officials

- Must sign and abide by the District's AUP indicating their knowledge of and agreement to terms and conditions of use of district technology resources
- Check district e-mail accounts on a regular basis and destroy unnecessary files/documents
- Protect the privacy of confidential material, such as home addresses and/or personal phone numbers
- Be sensitive to the fact that electronic materials should contain proper spelling, grammar and appropriate writing conventions and accuracy of information
- All users must use up-to-date virus protection software on any computer on which district files are created, saved or modified; this includes e-mail
- Take all reasonable precautions, including password maintenance and file and directory protection measures, to prevent the use of his/her account by others
- All users, especially staff members, are not to leave workstations unattended at any time while logged on the to RBUESD network or Internet
- AUP will be reviewed and signed annually by all RBUESD students and employees

District Services

- The District reserves the right to log the use of the Internet and monitor/limit file-server space utilization.
- The District reserves the right to examine e-mail, personal file directories, Internet usage and other information stored on RBUESD computers.
- The district network manager/administrator from the District IT Department may close an account at any time
- Any infractions of the provisions of the AUP may result in suspension or termination of access privileges and/or appropriate disciplinary action.