

Instruction

Acceptable Use of Electronic Networks

Authorization for Technology Access

Each staff member must sign this Authorization as a condition for using the District electronic network connection. Each student and his or her parent(s)/guardian(s) must also sign a Consent Form for using the District technology connection before being granted unsupervised access. School Board members are treated like staff members for purposes of this Authorization. Please read this document carefully before signing.

Rights and Responsibilities

All use of technology shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks* may result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) on the Authorization or Consent Form is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Usage Guidelines

1. Acceptable Use - Access to District technology must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Privileges - The use of District technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Superintendent or designee will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Knowingly using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources or entities;
 - g. Intentionally invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature.
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Intentionally accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - m. Using the network while access privileges are suspended or revoked; and,
 - n. Using encrypted communication without prior approval from the Superintendent or his designee .
 - o. Using the network for the spread of viruses or to disrupt or destroy network operation.
 - p. Using the network for the spread of 1 cyber-bullying.
4. Software Use
 - a. District 200 licenses the use of copies of computer software from a variety of publishers and distributors. The district does not own the copyright to this software or its related documentation and, unless authorized by the software publisher, does not have the right to reproduce it for use on more than one computer.
 - b. District 200 is committed to providing all users with information about intellectual property and copyright law and the policies for requisition, utilization, and auditing.
 - c. With regard to use on local area networks (LANs) or on multiple machines, District 200 users will use the software only in accordance with the license agreement.

- d. District 200 will explain the internal control procedures for metering the use of software, maintaining purchase orders and license agreements, penalties for illegal use, and budget and acquisition procedures.
 - e. District 200 users who learn of any misuse of software or related documentation within the district will notify the Superintendent or District legal counsel.
 - f. According to US copyright law, illegal reproduction of software is subject to civil damages of as much as US \$100,000 per title infringed, and criminal penalties, including fines of as much as US \$250,000 per title infringed and imprisonment of up to five years. District users who make, acquire, or use unauthorized copies of software will receive due process as appropriate under the circumstance. Such due process may include termination. District 200 does not condone the illegal duplication of software and will not tolerate it.
 - g. All software used in the District for either administrative or instructional use must be purchased through the Department of Technology for proper license tracking.
5. Hardware – All computer hardware and peripherals used in the District for either administrative or instructional use must be purchased through the Department of Technology. Equipment purchased with District funds outside the Department of Technology will not be supported, will not be asset tagged and will not be insured. All purchases to be eligible for district funding must have been approved prior to purchase by the Superintendent or his/her designee to assure compliance to district hardware and software standards.
6. Network Etiquette - All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal information, including the addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
7. No Warranties - The Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Board denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. Further, the Board denies responsibility for any information that may be lost, damaged, altered, or unavailable when using the Internet.
8. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
9. Security - Network security is a high priority. If a user can identify a security problem on the network, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Users must keep their account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
10. Copyright Web Publishing Rules – Copyright law and district policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide building principals or designees with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

- e. Identified student work may only be published if there is written permission from both the parent/guardian and student.
11. Use of Electronic Mail
- a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
 - b. 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 student or staff member to an electronic mail account is strictly prohibited.
 - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail that would be inappropriate in a letter or memorandum.
 - d. Electronic messages transmitted via the School 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 this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
 - e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. 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 so transmitted.
 - f. All use of the District's electronic mail system must conform to the rules and guidelines contained in the ethics resolution contained in the District's policy manual.
 - g. Use of the School District's electronic mail system constitutes consent to these regulations.
12. Internet Safety
- a. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and otherwise follow these procedures.
 - b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for electronic network access contained in these procedures.
 - c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA) and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:
 - Limiting student access to inappropriate matter as well as restricting access to harmful materials;
 - Student safety and security when using electronic communications;
 - Limiting unauthorized access, including "hacking" and other unlawful activities; and
 - Limiting unauthorized disclosure, use, and dissemination of personal identification information.
 - d. The system administrator and Building Principals shall monitor student Internet access.
13. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy technology or data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. Any and all such unauthorized charges or fees shall be the responsibility of the user.
15. Confidentiality – Employees shall maintain confidentiality of student records in their use of District computers. Confidential student information should not be loaded onto the network without prior administrative approval.
16. Monitoring of Personal Use - As a condition of using the Internet, including electronic mail communication, through District computers or Internet access, employees consent to monitoring and inspection by school administration of personal use of District computers. Such monitoring and inspection shall include any and all electronic mail communications made or attempted to be made or received by employees and all materials downloaded by employees.

Amended: April 2007

Instruction

World Wide Web Page Publishing Guidelines

General Requirements

All material published on the District Web site must have educational value and/or support the Districts guidelines, goals, and policies. Material appropriate for Web publishing included information about the District and its Board Members, agendas, policies, appropriate administrative procedures, Department activities or services, schools, teachers or classes, student projects, and student extracurricular organizations. Personal information, not related to education, will not be allowed on the District Web site.

Process of Review

Individual school or classroom web sites are encouraged to enhance instruction and promote communication, but must meet and follow the standards and guidelines outlined in this administrative regulation. District administrators, school principals, and the District Webmaster shall supervise the efforts of all staff members responsible for Web publishing at each level of District Web publishing.

All content published on the District 200 Web site must:

1. Comply with all State and federal law concerning copyright, intellectual property rights, and legal uses of network computers.
2. Comply with Board policies, administrative regulations, these Guidelines, and other District guidelines provided for specific levels of publishing. This specifically includes this administrative regulation and in District 200's Authorization for Technology Access.
3. Comply with the publishing expectations listed below

Material that fails to meet these guidelines or is in violation of Board policy and/or procedures shall not be published on the District Web site. The School and/or classroom Web pages are the property of District 200. The Board of Education, through the Superintendent or his/her designee, reserves the right to edit or discontinue publication of any web page that does not comply with the guidelines outlined in this policy, community standards, or responsible practice. Failure to follow these Guidelines or Administrative Regulation and/or procedures may result in loss of privileges, disciplinary action, and/or appropriate legal action.

Publishing Expectations

The following are minimum expectations for all District Web pages:

1. The style and presentation of Web published material should be of high quality and designed for clarity and readability. Material shall not be published in violation of District 200's Authorization for Technology Access, including material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or harassing or material that invades the privacy of any individual. Anonymous messages are prohibited.
2. Correct grammar and spelling are expected.
3. All information must be verifiable.
4. Publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials.
5. Publications must identify affiliation with the District, school and/or department.
6. All school and classroom Web pages must provide a link to District 200's Home page.
7. External links to non-District Web sites are limited to sites containing appropriate educational materials and information as exclusively determined by the District. Every effort should be made to insure that all links are safe, operational and as commercial-free as possible. Every link to an external Web site must open a new browser window. District 200 will advise the public through a Disclaimer, on the District [home page](#), that the District can only be held responsible for content within the District 200 Web site.
8. Relevant dates are required on all publications, including the date on which the publication was placed on the District Web site. Each site should contain the date the page was last updated. A District Web page should contain current and timely information.
9. All publications must include the District e-mail address of the staff member responsible for the page. This provides a contact person for questions or comments. If a student is the publisher, the sponsoring staff member's e-mail must be included as the responsible person. Only District staff members may act as student sponsors.
10. Use of the District's Web site for personal or financial gain is prohibited. No commercial, not-for-profit business, or private accounts should be listed on any District Web pages.
11. All documents should be previewed on different Web browsers, especially Internet Explorer and Netscape, before being posted on the District Web site.

For more information about these expectations or other issues related to Web publishing, please contact the Department of Technology

Protecting Student and Staff Privacy

- Personal information concerning students or staff members, including home addresses and telephone numbers, shall not be published on District 200 Web pages.
- Student records shall not be disclosed through the regular District 200 Web site.
- A student's last name, and last name initial shall not be published on District Web pages (exceptions maybe made for special circumstances with prior approval through the Director of Communications).
- In special circumstances (e.g., where accolades are warranted), the sponsoring staff member should contact the Building Principal who may seek permission from the student's parents/guardians.
- Web pages shall not display student pictures with a student identified by his or her name unless written parental permission was first granted (e.g., by executing the form Using a Photograph or Videotape of a Student) and is on file with the school principal. The use of student group photos are recommended.
- Student e-mail addresses, whether a personal or District account, shall not be listed on any District Web page.
- Web pages shall not display student work, as it is related to a class project or other school related activity, unless written parental permission was first granted and is on file with the school principal.
- Specific use permission is needed from the parent/guardian for students receiving any special education services and written form must be on file with the school principal.

Submitting Material to Be Published

Everyone submitting material for publication on the District 200's Web site shall have signed the Acceptable Use of Electronic Networks form indicating they accept the responsibility for authoring and maintaining the page. All Material submitted by a staff member for publication on the District's Web site is deemed "work of hire," and the copyright in those works vests in the District. All necessary permissions will be obtained prior to publication. All material submitted for the District Web site is subject to treatment as a District-sponsored publication.

Different Levels of Web Publication

The following guidelines provide specific information regarding Web publishing at different levels within the District. At each level, a staff member is identified as being responsible for Web publishing at that level. This individual's Web publishing efforts are supervised by the District Webmaster.

District Level

The superintendent or designee will grant permission to publish a school or classroom Web page following the approval of an initial template submitted by the author who has followed these guidelines.

The District Webmaster is responsible for keeping the District Web page functioning properly.

The District Webmaster conducts the District-level Web publishing efforts and supervises other levels of Web publishing. District-level publishing includes the District's homepage as well as any publishing activities representing the District as a whole (e.g., information about Board meetings, Board policy, and schedules). The District homepage shall have a link to an Online Privacy Statement.

The District Webmaster is responsible for overseeing all web pages to ensure that they:

- Follow the structure of district file management,
- Maintain a consistent identity and professional appearance for top level Web pages
- Are easy to use and navigate
- Align with District 200 technical standards.

District 200 departments are responsible to provide timely information and keep the District Webmaster informed of necessary maintenance for their Web pages.

School Level

The Building Principal is ultimately responsible for his or her respective school's Web pages, but may appoint a staff member as the School Webmaster to fulfill the maintenance, reviewing, and uploading tasks. The Building Principal shall keep the District Webmaster informed of who is the School Webmaster. All official material originating from the school will be consistent with the District style and content guidelines.

Staff Level

Any teacher or other staff member wanting to create Web pages for use in class activities or to provide a resource for other teachers or staff members shall initially notify the District Webmaster or his/her designee and follow the procedures and guidelines of this document.

Staff members will include their district e-mail address and mail to: links in appropriate places of their published Web page/s. Because the purpose of these pages is to enhance communication, the goal will be to respond to all electronic communication received by staff member in compliance with District guidelines.

Student Level

A student wanting to create Web pages on the District Web site as part of a class or school-sponsored activity should request a staff member to sponsor the student's publishing efforts. The sponsoring teacher or staff member shall notify the School or District Webmaster of the desired publishing activities. The student's Web page must include the sponsor's District e-mail address. Student Web pages will be removed at the end of the school year unless special arrangements are made. Appropriate permissions will need to be obtained on the required District 200 forms prior to publication.

Personal web pages are not allowed on the School District's Web server. Likewise, student Web pages may not contain commercial or advertising links, including links to games and advertisements for games.

Adopted: May 2003

Revised: June 2004

Amended: April 2007

Community Unit School District 200

Acceptable Use of Electronic Networks

I understand and will abide by the Acceptable Use of Electronic Networks procedures. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the Internet.

DATE _____

Employee Name (Please Print)

Employee Signature

May 2003