Community Consolidated School District 146 Technology Use Guidelines for School Board Members, Staff and Volunteers

District 146 has made a significant commitment to technology and provides these resources to its students, staff, School Board members and volunteers for educational and other appropriate professional activities. The goal in providing these resources is to develop thoughtful and responsible users of technology by promoting educational excellence and fostering high quality personal learning. District 146 firmly believes that technology resources, including the use of the Internet, are of great importance in today's environment. At the same time, School District 146 recognizes the need to develop guidelines in relation to the use of these resources.

To this end, the following acceptable practice guidelines have been developed to protect District 146's investment in technology and to inform users of appropriate and responsible usage. Since access to the technology resources of School District 146 is a privilege and not an entitlement or right, these guidelines are provided so that users are aware of the responsibilities they are about to acquire.

Definition of District Technology Resources:
The information systems and technology resources covered by these regulations include all of the District's computer systems, software, access to the Internet, and networks and their various configurations. The systems and networks include all of the computer hardware and peripheral equipment, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROMs, clip art, digital images, digitized information, communications technologies which include audio and video capability, and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

Authorized Use:
- Authorized use of the School District's technology and the Internet shall be governed by administrative procedures developed by the Superintendent and the Board of Education.
- Access to the District's technological resources will be granted only upon receipt of the appropriate consent form agreeing to adhere to the acceptable use guidelines.
- The District's Technology Resources are a part of the District 146 curriculum and have not been provided as a public access service or a public forum. The District has the right to place restrictions on the material that users access and post through its technological resources. Users of these resources are expected to follow the general use policy, any rules found in District or school handbooks, any Board or administrative directives and all applicable local, state, federal and international laws.

No Expectation of Privacy:
All technological resources, along with associated network wiring and management devices, are owned in their entirety by Community Consolidated School District 146. All information, correspondence and communication contained in the files that reside on District 146's technological resources, or that was sent or received using District Technology resources, are owned by District 146. Therefore:

- Users waive their right to privacy with respect to their files and communications and consent to access and disclosure of them by authorized District personnel and those external personnel designated by the Superintendent. Authorized district personnel shall be identified by the Board or Superintendent and shall include, but not be limited to, the Superintendent, the Assistant Superintendent, Principals and Assistant Principals. Technical support personnel will have limited access to files while performing their roles.

Staff, School Board & Volunteer Responsibilities:
- Individual users are responsible for their use of the network and are expected to use professional discretion when using the District's technological resources.
- Staff is responsible for explaining guidelines for technology and Internet use to students and is also responsible for monitoring student access to these resources. Teachers shall evaluate Internet sites prior to using them with students.
- Network passwords are to be used exclusively by the authorized owner of the password. Passwords should never be shared with others. Do not allow anyone to access the network unless under their own password. If you are logged into the network, leaving a computer not password protected enables anyone to potentially access your files and e-mail which makes you responsible. Owners of passwords shall be responsible for actions using the password.
- Any access under an individual's password or any receipt under this password initiated or accepted by an individual will make that individual responsible for transmission.
- Access to certain information and files may be restricted. Users who are provided access to such restricted information and files shall exercise care to prevent unauthorized persons from gaining access to such information and files. Such users must make a good faith attempt to maintain the confidentiality of such information.
- Users shall not modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- E-mail accounts are provided to users through District 146 resources: therefore, the software and hardware that provides this e-mail capability is not to be considered a private, personal form of communication. It is a wise practice to not write anything in e-mail messages that would not be acceptable for the whole world to know. Remember, there are no private messages on the Internet or in e-mail. Additionally, the contents of any communication of this type would be governed by the Freedom of Information Act. The District would have to abide and cooperate with any legal requests for access to e-mail contents by the proper authorities.
- Faculty who use e-mail to communicate about students should maintain the same professional decorum they do when discussing students in any other medium. They

should also be mindful that it is easier to determine exactly what was conveyed about a student when this information is written in an electronic format.

- The exchange of e-mail between staff and parents does not constitute a student record, but such e-mails can be requested from proper legal authorities if such a situation should arise. As with intradistrict e-mail about students, staff should use the same professional decorum they do when communicating about students in other fashions. The electronic format will capture only what is written and not the nuances that occur when speaking to another person; therefore staff should include in such e-mails only text that they feel, when read back to them or their administrators, will clearly reflect their meaning.
- Since e-mail access is provided for school business related use, the forwarding of messages that have no educational value or professional purpose is contrary to the acceptable use policy of District 146.
- Subscriptions to Internet listservs must be limited to professional activities.
- Attachments to e-mail messages should include data files only. At no time should program files (typically labeled ".exe" files) be attached due to software licensing requirements.
- No resources or access provided by the District may be used for commercial gain.
- Requests for personal information on students or staff members should not be honored via email. (Refer to Board Policy, Section 7.15: "The term "personal information" means individually identifiable information including: (1)student or parent's first and last name, (2)a home or other physical address (including street name and the name of the city or town), (3)a telephone number, (4)a Social Security identification number or (5) driver's license number or State identification card.)
- Users are responsible to inform professional staff of any unauthorized use of their password, any unauthorized installation of software, the receipt of inappropriate electronic transmissions, knowledge of any copyright violations, and any other inappropriate issues involving use of hardware or access.

Internet Filtering:
- School District 146 subscribes to an Internet filtering system, as required by the federal Children's Internet Protection Act (CIPA), to filter out sites with content considered unacceptable for educational use. While using District 146 technology resources, no user may attempt to bypass this filtering system or attempt to access the Internet in any other way.

Software & Hardware Use & Installation:
- Only authorized persons (Technology Team, teachers, building sysops, and administrators) are permitted to install software and/or hardware on District technological resources.
- No software or hardware is to be installed on District resources without the licensing agreement that allows the installation. Users must not connect or install any computer hardware or software which is their own personal property to or on the District's resources without prior approval of building or district level administrators. In addition, such hardware or original media software purchased by individual users must be accompanied by a legitimate proof of purchase. Users must not download

any material or software from the Internet for which a fee or license agreement is required without the approval of appropriate building or district level administrators.
- The District Technology Team is only responsible for installing District purchased and approved software. Assistance with installing and troubleshooting personally purchased software that has been approved by an administrator will be available by the Technology Team as time permits and as District resources allow. It is the policy of District 146, to abide by all software licensing agreements.
- At times, it is necessary for the District Technology Team to reformat hard drives. Reformatting completely erases all contents of a hard drive. All District software, such as Microsoft Office, which is consistent throughout the District, will be reinstalled. All other approved software, purchased by the building, or individuals, will need to be re-installed by building approved users.
- The technology coordinator, assisted by building media center directors, will be responsible for maintaining a licensing agreement file.
- The District Technology Team, including sysops, will not reinstall unapproved copies of software nor will they be able to retrieve any data files, which are required to be saved to a user's home drive. With this in mind, please keep any installation disks of specific school-purchased software in an identified location at each school. Users are personally responsible for making backups of any data files that may have been stored on a local hard drive.

Copyright Issues:
- Users must abide by all copyright laws and respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright.
  (Refer to: http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/index.html for information on copyright issues).
- Under the "fair use" doctrine, unauthorized reproduction or use of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. All users must follow the "Fair Use" guidelines when using information gained from the Internet.
  (Refer to: http://www.adec.edu/admin/papers/fair10-17.html for Fair Use Guidelines.
- Users shall not plagiarize. This also applies to works that are found on the internet or through other electronic resources. Plagiarism is presenting the ideas or writings of others as one's own. It is important for users of technology to cite sources used in papers and presentations both from an ethical and legal standpoint.

Publishing on the Web:
- Staff members publishing information on the Internet using the District's technology resources are, in effect, publishing such information on behalf of the District. Consequently, with the exception of e-mail, information may be published on the Internet using the District's resources only when approved by an administrator or other authorized District personnel. See WEB PUBLISHING GUIDELINES for specifics regarding this issue.

District Responsibility

- Although it is the District's goal to develop responsible users of technology, it must be understood that making network and Internet access available, even with the use of an Internet filtering service, carries with it the potential that network users will encounter sources that may be considered controversial or inappropriate. Because of this the District is not liable or responsible for the accuracy or suitability of any information that is retrieved through technology. Additionally, because no technology is guaranteed to be error-free or totally dependable, the District is not responsible for any information that may be lost, damaged or unavailable due to technical difficulties.
- Again, it is important to remember that the use of District technology is a privilege and not a right. Because of this, the District has the right to determine consequences for the abuse and/or misuse of its technological resources or properties.