



ILLINI BLUFFS SCHOOL DISTRICT #327

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Student Technology Acceptable Use Policy

Per Illini Bluffs CUSD #327 school board policy 6:235, each student and his/her parents/guardians must agree to the terms and information below before being granted access to the Illini Bluffs network.

Illini Bluffs CUSD #327 is committed to creating a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

Our district strives to help prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing them for whatever path they choose after high school. We view the use of electronic resources as central to the delivery of our educational program and we expect that all students will use electronic resources as an essential part of their learning experiences.

As a district, we have the ability to enhance your child's education through the use of electronic networks, including the Internet and mobile computing devices. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your approval is needed before your child may use this resource. Students and their parents/guardians need to sign this contract at the beginning of each school year.

The Internet electronically connects millions of computers throughout the world and billions of individual subscribers. With this educational opportunity also comes responsibility. You and your child should read the district's Authorization for Electronic Network Access and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

Illini Bluffs CUSD #327 takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting; however, it is impossible to control all material and prevent students from discovering inappropriate material via the Internet. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, Illini Bluffs CUSD #327 supports and respects each family's right to decide whether or not to authorize access to the Internet via our computing network.

Overview

All use of the Network/Internet shall be consistent with the Illini Bluffs Community Unit School District #327's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Acceptable Use Contract does not attempt to state all required or prohibited behaviors by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Acceptable Use Contract will result in the loss of privileges, disciplinary action and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate that the party who signed has read the terms and conditions carefully and understands their significance.

The use of network facilities shall be consistent with the curriculum adopted by the Board of Education as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, Illini Bluffs CUSD #327 will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

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Each student and his or her parent(s)/guardian(s) must sign this contract before being granted access to the Illini Bluffs CUSD #327 computing network. Please read this document carefully before signing.

Terms and Conditions

Acceptable Use:

Access to Illini Bluffs CUSD #327's computing network and the Internet must be for the purpose of education, communication or research, and be consistent with the educational objectives of the district as set forth by the Board of Education.

Privileges:

The use of the Illini Bluffs CUSD #327 computing network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use:

Students are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette and federal and state law. Prohibited actions include, but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- Using the network while access privileges are suspended or revoked.
- Trying to gain unauthorized access to any other computer system through the Illini Bluffs CUSD #327 network; and
- Making deliberate attempts to disrupt the computer system by destroying data, by spreading malicious software, or by any other means.

General Conditions and Information

In compliance with Children's Internet Protection Act (CIPA), Illini Bluffs CUSD #327 does provide a "technology protection measure" – generally referred to as an Internet filter – to block access to visual depictions deemed "obscene", "child pornography" or "harmful to minors". Despite the protections provided, it should be understood that not all content can be blocked.

Illini Bluffs CUSD #327 reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

No Warranties

Illini Bluffs CUSD #327 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 network user incurs. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The electronic information available to students and staff does not imply endorsement of the content by Illini Bluffs CUSD #327, nor does the district guarantee the accuracy of information received on the Internet. Illini Bluffs CUSD #327 shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

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Indemnification

The user agrees to indemnify Illini Bluffs CUSD #327 for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

System Security

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the district technology department or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Access to Student Social Networking Passwords & Websites

Illinois Public Act 098-0129 states "the elementary or secondary school may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the elementary or secondary school has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy."

Plagiarism and Copyright Infringement

1. You will not plagiarize works that you find on the Internet. Copying word for word off the Internet is the same as copying word for word from a book or magazine.
2. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of the work, you should follow that expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.
3. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
4. Student engaged in producing web pages must provide teacher, or library media specialists with e-mail or hard copy permissions before web pages are published. Printed evidence of the status of "public domain" documents must be provided.
5. 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 website displaying the material may not be considered a source of permission.

Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or

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5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

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:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- 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.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

Student Email Etiquette

Illini Bluffs CUSD #327 has created Google Apps for Education accounts that will allow students better communication with staff and peers through email. The Google accounts will also allow students to access tools, such as a personal calendar, online storage drive, and other apps which will help them stay organized.

The Google accounts are intended to enrich the educational experience in District 327. For these reasons, it is important to use proper etiquette to make this education tool beneficial to the learning process. Some guidelines to follow are:

- Email should be used solely for educational purposes.
- Email should contain short, informative subject lines.
- Email should use proper greetings (Ms. Smith, Mr. Johnson).
- Emails should be polite, contain complete sentences, use proper grammar and proper punctuation.
- Emails should be concise, factual notes, meant to convey information. Tone is not easily communicated in emails, so be careful as to how you express your thoughts.
- Emails should only contain information that could be published or shared. Emails aren't private and can be viewed by designated staff members.
- Emails should not contain inappropriate material. Remember, these accounts are for educational purposes.
- If you receive an inappropriate email, please forward it to your teacher and delete from your account.
- Regularly check your Google account for calendar events and new emails.
- Keep your inbox organized. Delete old messages, including sent messages and use folders to organize important messages. Empty the deleted folder periodically

Furthermore, the district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an electronic mail account is strictly prohibited. An Google account is a beneficial educational tool if used well. It can be a valuable resource for developing skills you'll use for a lifetime. If you do experience any inappropriate communication, please report it right away to a staff member.

Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.

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2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications. I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Consequences and Penalties for Inappropriate Use

If a discipline problem is determined to be severe, a student may be suspended from the computing network and from their Chromebook immediately. In all cases, alternative discipline may be imposed when appropriate. If a student chooses to violate the Internet and Computer Use Contract, applicable state and federal laws or posted classroom, building or district rules, the following will apply:

First Offense:

Minimum: A reprimand and warning documented in PowerSchool.

Maximum: Network and device privileges revoked for two weeks and parent is contacted by the teacher.

Second Offense:

Minimum: Network and device privileges revoked for two weeks and parent will be contacted.

Maximum: Network and device privileges revoked for one semester.

Third Offense:

Minimum: Network and device privileges revoked for one semester and parent will be contacted.

Maximum: Network and device privileges revoked permanently.

Fourth Offense:

Network and device privileges revoked permanently until the end of the school year and parent will be contacted. *Depending upon the specific situation, other school discipline may be warranted.*

Illegal use of the network, copyright violations or theft of services may be reported to the appropriate legal authorities

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