

## ACCEPTABLE USE OF TECHNOLOGY

It is the policy of the School District to encourage technology use which facilitates communication and the exchange of ideas and information in pursuit of the District's curricular, instructional, technological, and research goals. The District also supports the use of technology as a tool for the efficient and effective management of the District's resources and affairs. The District's computing and networking resources are for the use of authorized district employees.

The District is not liable or responsible for: any information that may be lost, damaged, or unavailable due to technical or other difficulties; the accuracy or suitability of any information that is retrieved through technology; breaches of confidentiality; or defamatory material.

### TERMS AND CONDITIONS OF USE

#### I. Curriculum & Instruction

The use of the District's technology shall (1) be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the District's goals and guidelines, use the Internet and technology resources throughout the curriculum.

Staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the District curriculum. All students will be informed by staff of their rights and responsibilities as users of the District network prior to gaining access to that network, either as an individual user or as a member of a class or group.

The District's electronic network is part of the curriculum and is not a public forum for general use.

#### II. Internet Safety

In accordance with the Children's Internet Protection Act, the District installs and operates filtering software to limit users' internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or

otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such materials.

### III. Acceptable Use

The actions of users accessing networks through the District reflect on the School District; therefore, users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines.

Personnel who use or access District technology shall:

- Use or access District technology primarily for educational and administrative purposes; limited and incidental personal use is permitted.
- Comply with copyright laws and software licensing agreements.
- Understand that email and network files are not private. Network administrators and other school officials as authorized by the Superintendent have access to all email messages and may review all computer files and communications to maintain system integrity and monitor responsible use.
- Be responsible at all times for the proper use of their access privileges and avoid impersonations, anonymity, or unauthorized sharing of security measures.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Respect the right of others to use equipment.
- Abide by the policies and procedures of networks and systems linked by technology.
- Acknowledge and protect the privacy of other users and the integrity of the system by avoiding misuse of passwords, files, equipment, and programs.
- Maintain the confidentiality of all personnel records and student records stored or accessible by means of District technology, in accordance with Illinois and federal law.

Personnel who use or access District technology shall not:

- Use District technology or resources for non-school purposes (other than incidental personal use), personal financial gain, or to disseminate electronic messages to multiple recipients at a time.
- Access, download, distribute, display or create harmful, indecent, offensive, pornographic, or otherwise inappropriate messages, pictures, or materials.
- Engage in harassing, offensive, obscene or defamatory speech.
- Harass or attack others.
- Loan technology to others, or violate copyright laws or software licensing agreements.

- Trespass in others' folders, work, or files, or gain unauthorized access to resources or entities.
- Use the account or password of another user.
- Misrepresent themselves or others.
- Transmit email or other electronic materials anonymously.
- Damage or vandalize computer equipment, systems, networks, hardware, software, data or programs.
- Spread computer viruses.
- Use technology for any illegal purpose or activity.

#### IV. No Expectation of Privacy

The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored or transmitted on District servers will be private. All such transmissions and files are the property of the District, and the District reserves the right to log technology use, to monitor fileserver space utilization by users and to examine users' files and materials as needed, and at its discretion. There is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside, the District.

#### V. User Compliance

Users of District equipment, networks and technology must submit a signed Acceptable Use of Technology Agreement. Failure to comply with this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action by the administration and/or the Board of Education, including but not limited to reprimand, loss of technology use privileges, suspension, notice to remedy, and dismissal.

Activities that violate local, state or federal law may be subject to prosecution.

The Superintendent shall establish regulations, guidelines, and procedures and shall take appropriate action, consistent with the terms of any applicable collective bargaining agreement provisions, to implement this policy.

LEGAL REF.: Children's Internet Protection Act

CROSS REF.:

## EMPLOYEE EXPENSES

The School Board shall reimburse employees for expenses necessary for the performance of their duties which have been approved by the Superintendent. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required.

Employees must submit to the Superintendent/designee an itemized, signed voucher showing the amount of actual expenses, attaching receipts to the voucher if possible. Expense vouchers shall be presented to the School Board in its regular bill process.

LEGAL REF.:       105 ILCS 5/10-22.32