HIGHLAND COMMUNITY UNIT SCHOOL DISTRICT NO. 5

Serving the Communities of Alhambra, Grantfork, Highland, New Douglas, and Pierron

MICHAEL S. SUTTON
SUPERINTENDENT OF SCHOOLS

DEREK A. HACKE
ASSISTANT SUPERINTENDENT - INSTRUCTION
MARI E. NEKOLA
BUSINESS MANAGER

2023-2024

Dear Parent(s)/Guardian(s),

We now have the ability to enhance your child's education through the use of the electronic networks, including the Internet. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The authorization for your child to participate in the opportunities available with the Internet and District technology resources includes three distinct parts that you must understand and consider separately. The three types of authorization and consent required include (1) the authorization for access and use of the Internet and District resources, (2) the consent to publication of your child's work product materials on District Web Pages, and (3) the display with publication of your child's image on District Web Pages. To provide authorization for the above opportunities, you and your child must sign the signature page of the Authorization for Internet Access/Web Publication of Student Material/Display of Student Images on the Internet. The signature page of the Authorization form shall provide you with the opportunities to designate your authorization and consent for each of these opportunities. Please read and discuss with your child the various sections of the Authorization form that corresponds to the different opportunities available.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Teachers may have access to:

- Limited electronic mail communications with people all over the world
- Information from government sources, research institutions, and other sources
- Discussion groups
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

Students may have access to:

- Information from government sources, research institutions, and other sources
- Discussion groups
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

Students may have access to e-mail, instant messaging, chatting, or other electronic messaging at school. With this educational opportunity also comes responsibility. You and your child should read the enclosed Authorization for Internet 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.

The District takes reasonable precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet access.

With respect to the publication of student work product on District Web Pages connected to the Internet and display of a student's image on a District Web Page, we believe that publishing student work and pictures that include students of the District on the Internet provide a wonderful opportunity for students to share their accomplishments with other children and parents for educational growth. While the District tries to provide learning and sharing opportunities for students through the use of technology, we also want to insure that you understand the issues and concerns that may exist with the Internet. With concern for your child's privacy and safety, the permission slip provides a place for you to indicate how your child will be identified to give your child credit for his/her work that will appear on the Internet.

Because respect for the work of students and others is an integral part of academic discipline, all student material published on the School's Internet Web site should be the original work of the student. If more than one student created the work, then each person who participated in the creation of the work will be identified as a joint author of the work.

Please read and discuss the Authorization for Internet Access with your child. If you agree to allow your child to have an Internet account, sign the Authorization form and return it to your school.

Sincerely,

Michael S. Sutton

Michael Sutton
Supt. of Schools

Instruction

Access to Electronic Networks

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

Confidentiality

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Violations

The failure of any user to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks,* or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Exhibit - Keeping Yourself and Your Kids Safe On Social Networks

For students:
- Put everything behind password protected walls, where only friends can see.
- Protect your password and make sure you really know who someone is before you allow them onto your friend's list.
- Blur or morph your photos a bit so they won't be abused by cyberbullies or predators.
- Don't post anything your parents, principal or a predator couldn't see.
- What you post online stays online - forever!!!! So ThinkB4UClick!
- Don't do or say anything online you wouldn't say offline.
- Protect your privacy and your friends' privacy too...get their okay before posting something about them or their pics online.
- Check what your friends are posting/saying about you. Even if you are careful, they may not be and may be putting you at risk.
- That cute 14-year old boy may not be cute, may not be 14 and may not be a boy! You never know!
- And, unless you're prepared to attach your blog to your college/job/internship/scholarship or sports team application…don't post it publicly!
- Stop, Block and Tell! (don't respond to any cyberbullying message, block the person sending it to you and tell a trusted adult).
- R-E-S-P-E-C-T! (use good netiquette and respect the feelings and bandwidth of others).
- Keep personal information private (the more information someone has about you, the more easily they can bully you).
- Google yourself! (conduct frequent searches for your own personal information online and set alerts … to spot cyberbullying early).
- Take 5! (walk away from the computer for 5 minutes when something upsets you, so you don't do something you will later regret).

And for parents:
- Talk to your kids - ask questions (and then confirm to make sure they are telling you the truth!)

- Ask to see their profile page (for the first time) tomorrow! (It gives them a chance to remove everything that isn't appropriate or safe…and it becomes a way to teach them what not to post instead of being a gotcha moment! Think of it as the loud announcement before walking downstairs to a teen party you're hosting.)
- Don't panic…there are ways of keeping your kids safe online. It's easier than you think!
- Be involved and work with others in your community. (Think about joining WiredSafety.org and help create a local cyber-neighborhood watch program in your community.)
- Remember what you did that your parents would have killed you had they known, when you were fifteen.
- This too will pass! Most kids really do use social networks just to communicate with their friends. Take a breath, gather your thoughts and get help when you need it. (You can reach out to WiredSafety.org.)
- It's not an invasion of their privacy if strangers can see it. There is a difference between reading their paper diary that is tucked away in their sock drawer…and reading their blog. One is between them and the paper it's written on; the other between them and 700 million people online!
- Don't believe everything you read online - especially if your teen posts it on her blog!

For more information, visit www.WiredSafety.org.

Reprinted with permission from "Parry Aftab's Guide to Keeping Your Kids Safe Online, MySpace, Facebook and Xanga, Oh! My!" Parry Aftab, Esq., www.aftab.com.

Resources for Students and Parents

Resources for students:

Federal Trade Commission - www.consumer.ftc.gov/features/kids-online.

Connect Safely –Tips for Safe Social Networking for Teens www.connectsafely.org/social-web-tips-for-teens/ (2017).

NetSmartz - www.missingkids.org/netsmartz/resources.

Resources for parents:

National Crime Prevention Council – Social Networking Safety, Tips for Parents http://archive.ncpc.org/topics/internet-safety/social-networking-safety.html. Great comprehensive article for parents.

Connect Safely - Social Web Tips for Parents https://www.connectsafely.org/social-web-tips-for-parents/ (2017).

National Cyber Security Alliance - Raising Digital Citizens https://staysafeonline.org/get-involved/at-home/raising-digital-citizens/.

Illinois Attorney General – Stay Connected Stay Informed https://illinoisattorneygeneral.gov/cyberbullying/.

Federal Trade Commission – COPPA: A few tips to keep your child safe online https://www.consumer.ftc.gov/blog/2019/04/coppa-few-tips-keep-your-child-safe-online (2019).

DHS U.S. CERT - Socializing Securely: Using Social Networking Services www.us-cert.gov/sites/default/files/publications/safe_social_networking.pdf.

DHS U.S Computer Emergency Readiness Team - Staying Safe on Social Network Sites https://us-cert.cisa.gov/ncas/tips/ST06-003 (2019).

Safe Chat Room and Social Sites for Kids
https://www.commonsensemedia.org/lists/safe-chat-rooms-and-social-sites-for-kids.

Authorization for Access to the District's Electronic Networks Form

Students must have a parent/guardian read and agree to the following before being granted unsupervised access:

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of the District's Electronic Networks* 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 the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. 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 will hold harmless 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 *Acceptable Use of the District's Electronic Networks* with my child. I hereby request that my child be allowed access to the District's electronic networks, including the Internet.

_____

Parent/Guardian Name (*please print*)

_____   _____

Parent/Guardian Signature   Date

Students must also read and agree to the following before being granted unsupervised access:

I understand and will abide by the *Acceptable Use of the District's Electronic Networks*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded 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 legal action 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 claims and damages arising from my use of, or inability to use the District's electronic networks, including the Internet.

_____

Student Name (*please print*)

_____   _____

Student Signature   Date