

NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203



To commit minds to inquiry, hearts to compassion, and lives to the service of humanity.®

TECHNOLOGY ACCEPTABLE USE REGULATIONS

Authorization for Technology Access

Each staff member must sign this Authorization as a condition for using District technology. School Board members are treated like staff members for purposes of this Authorization. Please read this document carefully before signing.

Rights and Responsibilities

All use of technology shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These *Acceptable Use Regulations* do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The use of technology is a privilege, not a right.

The failure of any user to follow the terms of the *Acceptable Use Regulations* may result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document indicates the party who signed has read the terms and conditions carefully and understands their significance.

Usage Guidelines

1. **Acceptable Use** – Access to District technology and networks must be for the purpose of education or research, be consistent with the educational objectives of the District, and adhere to the regulations in this document, and in Board Policy 5-90.
2. **Unacceptable Use** – The staff member is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Knowingly using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software;
 - c. Using the network for private financial or commercial gain;
 - d. Wastefully using resources such as file space or bandwidth for non-educational materials;
 - e. Hacking or gaining unauthorized access to files, resources, or entities;

- f. Intentionally invading the privacy of individuals, by the unauthorized disclosure, dissemination, or use of information about anyone that is of a personal nature;
- g. Sharing network username and/or password with another user.
- h. Using another user's account and/or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Intentionally accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually offensive, threatening, racially/religiously offensive, harassing, or illegal material; whether on a District-owned or personal device;
- m. Using the network while access privileges are suspended or revoked;
- n. Vandalism as defined in item #11 below;
- o. Causing damage to technology resources, hardware, and or software; and
- p. Removing hardware/software, networks, information, or communication devices from the District or other network.

3. Software use

- a. New Trier licenses the use of copies of computer software from a variety of publishers and distributors. The District does not own the copyright to this software or its related documentation and, unless authorized by the software publisher, does not have the right to reproduce it for use on more than one computer.
- b. According to U.S. copyright law, illegal reproduction of software is subject to civil damages of as much as \$100,000 per title infringed, and criminal penalties, including fines of as much as \$250,000 per title infringed and imprisonment of up to five years.
- c. Technology users will use the software only in accordance with the license agreement.
- d. Notify the Director of Technology if you learn of any misuse of software or related documentation within the District.

4. Hardware and Software Purchases – All computer hardware, peripherals and software used in the District for either administrative or instructional use must be purchased through the Department of Technology.

5. Network Etiquette – Staff is expected to abide by the generally accepted rules of network etiquette, whether accessing the network from a District-owned or personal device, including but not limited to the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.

- c. Do not reveal the personal information, including the addresses or telephone numbers of other staff members.
- d. Recognize that electronic communications are not private. The District reserves the right to access all electronic communications transmitted on its networks. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its functioning or use by others.

6. No Warranties - The Board makes no warranties of any kind, whether expressed or implied, for the service it is providing.

The Board will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Board denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. Further, the Board denies responsibility for any information that may be lost, damaged, altered, or unavailable when using the Internet.

7. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any **intentional or reckless** breach of this *Policy* including such incurred through copyright violation.

8. Security - Network security is a high priority. If you can identify a security problem on the network, please notify the Director of Technology. Keep your account and password confidential. Any user identified as a security risk may be denied access to the network.

9. Use of Electronic Mail - The District's electronic mail system, and its software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students 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 staff member to an 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 that would be inappropriate in a letter or memorandum.

- c. 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.

10. Internet Safety

- a. Staff members shall **provide reasonable** supervision and monitoring of students while they are using District technology access.
- b. Each District computer with Internet access has a filtering device that blocks entry to visual depictions 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. The Superintendent or designee shall enforce the use of such filtering devices.
- c. The Director of Technology and staff shall monitor all Internet access.

11. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action including suspension or dismissal in the case of staff. Vandalism is defined as any malicious attempt to harm or destroy technology or data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

12. Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. Any and all such unauthorized charges or fees shall be the responsibility of the user.

13. Confidentiality - Employees shall maintain confidentiality of student records in their use of District computers.

14. Monitoring of Personal Use - As a condition of using the Internet (including electronic messaging communication through District computers or Internet access), users consent to monitoring and inspection by school administration of personal use of District computers and personal computing and communication devices on school grounds. Such monitoring and inspection shall include any and all text messages or electronic mail communications made or attempted to be made or received by users and all materials downloaded by users.

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

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was

granted. If possible, the notice should also include the Web address of the original source.

- 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. The manager of the Web site displaying the material may not be considered a source of permission. Permission must be in written (not verbal) form.

Acceptable Use Regulations Form

I understand and will abide by the above *Acceptable Use Regulations*. I further understand that should I commit any violation, my access privileges may be revoked, and disciplinary action up to and including suspension or dismissal and appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the Internet.

DATE _____

Name

User Signature