

Flora Community Unit School District #35

Acceptable Use Policy

We are pleased to announce that access to the school wide network, as well as the **Internet**, will be available to students and staff who qualify. To qualify, students and parents must read, sign, and return this Acceptable Use Policy.

The staff of Flora Community Unit #35 strongly believes in the educational value of technology and recognizes its potential to support the curriculum and students learning in facilitating resource sharing, innovation, and communication. We will make every effort to provide quality experiences to students and teachers using these services; however, inappropriate interaction with any information service or inappropriate use of computer equipment is strictly prohibited.

Please read this document carefully. Only after you and your parents/guardians have read and signed this document, will you be permitted access to the school's network.

Listed below are the provisions of this agreement. If any student violates these provisions, access to the network services and computers may be denied and the student may be subject to disciplinary action.

Terms and Conditions of This Agreement

1. **Personal Responsibility.** As a representative of this school, I will accept personal responsibility for reporting any misuse of the network or computer to the building administrator or any other faculty member. Misuse may come in many forms, but in general, is viewed as any inappropriate tampering with the computers or use of the computers for other than curriculum based assignments.
2. **Acceptable Use.** The use of any electronic services must be in support of education and research and in accordance with the educational goals and objectives of Flora Community Unit #35. I will be personally responsible for this provision at all times when using the school's network and computers.
 - 1) Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
 - 2) Transmission of any materials in violation of any United States or other state organization is prohibited. This includes, but is not limited to copyrighted material, or material protected by trademark.
 - 3) Use of commercial activity for-profit institutions is generally not acceptable.
 - 4) Use of product advertisement or political lobbying is also prohibited.
3. **Privileges.** The use of the technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person with access to the Internet will participate in a discussion with a Flora Community Unit #35 faculty member as to proper behavior and use of the network. The Flora Community Unit #35 will rule upon inappropriate use and may deny, revoke or suspend usage.

4. **Network Etiquette and Privacy.** You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:
 - **BE POLITE.** Never send, or encourage others to send, abusive messages
 - **USE APPROPRIATE LANGUAGE.** Remember that you are representative of your school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally!
 - **PRIVACY.** Do not reveal any personal information, your home address or personal phone numbers or those of students or colleagues.
 - **PASSWORD.** Do not reveal your password to **anyone**
 - **ELECTRONIC MAIL.** Students may not send personal email using Flora Community Unit #35's computers. Unless used as an assignment monitored by faculty in connection with other educational institutions.

5. **Services.** Flora Community Unit #35 makes no warranties of any kind, whether expressed or implied, for the service it is providing. Flora Community Unit #35 will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or errors or omissions. Use of any information obtained via the information system is at your own risk. Flora Community Unit #35 specifically denies any responsibility for accuracy of information obtained through its services.

6. **Security.** Security on any computer system is high priority because there are so many users. If you identify a security problem, notify the building administrator or any other staff member, at once. Never demonstrate the problem to other users. All use of the system must be under your own login and password. Remember to keep you password to yourself. Do not share it with friends. **Any user identified as a security risk will be denied access to the network!!!**

7. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral. **No software may be brought from home without the prior review and expressed permission of the proper authority.**

CIPA POLICY

The district annually reviews its AUP and has the school board adopt it each spring. The AUP contains the Internet Safety Policy required by CIPA that addresses the following:

- Access by minors to inappropriate matter on the Internet
- Safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications (such as instant messaging)
- Unauthorized access, including hacking and other unlawful online activities by minors
- Unauthorized disclosure, use and dissemination of personal identification information of minors
- Measures designed to restrict minors' access to materials harmful to minors.

Technology Protection Measure:

The district technology coordinator periodically monitors and reviews the access logs generated by the filtering system, Sonic Wall. This filtering system blocks visual depiction of:

- a. Obscenity
- b. Child pornography
- c. Materials harmful to minors

Any violations to the district's AUP/Internet Safety Policy are reported to the building principal.

Monitoring online activities

Teachers are instructed to continuously monitor and supervise all students, in the classroom or in a lab setting, when they are participating in an Internet activity to ensure that they are not engaged in inappropriate activities such as trying to bypass district filters in order to access obscene web sites. They should also monitor students to be sure they are not participating in other unlawful activities such as hacking into servers or administrative computers in order to change grades or obtain personal information on other students or staff. Teachers should also limit student use of personal e-mails and participation in on-line chat rooms or other Internet sites where personal information could be disclosed.

Public Meeting on the Internet Safety Policy:

District provides reasonable public notice and hold at least one public meeting or hearing to address the proposed Internet Safety Policy. This observes the Illinois Open Meetings Act.

Required Signatures

Student

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action, the revocation of my privileges, and appropriate disciplinary action. I also agree to report any misuse of the information system to the building administrator or other faculty members.

Student Signature: _____

Date: _____

Parent or Guardian

Flora Community Unit #35 students must also have the signature of a parent or guardian who has read this agreement.

As the parent or guardian of this student, I have read this agreement and understand that access to the computers and to the school wide network is designed for educational purposes. I understand that it is impossible for Flora Community Unit #35 to restrict access to all controversial materials and pay sites, and I will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the computers or network to the building administrator.

Please check **ONE**.

I hereby **GIVE** my permission to **Flora Community Unit #35** to permit my child access to the school wide network and certify that the information contained on this form is correct.

I hereby **DENY** my permission to **Flora Community Unit #35** to permit my child access to the school wide network and I certify that the information contained on this form is correct.

Home Phone: _____

Work Phone: _____

Parent Signature: _____

Required Signatures

Faculty and Staff

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action, the revocation of my privileges, and appropriate disciplinary action. I also agree to report any misuse of the information system to the building administrator or other faculty members.

Signature: _____

Date: _____