

TECHNOLOGY AND INTERNET USE PROCEDURES AND GUIDELINES FOR STUDENTS

JDT

Instruction: Internet Safety – Permissible Use of District Computers and Technology and Use of District Means to Access the Internet

The Community Consolidated School District 21 Board of Education, administration, and faculty are committed to preparing our students to be successful leaders in a rapidly changing technologically oriented world. Technologies available to students and teachers include computers and software, peripheral devices such as digital cameras and camcorders, and the Internet. The Internet is a vast global network linking computers at universities, elementary and secondary schools, research facilities, and other sites. The Internet offers vast, diverse, and unique resources to students, teachers, and other School District 21 employees.

Our goal in providing technological hardware, software, and the Internet is to promote sharing, innovation, and communication that enhances learning our curriculum. By being connected to the Internet, students and staff have potential access to electronic mail communication; to information via the World Wide Web; to various research sources including certain library catalogs, the Library of Congress, museums and other research databases. The use of the term “Internet” or “network” in this policy refers to all information accessed through the District’s network from the various sources as identified above and any and all information accessed using District means of access as well as the physical system of cables, routers, and switches through which this information moves. Community Consolidated School District 21 firmly believes that the valuable information and interaction available on the Internet will enable users to achieve the educational goals of our school district. Our hardware and software resources as well as the Internet and network are part of School District 21’s curriculum and instruction model and are not a public forum for general use. The Superintendent or his/her designee shall have the right to review, question and remove any product (as defined in administrative procedures) that is placed onto websites representing District 21 on the Internet and/or on District 21 networks.

The Board of Education denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through the use of the Internet. Further, the Board denies any responsibility for any information that may be lost, damaged, altered or unavailable when using the District’s network. Employees shall be solely responsible for any unauthorized charges or fees resulting from their access to the Internet.

Authorized use of the District’s network and the Internet shall be governed by administrative procedures developed by the Superintendent of Schools.

Adopted: 02/1996

Revised: 02/2003

Revised: 01/2008

Legal Reference: *Children’s Internet Protection Act*,
Public Law 106-554, December 2000.

INTERNET SAFETY - PERMISSIBLE USE OF DISTRICT COMPUTERS AND USE OF DISTRICT MEANS TO ACCESS THE INTERNET - STUDENTS: ADMINISTRATIVE PROCEDURES

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A. Risk

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Sites accessible via the Internet may contain material that is illegal, defamatory, obscene, inaccurate or controversial. School District 21 has taken precautions to restrict access to controversial materials through both administrative procedures and Internet filtering devices. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. School District 21 firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

B. Users' Responsibilities

Internet users, like traditional library users, are responsible for their actions in accessing available resources. Student access of online services will be under the supervision of District 21 staff. Before connecting to the Internet, students must first obtain permission from the supervising staff member. Because it is impracticable for the District to monitor the District's computer network for improper or illegal activity at all times, students and their parents shall be solely responsible for any improper or illegal activity and/or transaction resulting from the student's use of the District's computer network. The District does not condone, authorize or approve of use of the District's computer network for any activity which is not related to the school curriculum, delivery of services or co-curricular activities sponsored by the District.

C. Terms and Conditions

District 21 hardware and software technology and Internet access may be used to improve learning and teaching consistent with the educational mission of District 21. Students are only allowed access to information and data on the Internet which is consistent with the school's curriculum and educational mission. District 21 expects legal, ethical and efficient use of the Internet.

1. **Privilege.** Use of a District 21 hardware and software technology and online services is a privilege, not a right.
2. **Subject to system administrator.** All District 21 technology and services are subject to perusal for virus scanning and/or determination of inappropriate use.

3. **Usage agreement.** All users of online services are required to sign a usage agreement. Parents will also be required to sign a usage agreement. The signatures attached to these documents indicate the party (parties) who signed has (have) read the terms and conditions carefully, and understand(s) their significance and agree to comply with the terms and conditions.

E. Acceptable Use

The purpose of providing hardware and software technology and online services in District 21 schools is to support research and curriculum in and among academic institutions by providing access to unique resources and the opportunity for collaborative work.

F. General Guidelines

As a student,

1. I understand that the use of online services must be in support of education and research consistent with the purposes and educational objectives of School District 21. I am only authorized to use District computers and network services when my parent or guardian and I have signed the usage agreement. School District 21 technology and the Internet may be used for activities related to the school curriculum and co-curricular activities sponsored by the District and for research consistent with the District's educational objectives.
2. I understand that School District 21 has the right to review, question and remove any District 21 work product that is placed onto websites representing District 21 on the Internet and District 21 networks. Examples of materials constituting District 21 work product include, but are not limited to: Parent/Student Handbooks, school newspapers, and school yearbooks.
3. I understand that confidential personal information about myself, my classmates, school staff members, and other people should not be shared on the Internet or loaded onto the network where unauthorized access to such information may be obtained.
4. As a condition of being allowed access to the Internet and the District's electronic mail communication using District computers or District means of access, I consent to monitoring and inspection by school administration. This monitoring includes the use of District computers and all electronic mail communications made or attempted to be made or received by me and all materials accessed or downloaded by me.
5. I shall not use electronic mail communication to create, communicate or repeat any message or information which is illegal, indecent, obscene, defamatory,

likely to constitute harassment of any other individual, including students and staff members, likely to cause disruption in the schools, or is otherwise inconsistent with the District's curriculum and educational mission.

6. If I receive a threatening or unwelcome communication, I understand that I am obligated to bring it to the attention of a teacher, the principal, or another adult in the classroom or lab.
7. I understand that I cannot send any material in violation of any U.S. or state regulation. This includes, but is not limited to: copyright material, threatening or obscene material, unauthorized access to or unauthorized use of databases, or material protected by trade secret.
8. I understand that I cannot use School District 21 technology or its network to advertise a specific product or to conduct political lobbying.
9. Hate mail, harassment, discriminatory remarks, and other behaviors that violate my school's rules are prohibited on School District 21 technology and its network.
10. I will not use any School District 21 technology or its network to access or process inappropriate material or files that are dangerous to the integrity of hardware, software, the School District 21 network, or other users on the Internet.
11. I will not use the network in ways that impact other users from doing their work on the network.
12. I will not destroy, modify, or abuse hardware or software or use the network to infiltrate other computers in any malicious way.
13. I will respect the privacy rights of others and shall not attempt to access any electronic mail communications that are not sent to them or intended to be received by them or to others' electronic files. I will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
14. I understand that server and online accounts are to be used only by the authorized owner of the account and for the authorized purpose.
15. I understand that the illegal installation of copyrighted software for use on district computers is prohibited and that software can only be loaded on to District 21 computers by authorized adults.

16. I understand that the use of another organization's network or computing resources must comply with the rules appropriate for that network.

17. From time to time, School District 21 will make determinations on whether specific uses of technology, the network, and the Internet by students are consistent with the Acceptable Use Policy.

18. School District 21 reserves the right to log the use of technology hardware and software, Internet use, and to monitor file server space utilization by users.

19. School District 21 reserves the right to remove a user account on the network to prevent further unauthorized activity.

G. Internet Safety Education Program

In accordance with the Illinois Internet Safety Education Act (P.A. 95-0909), students will learn about the General Guidelines listed above in Section E as well as other Internet best practices on an annual basis through classroom instruction.

H. Confidential Security Code

Users may be given a confidential security code. Users have full responsibility for the use of their network access. Account numbers or passwords should never be shared with anyone.

I. Consequences of Improper or Prohibited Use of District Computers or District Means of Access to the Internet

An attempt to violate the provisions of this policy may result in revocation of the users Internet access privileges and/or network services regardless of the success or failure of the attempt. Improper or prohibited use of District computers or District Internet access will result in discipline up to and including expulsion. Criminal conduct may be referred to law enforcement authorities.

J. Disclaimers

1. School District 21 reserves the right to utilize computer-based assessments with all students regardless of whether or not they or their parents have signed off on an Acceptable Use Policy.
2. District 21 makes no warranties of any kind, whether expressed or implied, for the online services it is providing. District 21 will not be responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or user errors or omissions. District 21 is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the Internet is at the user's own risk. District 21 specifically denies any responsibility for the accuracy or quality of information obtained through its Internet service.

K. Termination of Authorized Use

The Board of Education recognizes the need for secure computing and networking facilities and authorizes the administration to terminate network computer access when said access is no longer needed. Reasons for terminating the authorized use by a student may include, but are not limited to the following:

1. The student is no longer connected with School District 21.
2. The student is denied access for disciplinary reasons.

Agreement Regarding Permissible Computer Use

Students and their parents should carefully review this agreement and the attached policy and procedures regarding permissible use of District 21 computers and access to the Internet using District 21 means of access. Parents and students should sign this agreement where indicated to show their agreement to follow the District rules and regulations set forth in School District 21 computer use policies and procedures. Students will be allowed to use District computers and/or Internet access using District means according to this policy and procedures after they have returned this agreement signed by the student and his/her parent or guardian. Please retain the attached policy and procedures for future reference.

Name of Student _____
(Please print)

School _____

STUDENT:

- I understand and agree to follow the School District’s rules regarding Internet safety and permissible use of District 21 technology hardware, software, network, and access to the Internet.
- I consent to monitoring and inspection of my use of District computers and Internet access by school staff and administration.
- I understand that if I do not follow the District’s rules regarding computer use and Internet access, it will result in appropriate disciplinary action which may include loss of computer access privileges and/or other consequences from our School Handbook.

Signature of Student

DATE: _____

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PARENT(S)/GUARDIAN:

Please choose one of the following sections and complete the bottom.

My child has permission to use school computers and Internet access.
I have read and I understand the School District's policy and procedures regarding Internet safety and permissible use of District 21's technology hardware, software, network, and Internet access using District 21 means of access. I understand that the District's technology hardware, software, network, and Internet access is for educational purposes only. I also recognize that, in spite of filtering technology that is in place, it is impossible for the District to prevent access to all non-educational materials and that the responsibility for appropriate use of District computers ultimately rests with the computer user. I agree to instruct my child accordingly. I will hold harmless the School District, its employees, agents, or Board members, for any harm caused to or by my child while using District 21's technology resources, including the Internet. I accept full responsibility for any harm caused to or by my child while using District 21's computers and/or District Internet access.

My child does **not** have permission to use school computers and Internet access.
I request that my child **not** be allowed access to School District 21's technology hardware, software, and/or network as well as to the Internet using School District 21's means of Internet access. I understand that, by signing below, my child will participate in alternative instructional activities when class activities require the use of technology with the exception of his or her participation in computer-based District or State assessments.

Name of Parent or Guardian _____
(Please print)

Signature of Parent or Guardian

DATE: _____