

# Riverside School District



## APPLICATION FOR E-MAIL ACCOUNT and TERMS AND CONDITIONS FOR USE OF THE INTERNET

NOTE: READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS DOCUMENT. THIS IS A LEGALLY BINDING DOCUMENT.

Internet access is available to current administrators, employees, teachers, and school board members in the Riverside School District. Our goal in providing this service is to promote educational excellence within the RIVERSIDE SCHOOL DISTRICT by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers. Users have access to:

1. electronic mail communication;
2. public domain and shareware of all types;
3. discussion groups;
4. access to many University Library Catalogs, the Library of Congress, CARL and ERIC.

With Internet access comes the availability of information that does not have educational value. RIVERSIDE SCHOOL DISTRICT has taken precautions to restrict access to such materials. However, on a global network it is impossible to control all access. RIVERSIDE SCHOOL DISTRICT firmly believes that the valuable information and interaction available on this World Wide Network far outweighs the possibility that users may procure information that is not consistent with the educational goals of this organization. Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided below in order that the user is aware of the responsibilities about to be acquired. In general this requires efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance. Currently, there are no user fees for this service.

### Internet - Terms and Conditions

1. **Eligibility:** Eligibility will terminate if you cease to be an employee or school board member of a cooperating district. Additionally, applicants are eligible for a single account only.
2. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. System administrators will determine what is inappropriate use and may close an account as required. Further, the administration, faculty, and staff of the school district or RIVERSIDE SCHOOL DISTRICT may request the system administrator to deny, revoke, or suspend specific user accounts.
3. **Acceptable Use:** The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of RIVERSIDE SCHOOL DISTRICT. Use of any other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by you is not permitted. Use for product advertisement or political lobbying is also prohibited. Each person receiving an account must be informed of acceptable use of the network. This will be done in the Acceptable Use of Internet policy signed by all employees upon hire and students (with parental signature) upon registration acceptance.
4. **Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  1. Be polite. Do not get abusive in your messages to others.
  2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  3. Do not reveal the personal address or phone numbers of yourself or others.
  4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  5. Do not use the network in such a way that you would disrupt the use of the network by other users.
  6. All communications and information accessible via the network should be assumed to be private property.

5. Riverside School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. RIVERSIDE SCHOOL DISTRICT will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via RIVERSIDE SCHOOL DISTRICT is at your own risk. RIVERSIDE SCHOOL DISTRICT specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. **Security:** Security on any computer system is a high priority, especially when the system involves multiple users. If you feel you have experienced/identified a security problem on the network, you must notify a system administrator of the school district or RIVERSIDE SCHOOL DISTRICT. Do not demonstrate the problem to other users. Do not use another individual's account or allow

anyone to use your account. Attempts to login to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

7. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any deliberate attempt to harm, remove, or change data of another user, the network, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This also includes, but is not limited to, the uploading or creation of unauthorized software or computer viruses.

8. **Updating Your User Information:** Access may occasionally require new registration and account information from you to continue the service. You must notify the system administrator of any changes in your account information or cessation of eligible status.

I will abide by the above Terms and Conditions of this agreement for network access. I further understand that any violation of the regulations above is unethical and prohibited, and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and I may be subject to school disciplinary action and/or other legal action.

User (please print): \_\_\_\_\_

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

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RIVERSIDE SCHOOL DISTRICT AUTHORIZING AGENT

(to be filled out by the School District's Technology Coordinator)

I have read the information contained within this application and approve the submission of this document to RIVERSIDE SCHOOL DISTRICT.

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

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## APPLICATION PORTION OF DOCUMENT

Please legibly print all information requested below:

User's Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I am a(n):

(Please Check the Appropriate Category)

\_\_\_\_ Administrator, my title is \_\_\_\_\_.

\_\_\_\_ School Board Member, my term is: Start date \_\_\_\_\_ Ending date \_\_\_\_\_

\_\_\_\_ Teacher, teaching \_\_\_\_\_ in grade \_\_\_\_\_.

\_\_\_\_ Riverside Staff working as a \_\_\_\_\_.

\_\_\_\_ Contracted Staff working as a \_\_\_\_\_.

Organization I work for: \_\_\_\_\_

\_\_\_\_ Student Teacher/Observer. Mentoring Teacher is: \_\_\_\_\_

Start Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

CIRCLE ALL THAT APPLY: I work in these buildings:

Elementary EAST, Elementary WEST, JR-SR High School, Administration/Board Member

When your account is established, you will be notified of your login name and user password.

Please be sure you have signed page 2 and completely filled out page 3. Then, return all three (3) pages to:

Barbara Chisdock, District Technology Coordinator

Riverside Jr/Sr High School

310 Davis Street

Taylor, Pa 18517

This document may NOT be altered in any way. An application submitted with changes to any of the three pages will NOT be accepted.