

**Marengo Community High School District #154  
Computer Agreement and Acceptable Use Policy**

**FILTERING-** By signing this agreement you agree to accept the computer knowing that any connectivity to the internet at school will be filtered but is not currently filtered at home. You shall be responsible for your inappropriate activity.

**COMMUNICATION-** The school takes efforts to review communications with school-provided accounts during school hours. Resources may be available for parents to monitor communications during non school hours. To make this possible parent contact information may be used to verify guardianship of students.

**COMPLIANCE-**By accepting the computer, pre-installed software and peripherals, the student and parents/guardians understand and agree to:

- Adhere to Marengo Community High School District #154 rules and regulations governing the use of Marengo Community High School District #154 computers and network and will comply with all applicable copyright and other regulations including the District Acceptable Use Policy (AUP) and Student/Parent computer Handbook;
- Not sell, lease or otherwise grant anyone rights to the computer and installed software;
- Provide reasonable care and maintenance of the computer; and
- Not remove any factory or school label from the computer.

**DAMAGE-** If the computer is damaged in any way, the student and/or parents/guardians will be held responsible for the repairs. Any needed repairs will be addressed on a first come-first served basis at the Technology Office. The Technology Office will provide:

- If needed a Loaner computer will be provided while the inoperable unit is being repaired. The student is responsible for appropriate care and use of the loaner computer and is financially responsible for any damage to it.
- Replacement computers for lost or stolen computers will be provided after paying the balance of the \$320 total cost

**NEGLIGENCE-**If a student exhibits a pattern of negligence, the administration reserves the right to report the student to the administration for discipline in accordance with the AUP and make the student and/or parents/guardians responsible for the full price to replace the computer. In case of theft, the student is responsible for promptly contacting the local authorities and filing the appropriate police report. Should the theft take place on the Marengo Community High School District #154 campus, the student should immediately contact the school's Student Services Office and file a theft report.

If the student is no longer enrolled in Marengo Community High School, the student will return the computer in good working order or pay the remaining balance. If the student returns the computer, any payments made towards its purchase will not be refunded.

**INAPPROPRIATE USE-** The student's right of possession and use is limited to and conditioned upon his or her full compliance with this Agreement. If the student and/or student's family does not comply with all terms of this Agreement in a timely manner, the District shall be entitled to declare the student in default and take possession of the computer. The District Administrator or designee shall make all decisions regarding whether or not a student has violated these policies and may revoke or suspend the computer Agreement and/or access to the District Network at any time. His or her decision is final.

**WITHDRAWAL FROM SCHOOL-** Should the student leave Marengo Community High School District #154 for any reason other than graduation, the student will have the option to purchase the computer by paying the remaining balance of the computer or they may return the computer in full working condition with normal wear and tear. All payments made will be credited towards the purchase of the computer. No payments will be refunded for any reason. We will disconnect the computer from MCHS upon payment of all outstanding balances on the student's account.

**INDEMNIFICATION/HOLD HARMLESS-** In no event shall the student or parents/guardians hold Marengo Community High School District #154 liable for any claim of damage, negligence, or any breach of duty resulting from any act or omission related to the unauthorized use of the computers.

## **ACCEPTABLE USE POLICY**

### **I. PURPOSE**

This policy, also referred to as the "Acceptable Use for Electronic Network Related Technologies and Access Policy" ("AUP") sets forth the standards governing Marengo Community High School District 154 use of the Marengo Community High School District 154 Electronic Network Related Technologies and Access system. This policy also sets forth the rules under which authorized users may continue their access to and use of these resources. This policy promotes the ethical, legal, and school-related use of the Marengo Community High School District 154 Network and ensures Marengo Community High School District 154 compliance with the Children's Internet Protection Act. Personal electronic devices will be governed under this policy when such devices are attached to the Marengo Community High School District 154 network, when used at school facilities, when used during instructional time, or when any District resources are used.

Authorized use of information resources must be consistent with the educational purposes for which these resources have been provided. Use of the Marengo Community High School District 154 Network is a privilege that is provided to help authorized users complete and deliver educational obligations. The

Marengo Community High School District 154 Network provides authorized users with the means for communicating effectively with schools, teachers, administrators, the public, other government entities, and educational experts. These resources should be used in a manner that both enhances students' educational experiences and complies with this policy and regulations established from time to time by the Marengo Community High School District 154 Board of Education ("Board"). Marengo Community High School District 154 students, through their use of the Marengo Community High School District 154 Network, will gain skills and expertise that prepare them for an increasingly technology-oriented society.

## II. DEFINITIONS

- A. **Marengo Community High School District 154 Public Schools' Electronic Network Related Technologies and Access ("Marengo Community High School District 154 Network")** is the system of computers, peripherals, terminals, servers, databases, routers, hubs, switches and distance learning equipment connected to the Marengo Community High School District 154 Network. These components may function in conjunction with established hardwire or wireless LAN running over outside lines, including, but not limited to T -1, BRI, PRI, VPN, Dialup, Distance Learning Equipment, owned or leased by Marengo Community High School District 154.
- B. **Cyber-bullying** involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.
- C. **Cyber-stalking** is knowingly harassing another person or persons through the use of electronic communication.
- D. **Damage** means any impairment to the integrity or availability of data, a program, a system, or information.
- E. **Distance Learning Equipment** is a means for providing meetings, educational or professional courseware and workshops utilizing video and/or audio conferencing equipment, and/or media management systems to distribute video to individual classrooms and offices in schools.
- F. **Electronic Mail (e -mail)** consists of all electronically transmitted information including any combinations of text, graphics, audio, pictorial, or other information created on or received by a computer application system and includes the transmission data, message text, and all attachments.
- G. **Electronic Social Networking** includes the use of any electronic form of communication including but not limited to chat rooms, email, forums, article forwarding, instant messaging, text messaging, twittering, blogs, wikis, message boards, document forwarding from home, libraries, or other outside sources and other uses of electronic communication for non-educational purposes.
- H. **Hacking** is any illegal or unlawful entry into an electronic system to gain unauthorized

information or to damage or impair equipment or the functioning of the Network.

- I. **Harass** means to engage in a knowing and willful course of conduct directed at a specific person or persons that alarms, torments, or terrorizes that person or persons.
- J. **Loss** means any reasonable cost to any victim, including the cost of responding to an offense, conducting a damage assessment, and restoring the data, program, system, or information to its condition prior to the offense, and any revenue lost, cost incurred, or other consequential damages incurred because of interruption of service.
- K. **Internet** a collection of worldwide networks and organizations that contain millions of pages of information.
- L. **Network** is any hardware, infrastructure or interconnected device used to transfer voice, data of any type of electronic communication.
- M. **Other Electronic Devices** include, but are not limited to, cellular telecommunication devices such as cellular phones, pagers, text communication pagers, two-way text pagers, and personal digital assistants that may or may not be physically connected to the network infrastructure.
- N. **Password** is a secret word or series of letters, numbers and/or other characters that must be used to gain access to a network, a service or the Internet, and/or to modify certain software (such as parental controls).
- O. **Authorized User** is anyone who has signed the current network acceptable use policy and has had it accepted by the Marengo Community High School District 154 school district superintendent or his/her designee.
- P. **Unauthorized access** entails approaching, trespassing within, communicating with, storing data in, retrieving data from, or otherwise intercepting and/or changing computer resources or data of any type without authorization.
- Q. **Website** is a page and/or a collection of “pages” or files on a network that are linked together
- R. **Storage device** is any electronic item capable of containing electronic data including but not limited to USB drives, flash media devices, compact discs (CDs), digital video disc (DVD), magnetic media drives or solid state drives.

### III. GENERAL PROVISIONS

#### A. AUTHORIZED USERS

All authorized users shall adhere to the provisions of this policy as a condition for continued use of the Marengo Community High School District 154 Network. It is a general policy of Marengo Community High School District 154 to promote the use of technology in a manner that is responsible, ethical, legal and appropriate.

## **B. DISCLAIMER**

Pursuant to the Children's Internet Protection Act, Marengo Community High School District 154 uses filtering software to screen Internet sites for offensive material. Users are cautioned that many internet sites contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personals /Dating; Lingerie/Swimsuit; Racism/Hate; Tasteless; and Illegal/Questionable. In general it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Authorized users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the Board will not be liable. To minimize these risks, use of the Marengo Community High School District 154 Network is governed by this policy.

## **IV. TERMS AND CONDITIONS FOR STUDENT USE OF THE MARENGO COMMUNITY HIGH SCHOOL DISTRICT 154 NETWORK**

### **A. ACCEPTABLE USES**

Marengo Community High School District 154 authorized users may use the various resources provided by the Marengo Community High School District 154 Network to pursue educationally-related activities. Teachers and other staff are to help guide students in their use of the Marengo Community High School District 154 Network, equipment and resources so that students will learn how network resources can provide valuable educational information.

In addition to using the Marengo Community High School District 154 Network strictly for educational pursuits, authorized users will be expected to follow generally accepted **Rules of Network Etiquette**. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Keep personal information, including the logins, passwords, addresses, and telephone numbers of students or colleagues confidential.
4. Use these resources so as not to disrupt service to other authorized users.
5. Do not upload post, e-mail, transmit, or otherwise make available any content that is unlawful, dangerous or may cause a security risk.
6. Respect limited network resources by removing unused files and keeping files organized.
7. Do not forward or receive messages or materials that are not educationally related.
8. Do not use the District resources for personal advantage or gain.
9. Storage devices may be used for the transfer of data for class related activities.

### **B. UNACCEPTABLE USES**

Improper use of the Marengo Community High School District 154 Network is prohibited. Actions that constitute unacceptable uses of the Marengo Community High School District 154

Network and are not specifically addressed elsewhere in this policy or in the student handbook include, but are not limited to:

1. Use of the Marengo Community High School District 154 Network for, or in support of, any illegal, unethical, or unlawful purposes.
2. Use of the Marengo Community High School District 154 Network for, or in support of, any salacious, obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If an authorized user inadvertently accesses such information, he or she must immediately disclose the inadvertent access to a teacher or to the school principal. If reported to the teacher, the teacher must immediately report to the principal. Other authorized users must report incidences to the network administrator. This will protect the user against allegations of intentionally violating this policy.
3. Use of the Marengo Community High School District 154 Network for soliciting or distributing information with the intent or effect of inciting violence, cause personal harm or bodily injury, or to harass or "stalk" (cyberstalking) another individual.
4. Use of the network or resources to bully any individual.
5. Unauthorized and/or non-educational uses of the Marengo Community High School District 154 Network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying.
6. Student use of network tools for personal rather than educational purposes.
7. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.
8. Plagiarizing any information gained on or through use of the MARENGO COMMUNITY HIGH SCHOOL DISTRICT 154 Network or any other network access provider.
9. Use of copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws.
10. Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores.
11. Use of the Marengo Community High School District 154 Network for financial gain or for the transaction of any business or commercial activities.
12. Use of the Marengo Community High School District 154 Network in a way that such use results in damage to the network.

13. Any form of unauthorized access, as stated above or otherwise.
14. Unauthorized wireless transmissions.
15. Use of personal networking devices excluding those used issued by MCHS.
16. Storage devices may not be used to transfer data other than that which is directly related to classroom or school activities.
17. Unauthorized use of accounts or resources.
18. Unauthorized removal of devices from designated areas and/or not returning loaned devices in the assigned amount of time.

### **C. SECURITY**

All student authorized users are to report promptly any violations of this policy to their teacher or school principal. Teacher or school principal will report such violations to the Director of Technology or designee of Marengo Community High School District 154 in order to ensure network security.

In order to maintain the security of the Marengo Community High School District 154 System, authorized users are prohibited from engaging in the following actions:

1. Use of any unauthorized personal equipment attached, connected, and/or installed to district network.
2. Use of a personal storage device that contains files other than those directly needed for a class. Examples of files not allowed are: .com, .exe, .bat, .mp3 (unless needed for an academic project). Drives which appear to have hacker related software will be turned over the Marengo Community Police Department.
3. Intentionally disrupting the use of the Marengo Community High School District 154 Network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.
4. Disclosing the contents or existence of Marengo Community High School District 154 computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems.
5. Downloading and/or installing and/or using unauthorized software, games, programs, files, electronic media, and/or stand-alone applications.

6. Network security is a high priority. If you can identify a security problem on the network, you must notify a system administrator. 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 or having a history of problems with other computer systems may be denied access to the network.

## **V. ONLINE ACTIVITIES**

### **1. Educational Purposes**

Authorized users may create webpages as a part of a class activity. Material presented on a class website must meet the educational objectives of the class activity. Marengo Community High School District 154 has the right to exercise control over the content and/or style of the student webpages.

Students whose work, likeness (as captured by photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes.

### **2. Online Content**

Students creating online content for classroom related web pages should go to <http://www.mchs154.org> for the directions and procedures they need to follow in developing their online material. All created online material must abide by the Multi Media Fair Use Guidelines.

### **3. Electronic Social Networking**

While home-based web sites, message boards, blogs, forums, and other uses of home-based computers may be regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

Using a non district computer such that the use results in material and/or substantial disruption to the school or poses demonstrable threat of disruption will constitute grounds to investigate whether the action is the basis for discipline. The school will implement appropriate consequences as defined in the acceptable use policy and the student discipline code.

## **VI. MONITORING**

The Marengo Community High School District 154 Network is routinely monitored to maintain the efficiency of the system. Authorized users should be aware that use of the Marengo Community High School District 154 Network, including their use of e-mail, is subject to monitoring by Marengo Community High School District 154 staff that abides by the requirements of all applicable state and federal laws. Any activities related to or in support of violations of this policy and/or the Marengo Community High School District 154 District Handbook may be reported and will subject the user to disciplinary action specified either in the Marengo Community High School District 154 Handbook or in this policy. The district reserves



the right to access and disclose the contents of any account or electronic data stored on its system, without prior notice or permission from the user.

**VII. ASSUMPTION OF RISK**

Marengo Community High School District 154 will make a good faith effort to keep the Marengo Community High School District 154 Network system and its available information accurate. However, authorized users acknowledge that there is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available. For example, and without limitation, Marengo Community High School District 154 does not warrant that the Marengo Community High School District 154 Network will be error free or free of computer viruses. In making use of these resources, authorized users agree to release the Board and Marengo Community High School District 154 from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of the Marengo Community High School District 154 Network. Authorized users further acknowledge that the information available through interconnecting networks may be inaccurate. Marengo Community High School District 154 has no ability to maintain such information and has no authority over these materials. Marengo Community High School District 154 makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of the data and/or information residing on or passing through the Marengo Community High School District 154 Network from outside networks. Use of the Marengo Community High School District 154 Network is at the risk of the authorized user.

**VIII. INDEMNIFICATION**

The authorized user indemnifies and holds the Board and District Marengo Community High School District 154 harmless from any claims, including attorney's fees, resulting from the user's activities while utilizing the Marengo Community High School District 154 Network that cause direct or indirect damage to the user, Marengo Community High School District 154, or third parties.