

Instruction

Summary and Acceptance of the Terms Contained with the Acceptable Use Policy

This is a summary of the full Acceptable Use Policy (AUP) and all Exhibits. Signing this summary page is a receipt of acceptance of the terms and conditions within the entire AUP.

1. Administrative Procedure 5:130: General Personnel
 - a. District data, including email, attachments, cloud storage, and any other electronic communication or files, are subject to inspection as per the Freedom of Information Act and are the property of the Moline-Coal Valley CUSD 40.
2. Administrative Procedure 6:235 AP1: Access to Electronic Network
 - a. Defines acceptable use of the District's electronic network to support educational purposes, including proper use of email, cloud storage, the District's phone system, and web publishing guidelines.
3. 6:235 Exhibit 3: Online Privacy Statement
 - a. Defines the District's policy for published resources for hosted websites either internally or through 3rd party affiliates (i.e. Google Site, blogs, vlogs).
4. 6:235 Exhibit 4: Keeping Yourself and Your Students Safe on Social Networks
 - a. Procedures for adults and students to practice private and secure use of social networks (i.e., Twitter and Facebook) and sharing guidelines prohibited with district accounts.
5. 6:235 Exhibit 5: Children's Online Privacy Protection Act (COPPA)
 - a. Specific Federal law for the privacy of student data when provided to external operators
6. 6:235 Exhibit 6: Google for Education Permission Form
 - a. Specific guidelines per grade level for the safe use of Google Gmail, Calendar, Docs, Drive, and other Google educational services.
7. 6:235 Exhibit 7: Personal Technology Procedure
 - a. Procedure for the approval and use of personal technology within the District's network.
8. 6:235 Exhibit 8: Password Procedure
 - a. Procedure for defining password complexity, prohibited sharing of passwords, and password expiration.
9. 6:235 Exhibit 9: Online Communication and Social Media Procedure
 - a. Specific guidelines for the safe and legal use of Social Media platforms and District-sanctioned communication applications (i.e., Remind, Hudl, Twitter, Facebook).
10. 6:235 Exhibit 10: District-Issued Device Agreement
 - a. Specific guidelines and policies for devices issued to staff and students, including acceptable use, ownership, and events of damage/loss/theft.

I have read and understand this Acceptable Use Policy with all Exhibits and agree to abide by it:

(Signature)

(Date)

(Printed Name)

(District position, role, affiliate)

ADOPTED: May 2021

CABINET REVIEWED: May 2021, September 2022