

## Regional School District 17

### Acceptable Use Policy for Student Access to Networked Information Resources

We are pleased to offer the students of Regional School District 17 access to the school's computers, networks and the Internet, as well as electronic devices (all of which will be referred to collectively as "computer systems"). Access to the school's computer systems will enable students to explore libraries, databases, and bulletin boards while exchanging messages with others. Such access is provided solely for education-related purposes. Use of the district's computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

Regional School District 17 believes in the educational value of such electronic services and recognizes their potential to support our curriculum by expanding resources available for staff and student use. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

As the property of Regional School District 17 they must be carefully handled and their integrity preserved for the benefit of all. Therefore, Regional School District 17 will be treating access to the Internet and the network as a privilege, and not a right, with this privilege controlled by the issuance of an individual password to each student. Students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations will, at a minimum, lead to withdrawal of the access privilege and cancellation of the password.

#### Monitoring

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature and general school rules for behavior and communications apply. It is expected that users will comply with district standards and will act in a responsible and legal manner, in accordance with Regional School District 17 standards, and state and federal laws.

It is important that everyone, students and parents, understand that Regional School District 17, *as the owner of the network equipment*, both hardware and software, *intends to monitor and review* the use of this technology to ensure that users engage only in appropriate uses. Regional School District 17 will monitor and review in a limited fashion to maximize utilization of the network for educational purposes.

As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for email, can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to, oversight of Internet site access, the right to review emails sent and received, the right to track students' access to blogs, electronic bulletin boards, instant messages and chat rooms, and the right to review a student's document downloading and printing.

#### Blocking or Filtering Obscene, Pornographic, and Harmful Information

Software blocks or filters material and information that is obscene, pornographic or otherwise harmful to minors from reaching all school computers having Internet or electronic communications access. Students shall report access to material and information that is obscene, pornographic, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

#### Safety/ Education

The administration will take measures: to assure the safety and security of students when using email, chat rooms, and other forms of direct electronic communications; to prohibit unauthorized access, including “hacking” and other unlawful activities by minors online; to prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; to educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response; and to restrict students’ access to online materials harmful to minors, including obscene materials and child pornography.

All users must be aware that they should not have any expectations of personal privacy in the use of the network.

All users of the Regional School District 17’s electronic information resources, which include the Internet and computer systems and networks, will read and abide by the following Electronic Information Resources Regulations of the Regional School District 17 Board of Education:

1. Electronic information resources will be used for educational and research purposes – and only as those purposes is consistent with the educational objectives or the Regional School District 17 Board of Education.
2. Copyright guidelines and laws need to be honored and respected.
3. Electronic information resources will be used in a responsible, ethical and legal manner at all times.
4. Student use of electronic information resources will be used only with the permission and supervision of a staff member.
5. Users will be considerate of other electronic information users and their privacy and will use polite and appropriate language at all times while accessing and using these resources.
6. Passwords will be maintained and respected.
7. No personal information about oneself or anyone else will be given out while using these resources other than a first name and school e-mail address.
8. Responsible decisions will be made while accessing and using these resources.
9. Users will not knowingly degrade or disrupt electronic information resources, services or equipment. It is understood that such activity may be considered a crime. Examples include but are not limited to tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services, or violating copyright laws.
10. Users will refrain from intentionally accessing, storing or printing files that use language or contain graphics that others could find offensive, degrading or inappropriate.
11. Downloading and uploading of files by students shall be done only with permission from the staff.
12. Any breaches of these responsibilities will be reported to a teacher or the school personnel supervising the use of these electronic resources.

13. Users will act responsibly at all times and will avoid all other activities that are considered to be inappropriate in the non-electronic school environment.

14. Any misuse of these resources may result in loss of the privilege to use the computers at school, disciplinary action for not following the rules, and payment for any damage caused by misuse of these resources.

15. Inappropriate uses of these resources can be a violation of local, state, and federal laws and violator may be prosecuted for violating those laws.

16. Access to newsgroups, blogs, chat rooms, social networking websites (including, but not limited to MySpace and Facebook), list servers or other services where they may communicate with people outside of the School District (specifically including e-mail and instant messaging) without a legitimate educational purpose is not allowed.

17. The School District is a place of tolerance and good manners. Use of the network or any School District computer facilities for hate mail, defamatory statements, statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation or disability is prohibited. Network users may not use vulgar, derogatory, or obscene language. Network users may not post anonymous messages or forge e-mail or other messages.

The network is provided to enable students to conduct research and communicate with others. Access to network services will be given only to students who agree to act in a considerate and responsible manner. As noted, parental/guardian permission is required, and access will be considered a privilege and not a right.

To gain access to the school's networked resources, all students under the age of 18 must obtain parental/guardian permission and must sign and this form to their classroom/homeroom teacher. Students 18 and over may sign their own forms. No student will be issued a password for access without the receipt of these forms and, to reiterate, access will be limited and controlled by passwords. Students are responsible for these passwords and should not loan or share their passwords.

Regional School District 17 reserves the right to alter, amend, delete or discontinue the foregoing policies in whole or in part at any time and at its absolute discretion.

I have read these guidelines and understand it is designed for educational purposes and that access will be supervised in conjunction with curricular objectives.

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Student Name (Please Print Clearly)      Student Signature      Student ID Number (required)

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Parent/Guardian Signature (unless 18 years or older)      Date