

Student User Agreement

Use of Technology Resources in Instruction

(Appropriate Use of Electronic Information Services)

**Please read this document carefully.
When signed it becomes a binding agreement.**

The Flagstaff Unified School District may provide electronic information services (EIS) to qualified students who attend District schools. Each Student User of the EIS will be required to sign an EIS user's agreement. EIS include networks (Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CD's), floppy disks, flash drives, or other electronic sources. Use of services shall be in support of the educational goals of the District and the Arizona State education standards.

Acceptable use of the EIS requires that the use of the resources be in accordance with the following guidelines and support the educational goals of the District.

Student users must:

- **Use FUSD Electronic Information Services for educational purposes.**
- **Agree not to submit, publish, display or knowingly retrieve any defamatory, slanderous, obscene, profane, sexually offensive, racially offensive, abusive, threatening, or illegal material.**
- **Abide by all copyright regulations and licensing agreements.**
- **Not reveal their home address or personal phone numbers of themselves or others.**
- **Not use the network in any way that would disrupt the use of the network by others.**
- **Understand that many services and products are available for a fee and acknowledge the user's personal responsibility for any expenses incurred without District authorization.**
- **Not use the EIS for commercial gain (including hardware, software and e-mail).**
- **Not attempt to harm, modify, or destroy software or interfere with system security and district servers.**
- **Agree to not engage in cyber-bullying. You can prevent cyber-bullying by:**
 - Guarding your personal information. Never give out personal information online, whether in instant message profiles, chat rooms, blogs, or personal web sites.
 - Never giving out your passwords to anyone except your parents. That includes friends.
 - If someone sends a mean or threatening message, don't respond. For a bully, a reaction constitutes victory. Instead, save the message or print it out and show it to an adult.
 - Never opening e-mails from someone you don't know or from someone you know is a bully.
 - Don't put anything online that you wouldn't want your classmates to see, even in e-mail.
 - Don't send messages when you're angry. Before clicking "Send," ask yourself how you would feel if you received the message.
 - Help kids who are bullied online by not joining in and showing bullying messages to an adult.

To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require students who use the EIS to follow its guidelines and procedures for appropriate use. A student's access to EIS shall not be denied or removed unless there is evidence that suggests that this agreement has been violated. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures may be denied access to the District's EIS and may be subject to disciplinary action, pending a due process hearing within 5 school days of the alleged violation. A due process hearing will take place with the student's principal and parent or guardian.

The District may log the use of all systems and monitor all system utilization. Accounts may be closed and inappropriate files may be deleted following a due process notice. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the EIS.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties. The Superintendent or designee will be responsible for enforcing the District's EIS guidelines and procedures for appropriate use.

In the event of a claim that a student has violated the EIS User Agreement, the student will be provided with written notice of the alleged violation, including all documentation, a description of the student's due process rights and the date, time and location of the due process hearing (to occur within 5 school days of the alleged violation). The student's EIS access privileges may be suspended prior to the outcome of the hearing. A student user who violates the provisions of the agreement may be denied access to the information services and may be subject to disciplinary action including expulsion.

At the hearing, both the administrator and the student shall present their respective sides of the incident. Witnesses may be called upon to provide further information. Document(s) may be presented to confirm or defend against the allegation. Hearsay is not an acceptable source of information. A student's parent or guardian may be present at the hearing.

A decision regarding disciplinary action shall be rendered within 3 school days. Imposition of discipline shall be in the form of written notice of the specific conduct that is cause for disciplinary action, the section of the EIS User Agreement which has been violated, and the specific action to be taken.

Any disciplinary action chosen shall be consistent with the severity of the violation. Frequency of EIS violations may also be taken into account. In response to intentional malicious acts, possible financial reparations may be imposed. Other actions taken shall be hierarchical in nature:

- Verbal warning
- Written warning (with the option of placement in the student's cumulative file)
- Probationary usage of the District's EIS, to be monitored as needed
- Temporary EIS access revocation, amount of time to be based on the severity of the violation (with the option of following the revocation with a probationary usage period)
- Permanent access revocation
- Suspension from school
- Expulsion from school
- Referral to legal authorities, in the case of illegal activity

The user agreement shall be presented to each potential user of the EIS, and each potential student user shall sign the user agreement, acknowledging the user's agreement to be bound by its terms. Upon significant changes to the policy, all students will be expected to sign the revised policy. When the signed agreement is returned to the school, the student will be permitted use of EIS resources through school equipment.

Student and Parent/Guardian User Agreement Signature Page

I have read, understand and agree to abide by this agreement and the Flagstaff Unified School District policy and regulations on appropriate use of electronic information systems. I understand that any violations of the above terms and conditions may result in disciplinary action, up to and including suspension and the revocation of my use of information services. I also understand that I am entitled to appeal suspension or revocation of use/access and to due process described in Board policy in the event of disciplinary action.

Student Printed Name: _____ **Student ID#** _____

Student Signature _____

Date _____ **School** _____

**A student must also have the signature of a
parent or guardian who has read this agreement.**

Parent or Guardian Cosigner,

As the parent or guardian of this student, I have read this agreement and the School District's policies and regulations on use of technology resources, and I understand them. I understand it is impossible for the School District to restrict access to all controversial, obscene, pornographic, or other inappropriate materials. (Misuse may come in many forms but can be viewed as any communications sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language or other issues described in the agreement).

I hereby give my permission to have my child use electronic information services, subject at all times to the terms of this user agreement and the District's policies and regulations on use of technology resources.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____



**Flagstaff Unified School District
3285 E. Sparrow Avenue
Flagstaff, AZ 86004**

Authorization and Release Form for Student Information and Work

Flagstaff Unified School District strives to celebrate our student and school successes through the utilization of a variety of media resources including our school district web pages. In order to comply with Internet safety practice we require parental permission to release student information. As a school system we are aware of the need to exercise stringent security when using the school district web page to post student and school successes, but also believe the web page can enhance communication to parents, students, and the general public.

Your signature below gives permission to the Flagstaff Unified School District to publish your child's first name (will never be published along with any image of your child), photographs, video, voice, and/or work (written, drawn, or otherwise) created by your child.

_____ **I / WE DO** _____ **I / WE DO NOT** authorize Flagstaff Unified School District to display the items indicated above on the Internet. We further release Flagstaff Unified School District, the Board of Education, and all employees, agents, and representatives of the school district from any liability concerning the posting of the student work on the Internet.

Student Name _____ School _____

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____ Date _____