

Instruction

Administrative Procedure 1 – Use of Technology – General Acceptable Use

This administrative procedure implements District Policy 6:235, Use of Technology, and incorporates by reference all definitions in and terms of that policy. These procedures provide some specific rules and examples regarding use of District Technology. These procedures do not state all required or proscribed behavior, but provide some specific examples so users are on notice of the types of behaviors that are allowed and prohibited.

Rules Regarding Acceptable Use

Users are expected to use/access District Technology during the regular school day (7:35 a.m. to 3:25 p.m.) only for professional, educational, or other uses that further the District's interests. In rare circumstances, the District recognizes that minimal personal use may be required during the regular school day. Users may use District Technology for personal uses before school and after school. Personal use of District Technology at all times must be consistent with District policies and procedures, State and federal laws, and the District's interests. Priority must always be given to users for professional, educational, or other uses that further the District's interests.

USERS OF DISTRICT TECHNOLOGY WILL:

Exhibit good digital citizenship by conducting themselves appropriately and following these six principles of being a Digital Citizen:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source

alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

USERS OF DISTRICT TECHNOLOGY WILL NOT:

- Leave computers unsupervised or leave any District Technology logged into any Freeburg-managed system;
- Download and/or install unauthorized software. Unauthorized software is any software not explicitly approved by the Technology Department;
- Use offensive, obscene, abusive, profane, pornographic, lewd, vulgar, threatening, racially or sexually offensive, harassing, inflammatory, or defamatory speech;
- Harass, bully, or threaten, anyone;
- Use or distribute the account or password information of any individual;
- Misrepresent themselves or others or forge electronic mail messages;
- Create and/or distribute unsolicited advertisements or other commercial material, political advocacy, chain letters, or pyramid schemes;
- Violate the rights of others, including their privacy rights;
- Access, download, or create harmful, indecent, sexually oriented, pornographic, threatening, violent, offensive, and/or illegal material;
- Use District Technology for personal business or financial gain;
- Destroy data, programs, networks, or any other system or component of a system, or create, upload, download, or spread a computer virus or worm, either intentionally or recklessly;
- Intentionally degrade or disrupt systems and/or equipment;
- Delete data belonging to another user;
- Damage technology hardware or software;
- Gain unauthorized access to resources or entities (“hacking”);
- Use District Technology for illegal activities, including copyright infringement;
- Reveal the personal address, phone number, or other personal information of any individual, including District students and employees;
- Use District Technology while access privileges are suspended or revoked or before access privileges have been granted;
- Attempt to override, bypass, or otherwise change the Internet filtering software or other network configurations; or
- Connect personal devices to the Leyden network without permission from the technology department.

Disciplinary Actions

Where the Superintendent or designee determines that an Authorized User has violated the Use of Technology Policy or its administrative procedures, any other District policy or procedure, and/or

State or federal law, he/she may revoke or suspend the user's access rights. All users, whether authorized or unauthorized, may be subject to disciplinary actions and criminal and/or civil liability to the extent authorized by law.

Disciplinary actions for such violations may include, but are not limited to:

- Conference between the user and relevant staff;
- Parent contact (for student violations);
- Reprimand;
- Confiscation of inappropriate item(s);
- Restoration/Restitution;
- Student discipline pursuant to District discipline policies and procedures, including but not limited to suspension and expulsion; and
- Employee discipline pursuant to District employment policies, procedures, and any relevant collective bargaining agreement, including but not limited to suspension without pay, notice to remedy, and dismissal.

E-Mail System

The District will provide and support Google Apps for Education (GAFE) accounts for all teachers, students, and appropriate support staff, as determined by the District administration. GAFE accounts must be used for all email communications related to teaching, learning, and school business and must adhere to all the rules regarding acceptable use of District Technology. The District will archive all faculty and staff email for a duration of 10 years for the purposes of electronic discovery. Users may not install any email program on any District computer. Non-FCHS issued web- based email accounts should only be accessed on District Technology before and after school hours.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.n

Children's Internet Protection Act, 47 U.S.C. §254(h) and (l). Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq. 720 ILCS 135/0.01. 705 ILCS 405/3-1.

CROSS REF.: 5:235 (Use of Technology)

ADOPTED: June 19, 2008; revised _____