

Administrative Procedure – Acceptable Use of Online Resources *for Staff and Non-Students*

All use of electronic networks shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures 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 these procedures may result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Accessing Electronic Network and Internet - To obtain network access, staff and other eligible non-students (referred to as “users”) must submit a signed copy of the Staff and Non-Student Acknowledgment of Receipt of Administrative Procedures for Acceptable Use of the Electronic Network (referred to as the “Acknowledgment”). Each user will be required to submit a newly-signed copy of the Acknowledgment at the beginning of each school year. In the event a user’s electronic network privileges are suspended or revoked, that user will be required to submit a newly-signed Acknowledgment before the District will consider restoring electronic network access privileges.

Enforcement - Any violation of the terms of Board Policy 6:235 (referred to as the “Policy), of these Administrative Procedures, or of additional rules, regulations, or other terms or conditions of electronic network access authorized by the Superintendent or Building Principals may result in the suspension or revocation of electronic network privileges, disciplinary action, and/or appropriate legal action up to and including dismissal. Disciplinary measures, if any, shall be considered and imposed consistent with District discipline policies. Discipline may include dismissal.

Terms and Conditions

Acceptable Use - Access to the District’s electronic network must be: (a) for the purpose of education or research, consistent with the District’s educational objectives, or (b) for legitimate District use. Access also must comply with the Policy, these Administrative Procedures, federal and Illinois law or any additional rules, regulations or other terms and conditions of electronic network access promulgated by the Superintendent or Building Principals, and all other disciplinary policies and regulations for the safety and pedagogical concerns of the District. Incidental personal use should be minimized.

Privileges - The use of the District’s electronic network is a privilege, not a right, and inappropriate use will result in the suspension or revocation of those privileges. The Superintendent or designee will make the final decision as to whether a user violated these procedures. If a violation is found, the Superintendent or designee may then deny, revoke, or suspend the access privileges of any user who violates the Policy, these Administrative Procedures or any other terms or conditions governing the use of the District’s electronic network.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Any use which disrupts the proper and orderly operation and discipline of schools in the District; threatens the integrity or efficient operation of the District’s electronic network; violates the rights of others, is primarily intended as an immediate solicitation of funds; is illegal or for illegal purposes of any kind; or constitutes gross disobedience or misconduct is an unacceptable use. Use of the District’s electronic network for any unacceptable use will result in the suspension or revocation of electronic network privileges, disciplinary action, and/or appropriate legal action. Unacceptable uses of the District’s electronic network specifically include, but are not limited to, the following:

- a. Using the network for any illegal activity, such as fraud, libel, forgery or a violation of copyright laws of other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;

- b. Downloading of any software, music, video or other media or other file to the District's electronic network without an educational or professional purpose, regardless of whether it is copyrighted or de-virused;
- c. Using the network for private financial or commercial gain including gambling or advertising;
- d. Continually using resources, such as file space, toner, or paper, in a wasteful manner;
- e. Hacking or gaining unauthorized access to files, resources, or entities including using another user's account or password;
- f. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, or use of information about anyone which is of a personal nature including a photograph;
- g. Posting material authored or created by another without his/her consent;
- h. Posting anonymous messages;
- i. Accessing, submitting, posting, publishing, or displaying any material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, illegal or which violates the rights of others;
- j. Using the network while access privileges are suspended or revoked;
- k. Taking any steps which threaten, or which may reasonably be interpreted to threaten, any person, group of persons, building, or property with harm, regardless of whether the user intends to carry out such threat;
- l. Deliberately accessing, creating, displaying, transmitting, or otherwise possessing or disseminating material which contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, or indecent or inappropriate language, text, sounds, or visual depictions;
- m. Creating or sending e-mail or other communications which purport to come from another individual (commonly known as "spoofing"), or otherwise assuming an anonymous or false identity in communicating with other individuals, businesses, or organizations;
- n. Modifying, disabling, compromising, or otherwise circumventing any anti-virus, user authentication, or other security feature maintained on the District network or on any external computer, computer system, or computer account;
- o. Creating or deliberately downloading, uploading, or forwarding any computer virus, or otherwise attempting to modify, destroy, or corrupt computer files maintained by any individual on any computer;
- p. Participating in, or subscribing to **non school-related** mailing lists, newsgroups, chat services, electronic bulletin boards, or any other association or service which would cause a large number of e-mails or other electronic messages to be sent to the District's electronic network;
- q. Using encryption software or otherwise encoding or password-protecting any file which is created with, sent from, received by, or stored on the District's electronic network unless approved by the system administrator or Building Principal;
- r. Attempting to commit any action which would constitute an unacceptable use if accomplished successfully; and
- s. Using the electronic network to participate in acts constituting "prohibited political activities" under the State Officials and Employees Ethics Act or "election interference" under the Election Code or to participate in any political activities that create the appearance of impropriety under those laws or under any ethics policy of the District relating to political activities of the District's employees.

Network Etiquette - The user is 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 messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
- d. Recognize that electronic mail (e-mail) and use of the District's electronic network is not private. System administrators have access to all e-mail, and detailed web log history. Any discovery of messages relating to or in support of illegal activities will be reported to the authorities.
- e. Consider all communications and information accessible via the network to be private property of the District.

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 may suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions, whether caused by the District's negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its electronic network services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorneys' fees, incurred by the District relating to, or arising out of, any violation or breach of the Policy, these Administrative Procedures or any other terms or conditions governing the use of the District's electronic network.

Security - Network security is a high priority. If the user observes a security problem on the network, the user must notify the system administrator or Building Principal and should not disclose the problem to other users. Users are expected to maintain the confidentiality of their account and password. Users shall not use another individual's account without permission from that individual. Unless approved by the system administrator or Building Principal, attempts to log-on to the network 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.

Vandalism - Any acts of vandalism committed by the user will result in cancellation of privileges, other disciplinary action and/or legal 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.

Privacy - Any electronic communications or files created on, stored on, or sent to, from, or via the electronic network are the property of the District. Consequently, users do not have any expectation of privacy with respect to such messages and files. Users should remember that such messages and files can be recovered from the electronic network's back-up system even after they have been deleted from a user's individual account.

The Superintendent, Building Principals, and/or their designees may access and review such messages and files when necessary to maintain the integrity and efficient operation of the electronic network; to monitor compliance with the Policy, these Rules and Regulations, and all other rules, regulations, or other terms or conditions of electronic network access authorized by the Superintendent or Building Principals; and to further all other educational, safety and instructional concerns of the District. The District also reserves the right to intercept, access, and disclose to appropriate authorities all information created with, sent to, received by, or stored on the electronic

network at any time, with or without user notice. Use of the District's electronic network to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the user for the District to access and review such files consistent with this paragraph.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers without explicit written permission.

- a. Material from other electronic sources (including the Internet) must not be used unless written permission has been obtained by the user from the author. Additionally, any material so used, must be properly cited.
- b. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission.
- c. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- d. Material from software owned by the District or school may not be used without permission or unless the licensing agreement specifically allows for such use.

Use of Electronic Mail - 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 electronic mail to aid staff and non-student users in fulfilling their duties and responsibilities, and as an education tool.

- a. 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 user to another user's electronic mail account is strictly prohibited.
- b. 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 e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway are electronically labeled with an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as a user of the School District's electronic network. Great care should be taken, therefore, to compose messages in a manner that will reflect well on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. 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 so transmitted.
- e. Use of the School District's electronic mail system constitutes consent to these regulations.

Cooperation with Investigations - The District reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the District electronic network. Evidence of illegal activity will be reported or turned over to appropriate authorities.

Internet Safety - Internet access is limited to only those "acceptable uses" as detailed in these procedures. Staff member users are responsible for supervising students while they who are using District Internet access to ensure that the students abide by the Terms and Conditions for electronic access contained in these procedures and/or the student handbook.

The District network for Internet access has a filtering device that blocks entry to Web sites that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the *Children's Internet Protection Act* and as determined by the Superintendent or designee.

Policy Modifications – The Board of Education may modify the terms and conditions of electronic network use and/or the provisions of the Policy and these Administrative Procedures at any time. The Superintendent or Building Principals may also disseminate additional rules, regulations, or other terms or conditions of electronic network access as may be necessary to ensure the safe, proper, and efficient operation of the computer network and the individual District schools. Notice of any such modifications or additional rules, regulations, or other terms of conditions of access shall be promptly communicated to all authorized users, including by posting such modifications on the electronic network or in a conspicuous place at access locations. Use of the electronic network constitutes acceptance of the terms of the Policy, these Administrative Procedures, and any additional rules, regulations, or other terms or conditions of electronic network access which may have been promulgated by the Superintendent, Building Principals, or their designees.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
Children’s Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhances Education Through Technology, 20 U.S.C §6751 et seq.
720 ILCS 135/0.01.

**ACKNOWLEDGMENT OF RECEIPT OF ADMINISTRATIVE PROCEDURES FOR
ACCEPTABLE USE OF ONLINE RESOURCES**

*Staff members, Volunteers and Substitutes - Submit to Building Principal.
Board of Education Members – Submit to Board Secretary.*

Non-student users must sign this *Acknowledgment* at the beginning of each school year.

I have read, or have had explained to me, Board Policy 6:235 and the Policy and Administrative Procedures attached hereto regarding the use of the School District's electronic network, and I agree that I will follow these rules when I use the District's electronic network. I further understand that, should I commit any violation of Board Policy 6:235 and these Administrative Procedures, my access privileges will be suspended or revoked, and school disciplinary action and/or appropriate legal action will be taken, up to and including dismissal. I agree that all electronic files, including electronic communications, that are created on, stored on, or sent to, from, or via the computer network are the property of the District; that I do not have any privacy interest in any such electronic files; and that the District may access and review such files consistent with the attached Administrative Procedures.

In addition, I agree to indemnify the District for any losses, costs, damages, charges, or fees, including, but not limited to, telephone charges, long-distance charges, per-minute surcharges, equipment or line costs, or attorney fees, incurred by the District and relating to, or arising out of, my use of the District's electronic network or any violation of the Policy, Administrative Procedures, or other rules, regulations or other terms or conditions of electronic network access disseminated by the Superintendent or Building Principals. In consideration for use of the District's electronic network, I hereby release the Board of Education of Arlington Heights School District No. 25 and its individual Board members, employees, agents and assigns from any claims and damages arising from my use of, or inability to use, the District's electronic network.

User Name *(please print)*

User Signature

Date