

## **Electronic Information Services User Agreement**

Details of this user agreement can be discussed with the system administrator of the Electronic Information Services. When the signed agreement is returned to the system administrator, the user may be permitted use of the Electronic Information Services. While the District will make every effort to ensure access to proper materials, the user has the ultimate responsibility for how the Electronic Information System is used.

### **Terms and Conditions:**

- Do not use the network in any way that would disrupt the use of the network by others.
- Do not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the Electronic Information Services. The system administrators will deem what is appropriate use and their decision will be final.
- Take responsibility for the assigned personal accounts, including password protection.
- Take all responsible precautions, including password protection measures, to prevent the use of personal accounts and files by others.
- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Network or Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
- Users shall not intentionally seek information, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges.
- Downloading of information onto the hard drives requires prior approval from a system administrator.
- Do not use another individual's account. Never reveal your password to anyone.
- Attempts to log on to the Network as a system administrator will result in cancellation of user privileges.
- Any user identified as a risk or having a history of problems with other computer systems may be denied access to school computers.
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware or data of another user, or the network. This includes, but is not limited to, the uploading or creation of viruses.
- I will report any misuse of the Electronic Information Service to the system administrator.

I have read and agree to abide by the terms and conditions of the Electronic Information Services User Agreement. I understand that any violation of the terms and conditions of the Electronic Information Services User Agreement will result in revocation of my use of Electronic Information Services.

Name: \_\_\_\_\_

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

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

Students Name(s) to access: \_\_\_\_\_  
\_\_\_\_\_

*Approval for Parentaide Portal:*

*Approved:* \_\_\_\_\_ *Mary Ann Shaw, System Administrator*

*Date:* \_\_\_\_\_

*User Name:* \_\_\_\_\_

*Password:* \_\_\_\_\_