A-C Central C.U.S.D. #262
District Computer and Network
Acceptable Use Policy Agreement

The A-C Central C.U.S.D. #262 Board of Education supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

The use of network facilitates shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The Board expects all Faculty, Students, Staff, and Associates to use the District's Computers and Networks responsibly. All computing resources must be used in an Effective, Ethical, and Lawful manner. Users are expected to learn and follow normal standards of polite conduct and responsible behavior in their use of computer resources.

Responsibility

The district shall make every effort to ensure that this educational resource is used responsibly by students and staff. Administrators, teachers and staff have a professional responsibility to work to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use the information to meet their educational goals.

The students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. The building Administrator shall have the authority to determine what is inappropriate use, and his/her decision is final. The district network and any access to the Internet exist for the primary purpose of transmitting and sharing information between Academic Organizations. It is the responsibility of each user on the district network or the Internet to recognize his/her accountability in having access to these vast services, sites, systems and people, and to act according to acceptable behavior standards when using them.

There should be no expectation of privacy in any use of E-mail, Internet access, or use of the district's network as a whole. Any and all computers or other devices (i.e. iPods, Cell Phones, etc.) that are connected directly or wirelessly to the district's network infrastructure are subject to inspection and monitoring at any time by District Technology or Administrative Personnel. Random remote monitoring may be done without any indication or notice to any user at any time via; Virtual Network Connection (VNC), packet sniffing, or other means may be employed. Computer files and even deleted files not erased may be accessed and read at any time for monitoring and policy enforcement purposes by authorized personnel.

Authority

1. **The electronic information available to students and staff does not imply endorsement of the content by the district, nor does the district guarantee the accuracy of information received on the Internet.**
2. **The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet.**
3. **The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.**
4. **The district reserves the right to log network use and to monitor file server space utilization by district users, while respecting the privacy rights of both district users and outside users.**
5. **The Board establishes that the use of the Internet is a privilege, not a right. Inappropriate, unauthorized, or illegal use will result in the cancellation of those privileges and appropriate disciplinary action.**

RULES AND PROCEDURES FOR USE OF COMPUTER RESOURCES

I. Use of Computer Hardware

1. **Computer hardware is like any other District property and shall be treated accordingly. All Computers including Desktops, Laptops, Netbooks, Cell Phones and other District property remains the property of the District. All items must be made available for enumeration, inspection, updating, and or maintenance at any time by District Technology or Administrative Personnel.**
2. **Only Authorized Individuals will install, service, and/or maintain District-owned Computer hardware.**
3. **No hardware, including cables or peripherals, may be moved from building to building, removed from the District, or loaned to another District Employee without Authorization from the building Administrators and also the Technology Office.**
4. **It is the responsibility of the Faculty member to whom the Computer is assigned to Log off the Computer and power down all peripherals at the end of each day. It is the responsibility of the Faculty, Students, Staff, and Associates to keep the Computers clean and away from smoke, dust, magnets, food, liquid, and any other foreign material known to be harmful to the hardware or functionality of the system.**

5. **It is the responsibility of the Faculty member to whom the computer is assigned, to report malfunctions of the hardware or software to the Technology Office by means of a written technology request form or using the help desk site on the District web page.**

II. Use of Computer Software

1. **Only software (on disk or downloaded) that is legally owned and/or Authorized by the District may be installed on District Computers.**
2. **The unlawful copying of any Copyrighted software and/or its use on District hardware is prohibited.**
3. **Modification, removal, un-installation, or erasure of software without Authorization is prohibited.**
4. **The intentional introduction of any Viral Agent(s) is prohibited. All externally used Flash Drives should be checked for Viruses each time they are put into or connected to a District-owned Computer system.**
5. **Any individual who intentionally introduces any Viral Agent(s) into the District system or violates the copyright laws shall be subject to appropriate District discipline policies and to the penalty provisions of the AUP.**
6. **The Technology Department's Agents and/or the building Administrators have the right and responsibility to remove any software from District-owned equipment where the user cannot provide original copies of the software and/or appropriate license for the software.**

III. Use of Remote Communications and the Computer Network

1. **All computers for Student use from which the Internet and shared resources can be accessed will be in supervised areas. School district staff shall monitor student computer use, providing assistance, or taking corrective action when necessary. Any student found using a machine unsupervised will be subject to appropriate district discipline policies and to the penalty provisions of the AUP.**
2. **Designated district staff shall assist in providing:**
    a. **Training for students and other staff in the appropriate and safe use of remote electronic information resources via the district network and Internet.**
    b. **Instructions to students and staff on the responsible use of on-line resources.**
    c. **Direction to on-line resources that relate to curriculum, teaching and learning, and related communications priority activities and applications.**
3. **Network use must be consistent with the goals and standards of the district, school, and specific curriculum.**
4. **Networked computers may be used for research, experimentation in computer communications, and curriculum development where such use does not interfere with normal operations.**
5. **Others must not use an account assigned to an individual, including student use accounts. Faculty, students, staff and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of network resources.**

IV. Behavior Standards

1. **Though the district uses an Internet filter that blocks inappropriate sites, no filter is perfect. Accessing or attempting to access inappropriate Internet sites is prohibited.**
   Inappropriate Internets sites can be, but are not limited to:
    a. **Sites containing pornographic and other objectionable materials.**
    b. **Sites using obscene language.**
    c. **Sites encouraging hatred or terrorist acts.**
2. **Abusive conduct when using district computers or the network is prohibited.**
   Abusive conduct can be, but is not limited to:
    a. **Placing of unlawful information on any computer system.**
    b. **Using abusive, obscene, threatening or objectionable language.**
    c. **Sending messages that are likely to result in the loss of recipient's work or systems.**
    d. **Sending "chain letters" or "broadcast" messages to lists or individuals.**
    e. **Use of the system to intimidate or create an atmosphere of harassment.**
3. **Interference with or disruption of the network users, services, or equipment is prohibited.**
   Disruptions can include, but are not limited to:
    a. **Distribution of unsolicited advertising.**
    b. **Propagation of computer worms or viruses.**
    c. **Unauthorized entry to any other machine accessible via the network.**
    d. **Attempting to degrade or degrading computer or network system performance.**
4. **Transmission of any material in violation of any U.S. or State Laws or Regulations is prohibited and may constitute a criminal offense.**
5. **Accessing another individual's E-mail is prohibited, except when an investigation requires the monitoring of systems by Authorized Technology Staff or Administration.**
6. **Attempts to gain unauthorized access to remote systems are prohibited.**
7. **The use of another individual's access codes/passwords is prohibited.**

8. **Copying of another individual's work or copyrighted material is prohibited.**

General Policies

1. **The network user shall be responsible for damages to equipment, systems and software resulting from deliberate or willful acts.**
2. **Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violation, or theft of services will be reported to the appropriate legal authorities for possible prosecution.**
3. **General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Penalties for flagrant misuse of the Internet may include, but are not limited to, loss of Internet access and/or computer use and other disciplinary actions for a stipulated period of time.**
4. **Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes, but is not limited to, the uploading or creation of computer viruses**
5. **All users of district equipment must sign the appropriate District Computer and Network AUP Agreement stating they understand all policies regarding computer use and agree to abide by them. Network access will not be given to a user until the AUP agreement is signed and/or agreed to.**
6. **Any and all equipment district-owned or even personally owned is subject to these rules and provisions when connected to the district network, including provisions for inspection and remote monitoring. Any form of remote connection from within or outside the school district, while connecting to computer resources inside the district are subject to these same rules and provisions. Connections may be made physically, wirelessly, or in any other fashion.**
7. **Any other party cannot hold the district liable for any losses, including lost revenues or for any claims or demands against the user. The district cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance, incorrect advice, or any other damages arising from the use of the district's computer facilities and network.**
8. **The individual user and/or their Parent or Guardian in the case of a Student, will be held liable for any of the above issues that he/she causes or policies that are violated.**
9. **In accordance with the expectation that all computing resources being used in an Effective, Ethical, and Lawful manner, the following uses are specifically prohibited:**
    a. **Use of the network to facilitate illegal activities**
    b. **Use of the network for commercial or for-profit purposes**
    c. **Use of the network for non-work or non-school related work**
    d. **Use of the network for product advertisement or political lobbying**
    e. **Use of the network for hate mail, discriminatory remarks, or offensive or inflammatory communication**
    f. **Use of the network to intentionally obtain or modify files, passwords and data belonging to others**
    g. **Use of the network to disrupt the work of other users**
    h. **Use of the network to access obscene or pornographic material**
    i. **Use of the network facilities for fraudulent, unauthorized or illegal installation, distribution, reproduction, modification, or use of copyrighted materials**
    j. **Loading or use of unauthorized games, programs, files or other electronic media**
    k. **Use of inappropriate language or profanity on the network**
    l. **Destruction, modification or abuse of network hardware or software**
    m. **Impersonation of another user, anonymity or pseudonyms**
    n. **Quoting personal communications in a public forum without the original authors prior consent**

E-mail

Students in grades 5-12 will be provided with an E-mail account. This E-mail account is filtered for profanity and sexual content. Since the district is providing an E-mail account, use of any other E-mail accounts or online communication is strictly forbidden. This includes the use of chatting software such as AOL Instant Messenger, Yahoo Messenger, and the like. Inappropriate use of the account will result in disciplinary action.

Proper Respect for Copyright

In an effort to encourage the proper respect for copyright on the Internet, the following guide for Staff and Student users is provided:

1. **If the user did not create a non-public domain written work, piece of art, photograph or music, or obtain rights to it, the user does not own it.**
2. **If the user does not own the non-public domain material, the user may not copy it or distribute it to others.**
3. **The author or owner of a document or other type of information must explicitly relinquish rights in order to place a work in the "Public Domain" and thereby make copying/distribution with specific authorization possible.**
4. ***"Fair use"* allows the user to copy small portions of a work the user does not own without permission, but only for Criticism, Education, News Reporting, and the like there of. Any copies must then be destroyed or erased.**
5. **When in doubt, the user should ask the creator or owner of material for permission to use the work.**

Computer Bags

Students in grades 6 – 12 will be provided with a carrying case/bag for their computer. This bag is property of the District. Computer bags will be returned to the District once a student is no longer part of the District. It is the student's responsibility to keep their computers properly secured in their bags while they are not in use. Students are responsible for keeping their computer bags free from damages not occurred by normal wear. Students will be charged for a replacement bag if it is determined a bag has been damaged intentionally or not properly cared for. Damages will be assessed by building Administrators and the staff of the Technology Department.

Illinois Right to Privacy School Setting Act

Public Act 98-129, effective January 1, 2014, created the Right to Privacy School Setting Act (105 ILCS 75/ 1 et seq.) (hereinafter "Act"). While the Act contains provisions governing the conduct of institutions of higher learning, it also authorizes elementary and secondary schools to request information regarding a student's account with a social networking website. The Act provides in part that,

"[a]n elementary or secondary school must provide notification to the student and his or her parent or guardian that the elementary or secondary school may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the elementary or secondary school has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy."

Parents or guardians will be notified if it is determined that a violation of school policy has occurred. Failure to provide such information shall be deemed an admission by the student that he/she has violated a school disciplinary rule or policy. Students shall be subject to appropriate District discipline policies and to the penalty provisions of the AUP.

A-C Central C.U.S.D. #262
Mobile Device User Agreement

A-C Central C.U.S.D. #262 retains sole right of possession of the mobile device and related equipment. The mobile device will be issued to students according to the guidelines set forth in this document. A-C Central C.U.S.D. #262 retains the right to collect and/or inspect the mobile device at any time and to alter, add or delete installed software or hardware. The mobile device will be returned to the designated location when requested by A-C Central C.U.S.D. #262, or sooner, if the Student leaves A-C Central C.U.S.D. #262, for any reason, prior to the end of the school year.

EQUIPMENT

I. Substitution of Equipment

In the event that the mobile device is inoperable, A-C Central C.U.S.D. #262 does have a supply of spare mobile devices for use while the device is repaired or replaced. If a student forgets to bring their mobile device or power charger to school, a substitute will be provided.

II. Customization of Equipment

The Student is permitted to modify settings to accommodate individual student needs (i.e. System Preferences/Accessibility Options). The Student is not permitted to install software on the assigned mobile device. All requests to add/install additional programs/applications must be initiated by the classroom teacher.

III. Damage or Loss of Equipment

Actions Required in the Event of Damage or Loss. Report to the classroom teacher any incident of damage or loss. All mobile devices are covered by a manufacturer's warranty. The warranty covers manufacturer's defects. Once warranties have expired there will be no warranty in place. Certain mobile devices have accidental coverage. Accidental coverage will be used if it is determined that a valid accident has occurred. Validity of accidents are determined by building Administrators and the Technology Administrator. Accidental coverage is limited by damage occurrences and dependent on the purchase year of the mobile device. The student/parent will be responsible for costs associated with repairs or replacement of the mobile device due to negligence, abuse or loss of equipment. For example, throwing the mobile device or using it as an umbrella would be considered examples of neglect or abuse. If a mobile device is damaged beyond repair by neglect or abuse, it is the family's financial responsibility to replace the mobile device at the full replacement value. If a mobile device is damaged due to neglect or abuse and can be repaired, it is the family's financial responsibility to pay for the repair costs. If a mobile device is lost, it is the family's financial responsibility to replace the mobile device at the full replacement value.

STANDARDS FOR MOBILE DEVICE CARE

I. Student Responsibilities:

1. **Bring the mobile device and charging unit to school every school day. Keep the mobile device with you or within your sight at all times.**
2. **Keep the mobile device in its computer bag when not in use.**
3. **Do not let anyone use the mobile device other than your parents or guardians.**
4. **Adhere to the A-C Central C.U.S.D. #262 District Computer and Network Acceptable Use Policy Agreement at all times. When in doubt, ask the classroom teacher.**
5. **Report any problems, damage, or theft immediately to the classroom teacher or building principal.**
6. **Arrive to school each day with a fully charged battery.**
7. **Regularly back up files when appropriate. A mobile device may be re-imaged if necessary at any time to restore the original configuration thus causing the loss of all user files that may have been saved to the local hard drive.**

II. General Care:

1. **Do not do anything to the mobile device that will permanently alter it in any way.**
2. **Do not remove any serial numbers or identification placed on the mobile device.**
3. **Keep the equipment clean. For example, do not eat or drink while using the mobile device.**
4. **Transport the mobile device in the cover/case provided.**
5. **The lid of the device should be closed while transporting the mobile device.**
6. **Clean the screen with a soft, dry anti-static cloth.**

PERSONAL HEALTH & SAFETY

1. **Avoid extended use of the mobile device while resting directly on your lap. The bottom of the mobile device can generate significant heat.**
2. **Take frequent breaks when using the mobile device for long periods of time. Look away from the screen approximately every fifteen minutes.**
3. **Do not provide your personal information to anyone over the Internet.**
4. **Do not share your passwords with anyone. Keep the mobile device locked in your locker and in your computer bag when it is at school and not in use. Keep the mobile device in a secure location when it is not at school.**

Mobile Device User Agreement

I have read, understand, and agree to follow all responsibilities as outlined in the A-C Central C.U.S.D. #262 District Mobile Device User Agreement. I understand that I am expected to take all reasonable care to protect the equipment from loss or damage. When the equipment is taken off school property, I understand it is my responsibility to keep the equipment secure. When the equipment is not with me, it is to be placed in a secure location. I agree to return the equipment to the district in the same condition as it was received. I understand that I will not be charged for any repairs that result from normal and ordinary use of the equipment. In the event the equipment is lost, damaged, destroyed or stolen, and if such loss, damage, destruction or theft is found to be through my negligence, I understand that I shall be liable to A-C Central C.U.S.D. #262 for: The cost of having the equipment repaired or the cost of replacing the equipment.

Student Signature:_____

Parent Signature:_____