

## **Student/Parent Technology and Communication Authorized Use Policy, Release of Liability, and Terms of Service Agreement**

Parental involvement is a crucial part of the learning process at Vilas Online. Parents hereby agree to cooperate entirely with the Vilas Online educational staff to facilitate a successful education for their student/students. It is imperative for the parent to acknowledge that the parent, not Vilas Online, is responsible for his/her child's behavior.

Vilas provides each student with the tools and equipment necessary to participate in the Vilas Online educational program. Equipment provided by Vilas Online may include, but is not limited to, a desktop computer, CRT or LCD Monitor, and printer. The student and/or parent may decline to use the equipment provided by Vilas Online. If Vilas Online equipment is declined, Vilas Online is not responsible for the support or maintenance of any hardware or software, except for what is owned or provided by Vilas Online.

The Vilas Online program requires a high speed internet connection to participate. The student and parent or legal guardian are responsible for obtaining high speed internet service on their own. Vilas Online will reimburse each student up to forty dollars per month, starting the month of November, to help offset the cost. We require the proper documentation be provided to prove high speed internet service and receive proper assistance for this service.

Vilas Online cannot make any guarantee that the services provided by or through Vilas Online will be error or defect free. Vilas Online also cannot be held responsible for financial obligations arising from the unauthorized use of Vilas Online equipment or services. The use of the service should be viewed as a privilege and it is the responsibility of each student to utilize these services responsibly. By accessing any Vilas Online device or system with an electronic device of any type, provided by Vilas Online or otherwise, all user (students, teachers, or staff) are required to adhere to all city, county, state and federal regulations, in addition to adhering to the terms of the Vilas Online acceptable use policy. Vilas Online provides equipment and/or materials solely for the purpose of education. Improper use of any provided equipment and/or materials will be considered a violation of this policy. Violations can result in student and/or parental liability as well as disciplinary action that may include but are not limited to expulsion from Vilas Online.

### **VILAS ONLINE SYSTEM USE POLICY**

The following policies detail the System Use Policy. Student and/or parent/legal guardian agree to accept any future policies put in place by Vilas Online.

1. Care and maintenance of equipment.
  - A. Installation or downloading of any software or executable files is not permitted on Vilas Online equipment without the written consent of Vilas Online.
    - i. The existence of any software and/or executable files not installed by the Vilas Online Technology Department on a Vilas Online computer shall be considered evidence of violation of this policy and may result in disciplinary action.
  - B. Vilas Online equipment shall not be abused, misused, disassembled and/or neglected.
    - i. It is not acceptable to modify Vilas Online equipment in any way. You may not open any computer case, add or remove any internal or external hardware components unless directed to by the Vilas Online technology department. Any unauthorized modification, removal and/or additions to the installed hardware provided by Vilas Online will be considered evidence of violation of this policy and may result in disciplinary action.
  - C. Vilas Online is not responsible for printer supplies.
    - i. Students will be given a \$10.00 stipend/month
  - D. Stolen or problematic equipment.



- ii. It is not acceptable to transmit, access, request, or download libelous, disturbing, pornographic, or harassing materials, through e-mail or any other means. Receipt of any such unwanted materials should be reported to Vilas Online immediately.
  - iii. It is not acceptable to use Vilas Online equipment or resources to interfere with or disrupt any network operations, networked resources, or communications traffic. This includes, but is not limited to propagation of computer worms and/or viruses, purchasing of goods or services, downloading of files or software, sending e-mail, participating in non-Vilas Online chat rooms, or attempting to subvert Vilas Online computers and/or resources.
  - iv. Students and/or parents/legal guardian are solely liable for any and all damages arising from such actions.
- C. Student and/or parent/legal guardian may not plagiarize works found on the internet.
- i. Plagiarism is taking the ideas or writing of other and presenting them as they were your own.
  - ii. Student and/or parent/legal guardian must respect the rights of copyright owners.
  - iii. Copyright infringement occurs when work is inappropriately reproduced that is protected by copyright.
  - iv. Students and/or parent/legal guardian are responsible for requesting permission from the copyright owner.
  - v. Copyright laws may be confusing. If you have any questions, please ask a teacher.
- D. Vilas Online students have e-mail access for communications with other students and teachers. Student to student e-mail is to be considered a privilege. Violation of e-mail or chat policy could result in the loss of this privilege, possibly for all Vilas Online students.
- i. Do not participate in chain letters or engage in spamming.
  - ii. Check e-mail frequently, delete unwanted messages promptly. There are e-mail quotas.
  - iii. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. This applies to public and/or private messages and material posted on web pages.
  - iv. Do not post information that could cause any form of damage, danger or disruption.
  - v. Do not engage in personal attacks, including harassing, prejudicial or discriminatory attacks.
  - vi. All requests by a recipient to stop sending messages must be honored.
  - vii. Do not knowingly or recklessly post false or defamatory information about any person or organization including Vilas Online staff or Vilas Online.
  - viii. Do not repost or forward private messages without written permission of the person who sent the message. This does not include the forwarding of objectionable or disturbing correspondence or postings to a Vilas Online staff member for reporting purposes.
  - ix. Do not attempt to gain unauthorized access to Vilas Online or any other computer system through Vilas Online or to go beyond your authorized access. This includes attempting to login through another person's account or accessing another person's files. These actions are illegal.
  - x. Do not use the internet to engage in any commercial or illegal act, such as arranging for drug sales or the purchasing of alcohol, engaging in criminal activities, threatening the safety of a person, ect.
  - xi. Do not post or otherwise communicate private information about any person.

### **Vilas System Master Policy**

**While the policies that follow may appear to be complex, the intent behind them is fairly simple. Vilas equipment and materials are provided for the sole purpose of educating students. Use or misuse of the Vilas equipment and materials for any other purpose is a violation of policy that could result in personal liability of Parent and/or Student and furthermore may result in disciplinary action up to and including expulsion. The following policies detail the basic System Use Master Policy:**

1. AGREE TO ACCEPT FUTURE POLICIES AND FOLLOW INSTALLATION GUIDE. Student and Parent agree to read, follow, and sign acknowledgement of receipt of all policies of Vilas Online. Parent and Student furthermore agree to follow the Installation Guide provided upon delivery of the computer equipment and sign any Home Computer Use Subordination and Waiver agreements required by Vilas' vendors to define ownership rights of Vilas Online provided equipment.
2. INSTALLATION OR DOWNLOADING OF ANY SOFTWARE OR EXECUTABLE FILES IS NOT PERMITTED ON VILAS' COMPUTERS WITHOUT EXPRESSED WRITTEN CONSENT OF VILAS ONLINE ADMINISTRATION. The existence of any non-Vilas provided software and executable files on a Vilas computer shall be considered as evidence of a violation of this policy and may result in disciplinary action up to and including expulsion from Vilas.
3. Student and Parent may not move Vilas equipment from their residence or other designated site without advanced written permission from Vilas. **It is the responsibility of both Student and Parent to notify Vilas with as much advanced notice as possible of any changing of residence.**
4. VILAS ONLINE EQUIPMENT SHALL NOT BE ABUSED, MISUSED, DISASSEMBLED, OR NEGLECTED. It is not acceptable to modify the equipment in any way. You may not open any of the cabinets, or add or remove any internal or external hardware component. You may not download or install any software application without express consent from the District Coordinator. Any unauthorized modifications, removal or additions to the installed software base on the computer system as supplied to the student will be considered a violation of this policy. Parent and Student hereby accept responsibility for damages resulting from abuse, misuse, neglect, or disassembly of this equipment.
5. Student and Parent agree not to use Vilas supplied computer equipment to search for or to send for or send to anyone, any material that is profane, obscene, pornographic, that advocates illegal acts, or that advocates violence, harassment, or discrimination toward other people or any other unauthorized non-educational or objectionable material. What is appropriate is to be determined at the sole discretion of Vilas. Parent and Student shall hold Vilas harmless of any and all liability associated with any activity of Student or Parent relating to searching for, finding, sending, or viewing any such material encountered. Vilas is not responsible for outside materials transmitted from one Student to another or from a non-Student to a Student.
6. FOR INTENDED USE ONLY. VILAS IS NOT RESPONSIBLE FOR PRINTER SUPPLIES. All use of Vilas by Students must be in support of completing the educational tasks presented to Student. Student or Parent use of computer equipment in a manner other than a described herein is prohibited. Specifically, use of this equipment is restricted to functions necessary to perform Vilas assigned work. The District Coordinator (or designee) may make an operational determination that particular uses are or are not consistent with the purposes of Vilas.
7. HACKING AND OTHER FORMS OF MISUSE -- It is against Vilas policy to use Vilas for illegal purposes. It is not acceptable to use Vilas to transmit, access, request, or download libelous, disturbing, pornographic, or harassing materials, through e-mail or any other medium. Receipt of any such unwanted materials should be reported to Vilas, and appropriate disciplinary action will be taken. It is not acceptable to send or receive objectionable files or documents, or to store same documents on any equipment supplied by Vilas. It is not acceptable to use Vilas so as to interfere with or disrupt network operation, networked resources, information, or communications traffic. Disruptions include, but are not limited to, propagation of computer worms and viruses. Purchasing of goods or services, downloading of files or software, sending E-mail, participating in non-Vilas chat rooms, or attempting

to subvert Vilas computers are strictly prohibited. Parent and Student are solely liable for any and all damages arising from such actions.

8. **USE OF E-MAIL, EGROUUPS, CHAT, MESSAGE BOARDS AND SIMILAR ELECTRONIC COMMUNICATION.** VILAS students have e-mail access for communications with other students and teachers. Student-to-Student e-mail is considered a privilege and is not an essential component necessary to receive a Vilas education. Violation of e-mail or chat policy could result in the loss of this privilege, possibly for all students.
  - a. Student and Parent agree to not post chain letters or engage in spamming. Spamming is sending an annoying or unnecessary message to a large number of people.
  - b. Students agree to check e-mail frequently, delete unwanted messages promptly, and stay within e-mail quotas.
  - c. Student and Parent agree to not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. This applies to public messages, private messages, and material posted on Web pages.
  - d. Student and Parent agree to not post information that could cause any form of damage or a danger of disruption.
  - e. Student and Parent agree to not engage in personal attacks, including harassing, prejudicial, or discriminatory attacks.
  - f. Student will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. All requests by a recipient to stop sending messages to them must be honored.
  - g. Student will not knowingly or recklessly post false or defamatory information about any person or organization including VILAS.
  - h. Student and Parent will not repost or forward a private message without written permission of the person who sent the message. This policy does not apply to the forwarding of objectionable or disturbing correspondence or postings to a VILAS staff member for reporting purposes.
  - i. Student and Parent will not attempt to gain unauthorized access to VILAS or to any other computer system through VILAS or to go beyond your authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of browsing.
  - j. Student and Parent will not use the Internet to engage in any commercial or illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
  - k. Student and Parent will not post or otherwise communicate private information about any person.
9. **PERSONAL SAFETY AND INTERNET SECURITY.** Student will not post personal contact information about themselves or other people. Personal contact information includes address of residence, telephone, school address, work address, etc. Student shall not agree to meet with someone

they have met on-line without Parent or Guardian approval. Parents should accompany students to this meeting. Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use that account. Parent and Student are fully responsible for the actions of all non-authorized users. Under no conditions should passwords be provided or made available to anyone other than VILAS personnel.

10. **STOLEN OR PROBLEMATIC EQUIPMENT.** Should student computer equipment be stolen, Parent and Student hereby agree to notify VILAS immediately and cooperate in the filing of a Police report with the local law enforcement agency. Student and Parent furthermore agree to notify the VILAS help desk of any problems with software or hardware as soon as detected.
11. **RETURN OF EQUIPMENT.** In the event that a Student transfers to another school district, withdraws, graduates, moves out of state, drops out, is expelled or otherwise leaves VILAS, Parent and Student are responsible to return all equipment in working order in the original packaging materials to: VILAS, 105 West Maple Street, Vilas, Colorado 81087. VILAS will pay the shipping cost. Parent and Student are responsible for the replacement cost, (or repair cost, whichever is less) for all VILAS computer equipment not returned within 10 days of separation from VILAS or which is returned damaged. **Please note that this equipment is paid for with Colorado State provided funds.** All equipment not returned in accordance with this policy shall be reported to the appropriate authorities. Parent hereby authorizes VILAS to obtain credit reports on the Parent (or Student if over 18 years of age) should a VILAS Student move without notification or fail to return all VILAS provided equipment, books, and materials upon withdrawal (or request) from VILAS.
12. **PLAGIARISM AND COPYRIGHT INFRINGEMENT.** Student and Parent may not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Student and Parent must respect the rights of copyright owners. Copyright infringement occurs when work is inappropriately reproduced that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the expressed requirements should be followed. Students and Parents unsure whether or not they can use a work should request permission from the copyright owner. Copyright law can be confusing. If you have questions ask a teacher. Plagiarism could result in the disenrollment from a class or from Vilas Online entirely.
13. Use of this service is a privilege, and it is the responsibility of each user to utilize these services appropriately. Routine maintenance and monitoring of the Internet may lead to discovery of violations of Vilas Policy or the law. An individual search will be conducted if there is reasonable suspicion of a violation of any Vilas Policy or the law. The investigation will be reasonable and related to the suspected violation(s). Vilas will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Vilas. Any actions that are deemed a violation of these policies may result in the termination of services, suspension or expulsion, a/or monetary fine and/or referral to the proper authorities. Users are subject to any applicable school and/or criminal sanctions and procedures.
14. If a student becomes inactive in their course work for a period of ten (10) days or more on any one semester they may be deemed a drop out and all materials and equipment belonging to Vilas will be returned upon request of Vilas.

# Signature Page

Parent and Student hereby agree to abide by the statements and policies described on this page the preceding pages. If any policy, provision, term, or clause contained within is deemed unenforceable, then all other provisions of the contract shall remain enforceable, and the unenforceable portion shall be replaced with a provision as near to the original intent of VILAS as possible.

Student Section

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

I have read the VILAS Parent/Student Authorization Technology and Communications Use Policy and Release of Liability Form. I agree to follow the rules, policies, and procedures contained within. I understand that if I violate the rules I may face disciplinary measures.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Section

Parent or Guardian Name \_\_\_\_\_

I have read the VILAS Parent/Student Authorized Technology and Communications Use Policy and Release of Liability Form, and I will supervise my child's use of the Internet. I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the VILAS Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety. I give permission to issue an account for my child and certify that the information contained in this is correct.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Sign and Return to VILAS

Vilas Online  
Attn: Ms. Chick  
P.O. Box 727  
Vilas, CO 81087