

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

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**Exhibit – Staff Authorization for Electronic Network Access**

Each staff member must sign this document as a condition for using the District's Electronic Network connection. Staff is defined as any individual who is working, volunteering, or fulfilling educational requirements in SEDOL programs and/or buildings. Please read this document carefully before signing.

All use of the network and Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication.

These guidelines do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of Administrative Procedure 6:235-AP1, *Acceptable Use of Electronic Networks*, may result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Use of Electronic Mail and Other Digital Communication Methods

The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid staff members in fulfilling their duties and responsibilities, and as an education tool.

ALL electronic communication should be considered a matter of record, part of the District archives, and/or may be accessible by others including parents/guardians and department/school leaders in accordance with the Freedom of Information Act.

The District-provided email system is to be used for electronic communication regarding any and all work-related business. Personal email accounts should never be used for District business. District business includes but is not limited to:

1. Student-specific information
 - a. Parent communications via email
 - b. Team meetings
 - c. Physical, social and emotional health
 - d. Direct communication between student and staff via email
 - e. Legal issues
2. Correspondence with district staff
3. District committee work
4. Collaboration among co-workers for District initiatives

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 staff member to an electronic mail account is strictly prohibited.

Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.

Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is registered and identifies the author as being affiliated with the

District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

Any message received from an unknown sender via email or the Internet should either be immediately deleted or forwarded to the Technology Coordinator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

Electronic communication methods such as social networking, texting, instant messaging, etc. are not acceptable during instructional or work hours for personal business. Personal electronic communication during non-instructional hours or break time should be used with discretion and professionalism.

Conduction of union or employee association business is not acceptable during instructional hours, except as may be agreed to in writing between the union/employee association and the District and are subject to the usage guidelines and conditions contained in this procedure.

Text messaging between staff and students or between staff and parents is not acceptable unless deemed necessary or appropriate communication by a supervisor during instructional hours. After hours personal communication via text message should be avoided.

Use of the District's electronic mail system or other digital communication systems constitutes consent to these regulations.

Terms and Conditions

1. Acceptable Use – Access to the District's electronic networks must be for the purpose of education or research and be consistent with the educational objectives of the District.
2. Privileges – The use of the district's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has this *Authorization* and may deny, revoke, or suspend access at any time.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of content (software, audio, visual, print, images) software, regardless of whether it is copyrighted or free or viruses and malware;
 - c. Downloading copyrighted material for other than personal use;
 - d. Installation or connection of any computer hardware, components, or software;
 - e. Using the network for private financial or commercial gain;
 - f. Wastefully using resources, such as file space and bandwidth including streaming of audio or video;
 - g. Hacking or gaining unauthorized access to files, resources or entities;
 - h. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
 - i. Using another user's account or password;
 - j. Posting material authored or created by another without his/her consent;
 - k. Posting anonymous messages;
 - l. Using the network for commercial or private advertising;
 - m. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - n. Using the network while access privileges are suspended or revoked.

4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal information, including the addresses or telephone numbers, of students or staff.
 - d. 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.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District 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 user suffers. 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 users own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
7. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify a teacher. 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 Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. 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.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Web Publishing Rules – SEDOL does not approve of individual student or staff creation and posting of web pages under the SEDOL auspices.
11. Use of personal devices – Personal electronic devices are not allowed to access the SEDOL network unless specified in student's IEP for educational purposes. When an IEP team agrees that educational benefit may be derived from the use of a personal mobile learning device, both student and parent/guardian must complete the "Student Personal Mobile Learning Device Agreement," and submit it to the Building Principal/Supervisor.

Internet Safety

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures.
2. Staff members shall supervise students while students are using the District network accessing the Internet to ensure that the students abide by the Terms and Conditions for Internet access contained in the *Staff Authorization for Electronic Network Access*.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Online Privacy Protection Act and as determined by the Superintendent or designee.
4. Internet access is monitored by Information Technology staff.

Staff members need only sign the Staff Authorization for Electronic Network Access upon first employment and subsequent revisions to this document while employed by the District.

Authorization for Electronic Network Access Form

This form accompanies Administrative Procedure 6:235-AP1, Acceptable Use of Electronic Networks. Each staff member must sign this Authorization as a condition for using the District's Electronic Network connection. Please submit this form to the Human Resources Department.

All use of the electronic networks 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 Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature at the end of this document is legally binding and indicates that the individual has read the terms and conditions carefully and understands their significance.

I understand and will abide by the *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the District's electronic network, including the Internet, 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 disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connections and having access to public networks, I hereby release the 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 network, including the Internet.

User Name (*Please Print*): _____

User Signature: _____

Date: _____

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