

Instruction

Administrative Procedure – Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or forbidden behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures may result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. **Acceptable Use** – Access to the District's electronic networks must be (a) for the purpose of education or research, and the furtherance of the Board of Education's stated goal or (b) for a legitimate business use.
2. **Privileges** – The use of the District's electronic networks including, but not limited to, District computers, network facilities and the Internet, is a privilege, not a right, and inappropriate use may result in a disciplinary procedure to determine future access privileges. The system administrator will make recommendations to the Superintendent or designated Associate Superintendent regarding whether or not a user has violated these procedures. The Superintendent or Associate Superintendent may deny, revoke, or suspend access at any time; his or her decision is final.
3. **Unacceptable Use** – The user is responsible for his or her actions and activities involving the network. Unethical and unacceptable behavior as defined below may result in disciplinary action. Unethical and unacceptable use of the Electronic Network shall include, but not be limited to:
 - a. Use of the Electronic Network in violation of District policy.
 - b. Sharing of access codes or passwords. Passwords and accounts shall be used only by the authorized owner of the account.
 - c. Disclosure of any user's or student's full name, home address, phone number or any other student information without specific written authorization from that student's parents or guardians.
 - d. Intentionally downloading viruses, Trojan horses or other files dangerous to the integrity of the network.
 - e. Use of the Electronic Network for any intentional illegal activity or to access, retrieve, view or disseminate inappropriate materials. Inappropriate material may be material which is considered indecent, obscene or would be inappropriate for classroom use. Indecent materials are those materials which, in context, depict or describe sexual activities or organs, violent materials and materials that encourage violence. Obscene materials are those materials which, taken as a whole, appeal to the prurient interest in sex, which portrays sexual conduct in a patently offensive way, and which, taken as whole, do not have any serious literary, artistic, political, or scientific value.
 - f. Use of the Electronic Network to intentionally access, retrieve, view, or disseminate any material, information or software in violation of any Federal, State or local law. This includes, but is not limited to, improper use of copyrighted material.
 - g. Use of the electronic network in any manner which intentionally disrupts the information network traffic or interferes with the network and/or its connected systems or results in vandalism or

attempted vandalism to the District's Electronic Network. Vandalism is defined as any malicious attempt to harm or destroy District equipment or materials (including all hardware, software, configuration settings, means of inter-connection, and all other related materials, that of another user, the District network or the Internet). Vandalism shall be addressed in accordance with Board Policy 6:235.

- h. Use of the Electronic Network for profit or commercial activities, including advertising or sales.
 - i. Use of the Electronic Network in a manner that is directed toward or intended to harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, handicap, national origin, or sexual orientation.
 - j. Use of the Electronic Network for defamation or malicious ridicule or abuse of District staff or employees.
 - k. Use of the Electronic Network to intentionally disrupt the educational process or interfere with the rights of others at any time.
 - l. Use of the Electronic Network to improperly alter electronic mail messages or to use an account owned by another user.
 - m. Use of the Electronic Network to invade the privacy of any individual.
 - n. Downloading or installation of software prior to approval by technology staff, regardless of whether it is copyrighted or devirused.
 - o. Repeated wasteful use of resources, such as file space or network capacity, after prior written individual warning of wasteful usage.
 - p. Posting material authorized or created by another to the Internet without their consent.
 - q. Posting messages through email or news services that provide anonymity.
 - r. Intentionally accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
 - s. Use of personal diskettes by students without the approval and supervision of a teacher in charge.
4. Network Etiquette – The user is 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 language that would be inappropriate for classroom use.
 - c. 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.
 - d. Do not intentionally use the network in any way that would disrupt its use by other users.
 - e. Consider all communications and information accessible via the network to be private property.

5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District 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 the District's negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through the District's services.
6. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District due to the user's willful and malicious conduct relating to, or arising out of, any criminal or civil charges due to violation of these procedures.
7. Security Problem Reporting – Network security is a high priority. If the user can identify a security problem on the network, the user must notify the classroom teacher, Director of Technology or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. 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.
8. Telephone 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 resulting from network access over a District owned telephone line.
9. Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of copyrighted text or graphics found on the Web or on District Web sites or file servers without explicit written permission. Users must take the same care with use of text and graphics obtained through the network as they would for printed materials.
 - a. For each re-publication (on a Web site or file server) of a copyrighted graphic or a text file, there must be a notice at the bottom of the page crediting the original producer. If possible, the notice should also include the Web address of the original source. This is equivalent to a bibliographic footnote.
 - b. 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.
 - c. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - d. Student work may only be published if there is written permission from both the parent/guardian and student.
10. 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 or file on its system, without prior notice or permission from the account's user. Access by any student or staff member to an electronic mail account through use of another user's id and/or password 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 message 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. Downloading a file attached to an email message is prohibited unless the user is reasonably certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the School District's electronic mail system constitutes consent to these regulations.

Disclaimer

Lake Zurich Community Unit School District 95 makes no warranties of any kind whether expressed or implied, for the electronic network. The District will not be responsible for any damages suffered, including any loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Electronic Network is at the user's own risk. The District denies any responsibility for the accuracy or quality of information obtained through the Electronic Network.

Access

- a. As a condition for using the District's electronic network, all users must sign the District's Authorization for Electronic Network Access.
- b. Students, annually, must have parent(s)/ guardian(s) sign the Authorization. Additionally, the student's parent(s)/guardian(s) must indicate their consent on the Authorization prior to the student's unmonitored access to the Internet.

Internet Safety

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures.
2. Staff members shall provide reasonable levels of supervision while students are using District Internet access to observe that the students abide by the Terms and Conditions for Internet access contained in these procedures.
3. 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 and as determined by the Superintendent or designee.
4. The System Administrator and Building Principals shall promote the safe use of student Internet access.

STUDENT SECTION

I understand and will abide by the *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my E-mail and download material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action for willful or malicious violation of the policy may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any civil or criminal claims and damages arising from my use of, or inability to use the Internet. I also understand that violation of this policy constitutes gross disobedience and misconduct, which will be grounds for discipline, up to and including suspension and/or expulsion.

DATE: _____

STUDENT FULL NAME (*Please Print*): _____

STUDENT SIGNATURE: _____

PARENT SECTION

I have read the *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I hereby release, hold harmless and indemnify the District, its employees, agents, or Board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed:

Please check one only:

- access to the District's Internet during my student's free study time and/or research time when a teacher may not be present.
- access to the District's Internet in a classroom setting with a teacher present.

PARENT/GUARDIAN NAME (*Please Print*): _____

SIGNATURE: _____

DATE: _____