

McLean County Unit District No. 5

Acceptable Use Policy for Computers and Electronic Communications

Introduction:

Electronic information resources which include, but are not limited to, voice mail, E-mail, the Internet, personal computers, and other network files or accounts are available to students and employees of Unit 5. It is the goal of Unit 5 to provide current technology in communications and electronic services to all students and employees in order to promote education, work place efficiency, information sharing, and a cooperative and innovative environment.

Scope:

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, rules and regulations. Such are provided so that users are aware of the responsibilities they are about to accept. In general, users' responsibilities necessitate efficient, ethical, and legal utilization of the network, personal computer, email, and voice mail resources.

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no professional or educational value.

On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials and protect its users. Users who access, transmit, or store inappropriate material or who take action that violates the AUP are subject to disciplinary or legal action.

Terms and Conditions of this Agreement:

The reading and acknowledgement of this Acceptable Use Policy is legally binding and indicates that the staff member or student has carefully read, understood and agrees to the terms and conditions given within this policy:

1. **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The site administrator/supervisor or systems administrator as well as district administrators may limit, suspend, or revoke access to electronic resources at any time.
2. **Acceptable Use: Inappropriate material or communications defined:** Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited.

Material or information considered to be in violation of the AUP includes, but is not limited to the following:

- Copyrighted material.
- Illegal solicitation.
- Sexism or sexual harassment.
- Material protected by trade secrets.
- Inappropriate language.
- Gambling.
- Political lobbying.
- Criminal activities or terrorist acts.
- Threatening or obscene material.
- Racism.
- Pornography.
- The design or detailed information pertaining to explosive devices.

In addition, advertisement of products or services not directly related to district fundraising functions is also prohibited.

Network: The use of an assigned account must be in support of education, business, research and/or within the educational, professional or personal employment goals, roles, responsibilities and objectives of Unit 5. Each user is responsible for this provision when using the District electronic information resources.

Security on any computer system is a high priority because of multiple users. Do not use another individual's account nor log on to the system as the systems administrator. Any security concern must be reported to the principal/supervisor or systems administrator at once, as well as changes to user account information.

Information stored on the network is not to be considered permanent or private. As such, the district retains the right to review and remove as needed data or files found on the network that violates the AUP or that are not in direct support of education or business. In addition, regular maintenance activities can result in the deletion of information deemed not compliant with the AUP.

When suspicion of a violation of the AUP pertaining to inappropriate material or usage exists, the district reserves the right to review data and files found on the network during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the AUP exist.

Internet: Any employee who "publishes" on the district web server must abide by the approved District Web Page Guidelines and the School Web Content Requirements Guideline. Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of Unit District 5 are forbidden.

It is advised to not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations.

Additionally, it is understood that students and staff who publish personal web pages outside the district that may be accessed by Unit 5 computers must also abide the same standards of appropriate content that all Unit 5 hosted web pages must maintain. Sites found to be in violation of this will be blocked administratively and appropriate action taken to ensure the removal of dangerous or libelous content hosted by outside web resource providers. Further, the administration reserves the right for further and appropriate action in situations where staff or student personal web pages and or/sites exist that violate the spirit of this AUP.

Personal Computers: Unit 5 provides PC's to staff members and students on an as needed basis. District provided computers are not to be modified in any way, including the addition or removal of hardware or software, without prior permission from the Information Technology Department or an administrator.

District provided computers may not be removed from district property without prior approval. Removal of district owned equipment is in violation of the AUP and disciplinary or legal action may result.

District provided computers are not to be used for personal financial gain at any time. Use of district provided computers or systems to gain personal income or monies is expressly forbidden, unless it is for fundraising activities associated with school and has prior approval. This activity is considered a violation of the AUP and subject to disciplinary or legal action as deemed appropriate by district administrators.

Information stored on computers maintained by the district is not to be considered private. When suspicion of a violation of the AUP pertaining to inappropriate material or usage exists, the district reserves the right to review data and files found on district provided computers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the AUP exist.

Email: Email provided to the staff of Unit District 5 is primarily for internal and external business communications. Email addresses are not, except upon request, considered private and should be available to the public as deemed appropriate by the administration.

Personal use of Unit 5 email resources is allowed, but should not interfere with the day to day duties of staff provided with district provided email resources, nor should it violate either the Board of Education's policies or the following four points:

1. Staff use of email should not promote, or support political functions or agenda's in any way, both internally and externally.
2. Staff use of email should not promote, or support private business or industry, especially the originators own private concern or business.
3. Staff use of email should not promote illegal activities or activities prohibited by district policy as found in this document or in the Board of Education Policy Manual.
4. Staff shall not engage in internal or external email activities that are regarded as Spam or mass emailing, unless for information purposes as approved by district administrators.

Spam is defined as email that is sent to multiple individuals in an uninvited manner for purposes of furthering a private and/or political agenda, the transmission of questionable material, or as a means of solicitation.

It must be the student and staffs' understanding that district provided email is not private or protected.

When suspicion of a violation of the AUP pertaining to inappropriate material or usage exists, either through discovery as part of regular maintenance or by staff complaint, the district reserves the right to review data and files found on email clients and servers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the AUP exist.

3. **Etiquette:** District employees, as well as students, have the responsibility to assure all shared information meets the standards set forth in this Acceptable Use Agreement. Each account holder and user is expected to abide by the generally accepted rules of user etiquette.

These rules of etiquette include, but are not limited to the following:

- Using obscene language is prohibited
- Harassing, insulting or attacking others is prohibited
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus) is prohibited
- Violating copyright laws is prohibited
- Using others' passwords is prohibited
- Trespassing in others' folders, documents, or files is prohibited
- Intentionally wasting limited resources is prohibited
- Employing the network for commercial purposes is prohibited
- Sharing confidential information on students or employees is prohibited unless authorized by District Administrators
- Sending or displaying offensive messages or pictures is prohibited
- Conducting union business is prohibited unless authorized by District Administrators
- Promoting, supporting or celebrating religion or religious institutions is prohibited
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition is prohibited

4. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network as well as the Internet system. Vandalism also includes, but is not limited to overloading of data on the server as well as the uploading, downloading or creation of computer viruses in an intentional manner. Vandalism is considered a violation of the AUP and as such is subject to disciplinary or legal action as deemed appropriate by the administration.

5. **Service Disclaimer:** Unit District 5 makes no warranties of any kind, whether expressed or implied, for the service it is providing. Unit 5 will not be responsible for any damages the employee or student may suffer while on this system.

These damages may include but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by employee error or omission.

Use of any information obtained via the information system is at the employee's own risk. Unit 5 specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

6. **Filtering, Monitoring, and Review:** Unit District 5, in order to comply with local, state, and federal laws and standards, filters internet content on systems that students may have access too. This filtering removes access to websites and Internet servers that have been deemed to have inappropriate content not of an educational value. Report any errors found regarding what sites being or not being filtered immediately to an administrator or the Instructional Technology Department.

Unit District 5 retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on Unit 5 equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration's discretion.

Unit district 5 retains the right to review current and back up copies of electronic systems, files, data, communications, and email. Reviews are done with out notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the AUP be discovered.

User Signature of Agreement:

I understand any violations of the above provisions of this Acceptable Use Agreement, when using the district electronic information resources, may result in the loss of my user account and in disciplinary and/or legal action. I therefore agree to maintain required standards and to report any misuse of the electronic information resources to a systems administrator.

I also agree to fully disclose to my administrator/supervisor all Internet/Intranet publishing activities on school network systems and web servers.

Misuse may include, but not limited to: any messages, information or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as described above.

I have read this agreement and understand that Internet sites are filtered and that my district electronic information resource accounts, files, email, and telephony resources may be monitored or reviewed. I hereby agree to comply with the above described conditions of acceptable use.

User Name (please print): _____

User Signature: _____

Date: _____

**Parent/Guardian Signature of Agreement:
(Required Parental Component)**

I have read this Acceptable Use Agreement. I understand that access is designed for educational purposes and that the district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board of Education, for any harm caused by materials or software obtained via district networks. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Acceptable Use Agreement with my child. I hereby request that my child be allowed access to the district's computer hardware, software and networked computer services, such as electronic mail and the Internet, unless otherwise stipulated.

Parent/Guardian (Please Print) _____

Parent/Guardian Signature: _____

Date: _____

Received for File: _____ By: _____