

Community Consolidated School District 146 Technology Use Guidelines for Students

District 146 has made a significant commitment to technology and provides these resources to its students, staff, School Board members and volunteers for educational and other appropriate professional activities. The goal in providing these resources is to develop thoughtful and responsible users of technology by promoting educational excellence and fostering high quality personal learning. District 146 firmly believes that technology resources, including the use of the Internet, are of great importance in today's environment. At the same time, School District 146 recognizes the need to develop guidelines in relation to the use of these resources.

To this end, the following acceptable practice guidelines have been developed to protect District 146's investment in technology and to inform users of appropriate and responsible usage. Since access to the technology resources of School District 146 is a privilege and not an entitlement or right, these guidelines are provided so that users are aware of the responsibilities they are about to acquire.

Definition of District Technology Resources:

- The information systems and technology resources covered by these regulations include all of the District's computer systems, software, access to the Internet, and networks and their various configurations. The systems and networks include all of the computer hardware and peripheral equipment, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROMs, clip art, digital images, digitized information, communications technologies which includes audio and video capability, and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

Authorized Use:

- Authorized use of the School District's technology and the Internet shall be governed by administrative procedures developed by the Superintendent and the Board of Education.
- Access to the District's technological resources will be granted only upon receipt of the appropriate consent form agreeing to adhere to the acceptable use guidelines.
- The District's Technology Resources are a part of the District 146 curriculum and have not been provided as a public access service or a public forum. The District has the right to place restrictions on the material that users access and post through its technological resources. Users of these resources are expected to follow the general use policy, any rules found in District or school handbooks, any Board or administrative directives, and all applicable local, state, federal and international laws.

No Expectation of Privacy:

All technological resources, along with associated network wiring and management devices, are owned in their entirety by Community Consolidated School District 146. All

information, correspondence and communication contained in the files that reside on District 146's technological resources, or that were sent or received using District Technology resources, are owned by District 146. Therefore:

- Users waive their right to privacy with respect to their files and communications and consent to access and disclosure to them by authorized District personnel and those external personnel designated by the Superintendent. Authorized district personnel shall be identified by the Board or Superintendent and shall include, but not be limited to, the Superintendent, the Assistant Superintendent, Principals and Assistant Principals. Technical support personnel will have limited access to files while performing their roles.

Student Responsibilities:

- Students utilizing District-provided technology resources must first have the permission of and be supervised by District 146 professional staff. Individual students are responsible for their use of the network. Students must practice appropriate behavior and judgment when on-line or using other technology resources just as they do in a classroom or other areas of the school. The same general rules for behavior and communication apply. Since network communication is often public, students are responsible for behaving as appropriately on the network as they are in school. Students may be disciplined up to, and including, expulsion for inappropriate use.
- All resources should be handled with care. Hardware and software must not be modified, abused or misused in any way. Students shall not load anything onto the District's network or Internet without prior approval. Students are responsible for reporting any unauthorized software that they observe on the network. Failure to report to their teacher may result in a suspension of computer usage.
- The District does not provide students with personal e-mail accounts. Thus, all student use of e-mail shall be under the supervision of a staff member and shall be consistent with the District's curriculum and educational mission. Students shall not be allowed to use the District's electronic mail communication for personal messages, anonymous messages or communications unrelated to the school program. Students may be disciplined up to, and including, expulsion for the creation of inappropriate e-mails sent via the school network and may also be disciplined up to, and including, expulsion for receiving and not reporting inappropriate e-mail.
- Students shall respect the privacy rights of others and shall not attempt to access any electronic mail communications not directed to them or intended to be received by them.
- Network passwords are to be used exclusively by the authorized owner of the password. Passwords should never be shared with others. Students shall not attempt to gain access to others passwords, modify others passwords or any files or other data belonging to others or misrepresent others on the network. Disclosure of an individual password or utilization of another student's password shall be the basis for revocation of computer privileges and may subject the student to additional discipline. The owner of a password shall be responsible for actions using the password.
- Students shall not attempt to access the District's network or technological resources in a way that compromises the security of the network by trying to gain unauthorized access or going beyond authorized access to District resources.

- Students are responsible to inform professional staff of any unauthorized use of their password, any unauthorized installation of software, the receipt of inappropriate electronic transmissions, knowledge of any copyright violations, and any other inappropriate issues involving use of hardware or access.

Internet Filtering:

- School District 146 subscribes to an Internet filtering system, as required by the federal Children’s Internet Protection Act (CIPA), to filter out sites with content considered unacceptable for educational use. While using District 146 technology resources, no user may attempt to bypass this filtering system or attempt to access the Internet in any other way.

Software & Hardware Use & Installation:

- Only authorized persons (Technology Team, teachers, building sysops, and administrators) are permitted to install software and/or hardware on District technological resources.
- No software or hardware is to be installed on District resources without the licensing agreement that allows the installation. Users must not connect or install any computer hardware or software which is their own personal property to or on the District’s resources without prior approval of building or district level administrators. In addition, such hardware or original media software purchased by individual users must be accompanied by a legitimate proof of purchase. Users must not download any material or software from the Internet for which a fee or license agreement is required without the approval of appropriate building or district level administrators.
- The District Technology Team is only responsible for installing District purchased and approved software. Assistance with installing and troubleshooting personally purchased software that has been approved by an administrator will be available by the Technology Team as time permits and as District resources allow. It is the policy of District 146, to abide by all software licensing agreements.
- At times, it is necessary for the District Technology Team to reformat hard drives. Reformatting completely erases all contents of a hard drive. All District software, such as Microsoft Office, which is consistent throughout the District, will be reinstalled. All other approved software, purchased by the building, or individuals, will need to be re-installed by building approved users.
- The technology coordinator, assisted by building media center directors, will be responsible for maintaining a licensing agreement file.
- The District Technology Team, including sysops, will not reinstall unapproved copies of software nor will they be able to retrieve any data files, which are required to be saved to a user’s home drive. With this in mind, please keep any installation disks of specific school-purchased software in an identified location at each school. Users are personally responsible for making backups of any data files that may have been stored on a local hard drive.

Copyright Issues:

- Users must abide by all copyright laws and respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright.
(Refer to: http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/index.html for information on copyright issues).
- Under the “fair use” doctrine, unauthorized reproduction or use of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. All users must follow the “Fair Use” guidelines when using information gained from the Internet.
(Refer to: <http://www.adec.edu/admin/papers/fair10-17.html> for Fair Use Guidelines).
- Users shall not plagiarize. This also applies to works that are found on the internet or through other electronic resources. Plagiarism is presenting the ideas or writings of others as one’s own. It is important for users of technology to cite sources used in papers and presentations both from an ethical and legal standpoint.

District Responsibility

- Although it is the District's goal to develop responsible users of technology, it must be understood that making network and Internet access available, even with the use of an Internet filtering service, carries with it the potential that network users will encounter sources that may be considered controversial or inappropriate. Because of this the District is not liable or responsible for the accuracy or suitability of any information that is retrieved through technology. Additionally, because no technology is guaranteed to be error-free or totally dependable, the District is not responsible for any information that may be lost, damaged or unavailable due to technical difficulties.
- Again, it is important to remember that the use of District technology is a privilege and not a right. Because of this, the District has the right to determine consequences for the abuse and/or misuse of its technological resources or properties.