

Central Community High School District #71 Acceptable Use Policy

Central Community School District #71 is pleased to have technology and networks available to access the Internet, publish web pages and communicate using e-mail. Individuals may use computers to enhance lessons, research topics, build academic skills and extend learning beyond the classroom.

The District Acceptable Use Policy restricts access to material that is inappropriate in the school environment, and the District has taken available precautions to restrict access to controversial materials. However, on a global network, it is impossible for filtering software to block every controversial and inappropriate site.

The "System" shall include all electronic equipment owned or operated by the District, the District electronic mail, and the District website. "Use" of the System shall include use of or obtaining access to the System from any electronic device whether owned or operated by the District.

PURPOSE OF TECHNOLOGY

District technology, computers, and access to the Internet are designed for a limited educational purpose. The term "educational purpose" includes use of the network (hardware/software/connections, etc.) and access to the Internet for classroom activities, research, communications, career awareness, and professional development. Use of these educational tools is a privilege, not a right, and inappropriate use will result in the suspension or revocation of those privileges.

The District reserves and retains the right to regulate the content of and links to the District Technology System. The District also has the right to and does monitor use of its Technology System. With the exception of confidential students' educational records protected by federal and state statutes, no user of the District Technology System has an expectation of privacy in connection with such use.

Individual use of technology, Internet, web publications and e-mail will be governed by the policies found in this document, related District regulations, and student disciplinary code. Violation of the acceptable use guidelines shall be subject to consequences including but not limited to discipline, loss of System use privileges, and referral to law enforcement authorities or other legal action in appropriate cases.

The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District's electronic mail system. The District has the right to and does monitor use of the System by students, including students' access to the Internet, as part of System maintenance to determine whether the use is consistent with federal and state laws and District policies and guidelines. All users should be aware that their personal computer files or System use may be subject to public disclosure under the *Illinois Freedom of Information Act*.

Use of the technology, Internet, web publications and e-mail constitutes consent to abide by the policies contained in this document.

With respect to any of its electronic devices with Internet access, the District will use technology protection measures to make a reasonable effort to (A) protect minors against access through such electronic devices to visual depictions which are obscene, constitute child pornography, or are otherwise harmful to minors, and (B) protect all users against access through such electronic devices to visual depictions that are obscene or constitute child pornography (C) address the safety and security of all users using email, chat rooms, or other direct communications.

TECHNOLOGY AND COMPUTER USE

All students shall assume the following responsibilities while using District technology and computers.

- All users will treat equipment with care and report any abuse or misuse.
- Users will report any malfunction or problem as soon as they become aware.

- Users will not vandalize or damage any District technology hardware or software. If they do, they or their parents/legal guardians will be responsible to pay all repair and/or replacement costs. Vandalism is defined as any malicious attempt to harm or destroy data of another person, computer software, the network, computer hardware, computer wiring, or computer configuration.
- Users will not damage, destroy, or copy another person's data. If they do they will be referred to the building principal. ***Incidents in which a student copies another student's data or does not cite work done by other people will be treated as cheating.***
- Users will not tamper with or attempt to gain access to computer data to which they have no security authorization. Doing so will result in the suspension or revocation of the user's privileges, disciplinary action, and/or appropriate legal action.
- Users will not load or copy unauthorized software onto District computers. All software used on District computers is to be properly licensed and registered with the publisher or manufacturer, and ***installed by District Technology personnel.***
- Users will not attempt to log-in to a computer or the District's network as a system administrator. Doing so will result in the revocation of the user's network privileges, disciplinary action, and/or appropriate legal action.
- Users identified as a security risk may be denied access to the District's technology and computers.

ACCESS

Users may be provided with either a classroom or individual account. All users are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline. ***Individuals will be granted access to the District's technology, networks and Internet unless the individual's parent or legal guardian request in writing that access should not be provided.***

INTERNET USE

The District's access to the Internet, and its software, hardware, and data files, are owned and controlled by the School District. The District provides Internet access to all individuals as an educational tool. The District maintains the right to monitor Internet use and maintain user logs. All users shall assume the following responsibilities while using the Internet.

Prohibited Uses - The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in the "Due Process" section of these Guidelines and the District's Student Discipline Code and rules. The System shall not be used to:

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, hateful, profane or indecent materials.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, District employee, or System user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.

8. Disrupt or interfere with the System.
9. Gain unauthorized access to or vandalize the data or files of another user.
10. Gain unauthorized access to or vandalize the System or the technology system of any other individual or organization.
11. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
12. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of individual records.
13. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing, or other unwelcome messages.
15. Send mass electronic mail to multiple users without prior authorization by the appropriate District Administrator.
16. Conceal or misrepresent the user's identity while using the System.
17. Post material on the District's website without the authorization of the appropriate District administrator.
18. Attempt to gain unauthorized access to the District network or use the District's network to access any other computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
19. Make deliberate attempts to disrupt computer performance or destroy data by any means including spreading computer viruses or hacking. These actions are illegal.
20. Use the District's networks to engage in any other illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
21. Use data created outside the school and brought in on other media types without permission from the teacher and without scanning the data for viruses.
22. Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
23. Engage in personal attacks, including prejudicial or discriminatory attacks, or knowingly or recklessly post false or defamatory information about a person or organization.
24. Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
25. Post personal contact information about themselves or other people. Personal contact information includes full names, address, telephone number, school address, work address, etc. Users will not post private information about another person.
26. Agree to meet with someone they have met online.
27. Repost a message that was sent to them privately without permission of the person who sent the message.

28. Plagiarize another person's work. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

29. Infringe on another person's rights of copyright. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not he/she can use a work, the user should request written permission from the copyright owner.

30. Post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

31. Conduct random Internet searches that are unrelated to the educational purposes for which the System is being used.

RESPECTING LIMITED RESOURCES

Individuals will use electronic devices, media, and networks only for educational activities.

WEB PAGE PUBLICATION

Any website created by an individual using the System must be part of a District-sponsored activity or otherwise be authorized by the appropriate District administrator. All content, including links, of any website must receive prior approval by an appropriate District administrator. All contents of a web site must conform to these Acceptable Use Guidelines. Users will be allowed to create "content" pages related to the educational objectives of the curriculum. Users may retain the copyright on the material they create that is posted on the Web.

E-MAIL USE

Users may only use e-mail as part of a class activity, curriculum objective, or administrative purpose. The District maintains the right to monitor e-mail use and maintain user logs. E-mail logs will not be maintained or backed-up for longer than thirty days. The Superintendent will make decisions regarding who will receive a District e-mail account.

It will not be considered a violation of a user's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the Acceptable Use Policy or disciplinary code.

The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any user to an e-mail account is strictly prohibited.

Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic messages transmitted to external recipients.

Any messages received from an unknown sender via the Internet should be deleted immediately. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file being transmitted.

DUE PROCESS

The District will cooperate fully with local, state, or federal officials in any investigation concerning and/or correlating to any illegal activities conducted through the District's network.

In the event there is an allegation that a user has violated the District Acceptable Use Policy or contractual agreement, the person will be provided with a notice and opportunity to be heard in the manner set forth in the disciplinary code.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the user in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the disciplinary code, the violation will be handled in accord with the applicable provision of the code.

Any District administrator may request to terminate the account privileges of a guest user by providing notice to the user and the District Technology Coordinator. Guest accounts not active for more than 90 days may be removed, along with the user's files, without notice to the user.

Disciplinary actions and consequences will be handled with regard to Central Community High School District regulations and applicable Board Policy.

SEARCH AND SEIZURE

Users have a limited expectation of privacy with regard to the contents of their personal files, and online activity may be monitored while using the District's network.

Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District Acceptable Use Policy. If this occurs, the student disciplinary code, District regulations, employment policy, the collective bargaining agreement and/or the law will be used to resolve this situation.

WARRANTY

The School District makes no warranties of any kind, whether expressed or implied, for the service it is providing nor is it responsible for any damages suffered by a user. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or the user's errors or omissions. Use of any information is at the user's own risk. The School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

INDEMNIFICATION

The user agrees to indemnify the School District for any losses, cost, or damages, including reasonable attorney fees, incurred by the School District relating to, or arising out of, any breach of the authorization.

CHARGES

The School District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, equipment or line cost, and/or any online purchases.

**Central Community High School District #71
Acceptable Use Policy**

I understand and will voluntarily abide by the Central Community High School Acceptable Use Policy. I further understand that any violation of the Acceptable Use Policy may result in my user access privileges being revoked and school disciplinary action being taken. The signature(s) on this document indicate(s) that I/we have read the Central Community High School Acceptable Use Policy, understand its significance and voluntarily agree to comply fully with all of its terms and conditions.

Date ____/____/____

User Name _____
(Please print)

User Signature _____

As the parent or guardian of the student who has signed above, I have read the Central Community High School District 71 Acceptable Use Policy. I understand that electronic use is designed for educational purposes, and each student will have access to electronic devices as described in the Acceptable Use Policy. However, I recognize it is possible that my student may procure material that is not consistent with the educational goals of the Central Community High School. I also understand that if my student does not have my permission to have Internet access, and he/she is involved in an activity where the class is using the Internet, he/she will be given an alternative assignment of equivalent value. With this understanding I will mark below my preference as to whether Central Community High School should provide Internet access for my student and certify that the information contained on this form is correct.

_____ Yes, I give permission for the user listed above to have Internet access.

_____ No, I do not give permission for the user listed above to have Internet access.

Date ____/____/____

Parent/Guardian: _____
(Please Print)

Parent/Guardian: _____
(Signature)

Address: _____

Media Photo/Information Release

I hereby give Central Community High School District 71 the unqualified right and permission to reproduce, copyright, publish, circulate, or otherwise use photographic reproductions or likenesses of me and/or my name. The authorization and release covers the use of said material in any published form, and any medium of advertising, or publicity. I hereby certify I am an adult above the age of twenty-one in consenting to the release of the above-mentioned photographic reproductions.

** In the event the person is not an adult over the age of twenty-one, the signature listed below is that of the adult or guardian responsible for the child.

Name of person for photo release: _____

Parent/Guardian Signature: _____

Date of Release: _____

Release Authorization is Indefinite with no specific expiration