

STREATOR ELEMENTARY SCHOOLS DISTRICT #44
TECHNOLOGY, NETWORK, EMAIL, and INTERNET TERMS and CONDITIONS ACCEPTABLE USE POLICY

Technology, Network, and Internet access is available to employees and students in the Streator Elementary Schools District #44. The Internet is an electronic highway connecting thousands of computers and devices all over the world and millions of individual subscribers. With access to computers, devices, and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the network resources. A violation of any of these provisions could cause termination of your account and future access could be denied. Your signature on the attached contract is legally binding and indicates that you have read the terms and conditions carefully and understand the significance.

TERMS AND CONDITIONS:

1. **Acceptable Use:** Internet supports research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your privileges must be in support of education and research, and consistent with the educational objectives of the Streator Elementary School District 44. Transmission of any material in violation of a United States or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
2. **Privileges:** The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, the system administrator, and/or the administration will deem what is inappropriate use. Also, the system administrator and/or administration may revoke privileges at any time as required.
3. **Unacceptable Use:** You are responsible for your actions and activities involving the use of technology devices, network, and internet. Some examples of unacceptable use are:
 - a. 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. Downloading of copyrighted material for other than personal use.
 - c. Using the network for private financial or commercial gain.
 - d. Wastefully using resources, such as file space.
 - e. Gaining unauthorized access to resources or entities.
 - f. Invading the privacy of individuals.
 - g. Using another user's account or password with out permission of the user and the principal or system administrator.
 - h. Posting material authored or created by another without his/her consent.
 - i. Posting anonymous messages.
 - j. Using the network for commercial or private advertising.
 - k. Accessing abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
 - l. Submitting, posting, publishing, or displaying any defamatory, knowingly inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
 - m. Using the network while access privileges are suspended or revoked.
 - n. Electronic tampering with school or student records, documents, files, computer hardware, and computer software.
 - o. Attempting to gain unauthorized access to the system(s), or to go beyond their authorized access.
 - p. Deliberately attempting to disrupt the performance of any computer system or destroy data via a virus or any other means.
 - q. Use any device to engage in any illegal act.
 - r. Vandalism of any kind will revoke privileges, result in disciplinary actions, and will require restitution for costs associated with hardware, software and system restoration.
4. **Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not write or send abusive Text or EMAIL, messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - c. Do not reveal personal addresses or telephone numbers of any staff or students at SES #44.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Your use of Internet should not disrupt the use of the network by other users (e.g. downloading huge files during prime time, and/or sending mass e-mail messages).
 - f. Consider all communications and information accessible via the network should be assumed to be private property.
5. **No Warranties:** The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification:** The user agrees to indemnify the School District for any loss, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.

7. **Security:** Network security is a high priority, especially when the system involves many users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network. Follow the following guidelines.
 - a. If you identify a security problem on the network you must notify a system administrator and/or the administration.
 - b. Do not demonstrate the problem to other users.
 - c. Attempts to login as any other user will result in cancellation of user privileges.
 - d. Attempts to login as a system administrator will result in cancellation of user privileges.
 - e. Keep your account and password confidential.
8. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy another user's data, network, Internet or district owned technology device. This includes, but is not limited to, the uploading or creation of computer viruses. Damage to any technology may result in loss of privileges, disciplinary action, and restitution for costs associated with repair or device replacement. Costs will be determined by SES Technology Department.
9. **Respecting Technology Equipment is user's responsibility:**
 - a. Users will exercise caution when handling technology devices.
 - b. Users will follow guidelines for proper usage of equipment.
 - c. Users will not use another person's computer resources without authorization.
 - d. Users will not knowingly destroy any Electronic Communication Device technology equipment including but not limited to keyboards, mice and peripherals.

10. Guidelines for proper usage of laptop.

- ◆ Never carry by the screen (could crack screen).
- ◆ Don't slam the lid (could crack screen).
- ◆ Never close with something on the keyboard (could crack screen).
- ◆ Clean screen with lint free cloth.
- ◆ Be careful with power cord. Don't place in location that anyone could trip over it.
- ◆ Don't wrap the cord tightly around itself.
- ◆ Food and drink should be kept away from the laptop.
- ◆ Do not place laptop on stacks of papers, blankets, or upholstery, or anything else that can act as an insulator. The bottom of your laptop is a cooling surface.
- ◆ Keep your laptop away from edges of tables and desks.
- ◆ Always carry your laptop with two hands and the lid closed.
- ◆ Stay out of the inside of the computer.
- ◆ Make sure you place laptop on a clean surface and have clean hands when using.
- ◆ Don't use aerosol sprays, solvents, or abrasives to clean.

11. Signatures: Students must have a parent/guardian read and agree to the following before being granted access. All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow the terms of the *Acceptable Use of Technology, Network, and Internet Policy* will result in the loss of privileges, repair/replacement costs, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

PARENT CONTRACT PORTION OF DOCUMENT - I have read this Authorization form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of Technology, Network, and Internet Policy* with my child. I have paid the technology fee or it has been waived, so I hereby request that my child be allowed access to the District's technology devices and electronic network, including the Internet.

Parent/Guardian Signature

Parent/Guardian Printed Name

Date

STUDENT CONTRACT PORTION OF DOCUMENT - When applicable, students must also read and agree to the following before being granted access to internet and use of technology devices. I understand and will abide by the *Acceptable Use of Technology, Network, and Internet Policy*. I understand that should I commit any violation or vandalism, my access privileges may be revoked, repair/replacement charges can incur, and school disciplinary action and/or legal action may be taken. I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic network, including the Internet.

Student Signature

Student Printed Name

Date

STAFF CONTRACT PORTION OF DOCUMENT - All staff must read and agree to the following before being granted access to District Technology Devices, Network, and Internet. I have read the *Technology, Network, and Internet Terms and Conditions Policy*. I understand and will abide by the stated Terms and Conditions for Technology, Network, and Internet access. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, disciplinary action may be taken and/or appropriate legal action.

Staff Signature

Staff Printed Name

Date