

Computer Network and On-line Services Ethical Use Policy and Student/Parent/Guardian Contract

Before using the American Heritage Charter Schools' (AHCS) computer network or on-line services, the student and parent/guardian shall sign the school's user contract indicating that the student understands and agrees to abide by specified user obligations and responsibilities. *Please read this document carefully. When signed/ initialed by you and your parent/guardian, it becomes legally binding.*

1. **Personal Responsibility:** The student in whose name and on-line services account on the AHCS Network is issued is responsible for its proper use at all times. Users shall maintain privacy of account names/numbers, passwords, and all personal information. They shall use the system only under the assigned account and no attempt will be made to log in through another person's account or access another person's files.

I have read, understand, and agree to this provision. Student Initials_____ Parent/Guardian Initials_____

2. **Acceptable Use:** The use of the account must be in support of education and research and consistent with the educational objectives of the American Heritage Charter Schools.

- Users shall not publish, display, transmit, or receive any material which they know or have reason to know is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, or potentially offensive to others. Users shall not use the network to engage in any illegal act, engage in gang activity, or transmit a threat.
- Transmission, receiving, or downloading of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use for product advertisement, sales, or purchases, political lobbying, or partisan political activities, except as an approved part of a course to teach students about the American political system in accordance with AHCS-approved curriculum, is also prohibited.

I have read, understand, and agree to this provision. Student Initials_____ Parent/Guardian Initials_____

3. **Privileges:** The use of the information system is a privilege, not a right, and inappropriate use will result in cancellation of this privilege. Staff will determine whether a use is inappropriate under the Ethical Use Policy and Contract and the decision is final. The administration has the authority to deny, revoke, or suspend specific user accounts for violation of this Ethical Use Policy and Contract. An administrator may close an account at any time and for any duration as deemed necessary for violation of the Ethical Use Policy and Contract.

I have read, understand, and agree to this provision. Student Initials_____ Parent/Guardian Initials_____

4. **Network Etiquette:** You are expected to abide by accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a. Be Polite. Never send or encourage others to send abusive messages.
- b. Use appropriate language. Never swear; never use vulgarities or any other inappropriate language.
- c. Do not reveal your (or any other person's) home address, phone number, or similar information of a personal nature.
- d. Never agree to meet with anyone you have met on-line without your parent's approval.
- e. Electronic Mail is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to school authorities, or law enforcement agencies.
- f. Do not plagiarize works that you find on the Internet by presenting other persons, ideas, or writing as your own.
- g. All activities may be monitored. The network is not private; there is no confidentiality.
- h. Do not use the network in any way that would disrupt the use of the network by others.

I have read, understand, and agree to this provision. Student Initials_____ Parent/Guardian Initials_____

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5. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem, immediately notify the teacher or adult in charge. Never demonstrate the problem to other users. Never use someone else's account and never give out your password to anyone. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network system.

I have read, understand, and agree to this provision. Student Initials_____ Parent/Guardian Initials_____

6. **Services:** American Heritage Charter Schools will not be responsible for any damages consequential, incidental, or otherwise you may suffer arising from use of the information system, including damages arising as a result of the negligent or intentional action of AHCS. This includes loss of data for any reason. Use of any information obtained via the network is at your own risk. Students and parents of students who are minors understand that AHCS does not have control of the information content that resides on the network and on-line services. Some systems may condone or permit the use of such material in the school environment. AHCS specifically denies any responsibility for the accuracy or quality of information obtained through the network and on-line services.

I have read, understand, and agree to this provision. Student Initials_____ Parent/Guardian Initials_____

7. **Vandalism:** Users, or parents of users who are minors, will be held responsible for damage to hardware and/or software, pursuant to State law. Vandalism includes, but is not limited to, damage to or theft of system hardware or software; the altering of system software; the placing of unlawful information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. American Heritage Charter Schools reserve the right to remove files, limit or deny access, or to pursue legal remedies for loss sustained, including but not limited to, replacement of hardware and/or software and related labor charges (currently billed at \$95.00 per hour), fines, or imprisonment, as applicable.

I have read, understand, and agree to this provision. Student Initials_____ Parent/Guardian Initials_____

8. **Materials:** American Heritage Charter Schools reserve the right of access to any material stored in files which are accessible by others and may in accordance with law, remove any material, which is obscene, defamatory or otherwise unlawful. Users will not use their account or access privileges to obtain, view, download, or otherwise gain access to such materials.

I have read, understand, and agree to this provision. Student Initials_____ Parent/Guardian Initials_____

9. **Account/Password:** The American Heritage Charter Schools network system is intended for the exclusive use of its registered users, who are responsible for the use of their account/password. Any problems, which arise from the user's account, are the responsibility of the account holder. Misuse of the account or use of the account by someone other than the registered holder will be grounds for loss of privilege.

I have read, understand, and agree to this provision. Student Initials_____ Parent/Guardian Initials_____

Student's Name_____

Grade_____

Student's Signature_____

Date_____

Parent/Guardian Name_____

Parent/Guardian Signature_____

Google Workspace For Education Parent or Guardian Consent

At Escondido Charter High School, we use Google Workspace for Education, and we provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students may also use **“additional services”** such as Youtube, Earth, Maps, Chrome Web Store, Google Play, Blogger, and others which require parent or guardian consent. At Escondido Charter High School, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

For answers to common questions about what Google can and can’t do with your child’s personal information please read the [terms of use](#).

After reviewing, please sign below to indicate that you’ve read the notice and give your consent. If you don’t provide your consent, we will not allow your student to use **“additional services”**. Students without access to these services, may have a reduced experience with greater barriers to learning.

I acknowledge that Escondido Charter High School will create/maintain a Google Workspace for Education account for my child according to the [terms of use](#).

Student Name

Parent/Guardian Name

Parent/Guardian Signature

Date