

## **CCSD 46 Network User Agreement and Internet Safety Policy Acceptable Use Policy**

The Community Consolidated School District 46 provides employees and students with access to the District's electronic communication system, which includes Internet access, as a means to enhance communication within the District, enhance productivity, and assist employees and students in improving their skills. Access is also provided to assist in the sharing of information with the local community, including parents. The CCSD 46 Board of Education (BOE) has established an Acceptable Use Policy (AUP) to ensure appropriate use of these resources. Access to the District's computer and electronic communication systems by staff, students, and others, requires adherence to this AUP and other District policies. Violation of these policies may result in loss of the privilege of accessing these systems.

The District's electronic communication system shall be used primarily for educational and administrative purposes and may not be used for commercial purposes, defined as offering or providing goods or services. District employees and students may use the system to communicate with their elected representatives and field experts. Users are responsible for complying with federal and state regulations, and other District policies, in their use of the District's computer and electronic communication systems. Employees of the District must recognize that electronic files and communications may be electronic records subject to state open records requirements and they must take appropriate actions to maintain such records in compliance with state statutes. Excerpts of the District's **Network User Agreement and Internet Safety Policy** are included in each student handbook and the complete Policy is posted on the District's web page. **If parents object to having their child access the Internet, they must submit a written request that denies Internet access to their child (children). Parents must submit this form on a yearly basis.**

Administrative procedures clarify acceptable use of the electronic communication system in the following areas:

1. Personal safety
2. Illegal activities
3. System security
4. Inappropriate language
5. Respect for privacy
6. Respecting resource limits
7. Plagiarism and copyright infringement
8. Inappropriate access to material

The Information Technology Department oversees the District's electronic communication system. The Information Technology Staff and building administrator at each site is responsible for interpreting the District's AUP. This includes ensuring that students and staff receive proper training in the use of the system and the requirements of this policy, establishing a system to ensure adequate supervision of students using the system, and maintaining active user rights.

## **Acceptable Use of District's Electronic Communication System**

### **A. Purpose**

1. Community Consolidated School District 46 (CCSD 46) provides employees and students with access to the District's electronic communication system, which includes Internet access. Access to the Community Consolidated School District 46's computer and electronic communication systems by employees, students, and others requires adherence to the District's Acceptable Use Policy and other District policies. Violation of these policies may result in loss of the privilege of accessing these systems.
2. The primary purpose of providing access is to enhance teaching and learning, thereby better preparing students for success in life and work. This access is provided to increase student learning and communication, enhance productivity, and assist users in improving their skills. Access is also provided to assist in the sharing of information with the local community and including parents.
3. The District's electronic communication system shall primarily be used for school-related administrative and educational purposes. The system shall not be used for personal purposes during work hours.
4. The District's computer and electronic communication systems may not be used for commercial purposes, defined as purchasing or offering/providing goods or services.
5. District employees and students may use the system to communicate with their elected representatives and field experts.
6. Users are responsible for complying with federal and state regulations, and other District policies, in their use of the District's computer and electronic communication systems.
7. Employees of the District must recognize that electronic files and communications may be electronic records subject to state open records requirements, and they must take appropriate actions to maintain such records in compliance with state statutes.

## **B. District Responsibilities**

1. The Information Technology Department oversees the District system.
2. The Information Technology Staff and building administration serves as the building level coordinator for the District system, approves building level activities, ensures staff and students receive proper training in the use of the system and the requirements of this policy, works with staff to ensure adequate supervision of students using the system, and is responsible for interpreting the District's Acceptable Use Policy at the building level.
3. Staff will actively monitor students who are engaged in online learning activities.
4. Staff at grades K-8 must preview and/or monitor Web sites for student access prior to or during use.
5. The District shall maintain an Internet filtering measure that blocks access to the three categories of visual depictions specified by CIPA<sup>1</sup> – obscene, child pornography, and material that is deemed harmful to minors.
6. The District's Internet filtering measure may be relaxed or disabled for bona fide research or other lawful purposes.

## **C. Access to the System**

1. The District's Acceptable Use Policy, set forth in section K, governs all uses of the District network by students and staff.
2. All CCSD 46 staff must sign an Employee Network User Agreement form before access to the network is granted.
3. Long-Term Substitute Accounts. A Long-Term Substitute may receive an individual account with the approval of the Information Technology Staff or the building administrator if there is a specific, District-related purpose requiring such access. Use of the system by a Long-Term Substitute must be specifically limited to the District-related purpose.
4. All students will receive access to the network.

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<sup>1</sup> The Children's Internet Protection Act

#### **D. Parental Notification and Responsibility**

1. The District will notify parents/guardians about the District network and the policies governing its use.
2. Upon consultation with the building administration, parents/guardians have the right at any time to investigate the contents of their children's files. Parents/guardians have the right to request the termination of the children's individual accounts at any time.
3. There is a wide range of material available on the Internet, some of which may not fit with a particular family's values. Although the District has an Internet filtering measure in place, it is impossible to ensure complete protection from access to inappropriate material. It is not possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents/guardians to specify to their children what material is and is not acceptable for their children to access through the District's system.

#### **E. District Limitation of Liability**

The District makes no guarantees of any kind, either express or implied that the functions of the services provided by or through the District system will be error free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

#### **F. Due Process**

1. The District will cooperate fully with local, state or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District system.
2. In the event there is an allegation that a student has violated the District Acceptable Use Policy the Information Technology Staff will investigate and meet with building administration. The student and parents will be given an opportunity to be heard in the manner set forth by District policy.
3. Disciplinary actions are tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network.
4. Employee violations of the District's Acceptable Use Policy are handled in accordance with the District policy and the collective bargaining agreements.
5. A Long-Term Substitute user's account may be terminated at any time.

## **G. Search and Seizure**

1. System users have a limited privacy expectation in the contents of their personal files on the District system.
2. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District's Acceptable Use Policy or the law.
3. An individual search will be conducted if there is a reasonable suspicion that a user has violated the law or the District's Acceptable Use Policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violations.
4. District employees should be aware that their personal files are discoverable under state public open records laws.

## **H. Copyright and Plagiarism**

1. District policies on copyright govern the use of material accessed through the District system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.
2. District policies on plagiarism will govern use of material accessed through the District system. Teachers will instruct student in appropriate research and citation practices.

## **I. Academic Freedom, Selection of Material, Student Rights to Free Speech**

1. When using the Internet for class activities, teachers will select age-appropriate material that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

## **J. District Web Site**

1. The District maintains a Web site that presents information about the District. The Information Technology Department establishes a process and the criteria for the establishment and posting of material, including links to other sites, on these pages.
2. Schools and classes may establish Web pages that present information about the school or class activities. The building Information Technology Department (or a designated staff member) is responsible for managing the school Web site.

## **K. Community Consolidated School District 46's Acceptable Use Policy**

### **1. Personal Safety**

- a. Students will **not** post personal contact information about themselves or other people. Personal contact information includes, but is not limited to, address, telephone, and work address.
- b. Students will **not** agree to meet with someone they have met online without their parent'(s)/guardian'(s) approval and participation.
- c. Users will promptly disclose to their teacher or other staff members present any messages they receive that are inappropriate or make them feel uncomfortable.

### **2. Unauthorized Activities**

- a. Users will **not** attempt to gain unauthorized access to the District system or to any other computer system through the District system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
- b. Users will **not** install software on the local hard drive nor will they download files without prior approval from the Information Technology Department. Users will not alter any software configuration that is stored on a workstation. Users may use media stored on data storage devices to transport data files that are being worked on at home and school.
- c. Users will **not** make deliberate attempts to disrupt the computer system performance or destroy data by intentionally spreading computer viruses or by any other means.
- d. Users will **not** use the District system to engage in any other illegal act, including, but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, utilizing packet capture programs, or threatening the safety of another person.
- e. Users will **not** be engaged in activities that are not related to District educational purposes or which are contrary to the instructions from the supervising District employees as to the system's use.

### **3. System Security**

- a. Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their personal accounts. Under no conditions should a user provide his/her password to another person.
- b. Users will immediately notify the building Information Technology Staff if they have identified a possible security problem. Users will **not** search for security problems because this may be construed as an unauthorized attempt to gain access, i.e. computer hacking.

#### 4. Inappropriate Language/Respect for Privacy

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
- b. Users will **not** use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will **not** post information that, if acted upon, could cause damage, danger, or disruption.
- d. Users will **not** engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will **not** harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending him/her messages, he/she must stop.
- f. Users will **not** knowingly or recklessly post false or defamatory information about a person or organization.
- g. Users will use discretion when forwarding a message that was sent to them privately without permission of the person who sent them the message.

#### 5. Respecting Resource Limits

- a. Staff will use the system primarily for educational, professional, or career development activities. Students will use the system for educational activities. Any other student uses must be approved by CCSD 46 staff.
- b. Students may download files only with a staff member's permission.
- c. Users will **not** post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- d. Users are encouraged to check their email frequently and delete unwanted messages promptly. Further, users need to delete unnecessary files in their accounts and/or shared folders.
- e. Students may subscribe to group mail/lists/listservs that are relevant to their education with an instructor's consent. Students are responsible for unsubscribing to group mail/list- servs before leaving the District.

#### 6. Plagiarism and Copyright Infringement

- a. Users will **not** plagiarize. Plagiarism is taking the works of others and presenting them as if they were original to the user.
- b. Users will respect the rights of copyright owners. 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, he/she should request permission from the copyright owner and appropriately reference it.

## 7. Inappropriate Access to Material

- a. Users will **not** use the District system to access, retrieve, or view material that are \*indecent, profane or \*obscene that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). [“Indecent materials” are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. “Obscene materials” are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.]
- b. If a user inadvertently accesses such information, he/she should immediately disclose the inadvertent access in a manner specified by his/her teacher. This will protect users against an allegation that they have intentionally violated the AUP.

## 8. Consequences of violations of the Acceptable Use Policy include but are not limited to:

- ∞ Suspension of network privileges
- ∞ Revocation of network privileges
- ∞ Suspension of Internet privileges
- ∞ Revocation of Internet privileges
- ∞ School expulsion
- ∞ Legal action and prosecution by the authorities