

## **Instruction**

### **Access to Electronic Networks - Acceptable Use**

The Acceptable Use Policy ensures that those using the district's electronic communication systems (voice mail, e-mail, and fax) will do so in accordance with District 205's mission, educational goals, and the policy and regulations established by the board, administration, regional, state and/or federal agencies.

Thornton Township High School District 205 provides electronic communication systems as a means to advance its mission that the "school community will create an environment where every student can learn." Technology, including computers, networks, and the Internet, has become part of that environment. This Acceptable Use Policy (AUP) applies to anyone who uses the district's electronic communication systems. Use of the district's technology should be in support of education, research, career awareness, and personal development. The AUP recognizes the limited personal use of the district's technology resources.

Thornton Township High School District 205 utilizes electronic communication systems as part of its school management system. Users are forbidden from using the District 205 electronic communications systems for private business activities. District 205 resources should never create either the appearance or the reality of inappropriate use. Users should conduct themselves by exercising good judgment, acting in an appropriate and responsible manner.

Except as otherwise specifically provided, employees may not intercept or disclose, or assist in intercepting or disclosing, electronic communications. District 205 is committed to respecting the rights of its employees, including their reasonable expectation of privacy. However, District 205 cannot guarantee that electronic communications will be private. District 205 also is responsible for servicing and protecting its electronic communications systems. Normal and routine maintenance makes it necessary to work with the District 205 electronic communications.

Use of the network for commercial or for-profit personal activities is prohibited. Transmission of material in violation of any state or federal regulation is prohibited. This prohibition includes, but is not limited to, copyright materials. The district will provide notice of applicable regulations and copyright issues on the District 205 website (<http://www.district205.net/>).

District 205 takes no responsibility for any information or materials that are transferred through its electronic communications systems. Further, District 205 makes no guarantees regarding the reliability of the data connection. The District is not liable for any loss or corruption of data while using its electronic communications systems.

Intentional violation of this policy, intentional abuse of the network, intentional uploading or creation of computer viruses, intentional unauthorized access to files or emails of other users, and/or illegal conduct including any form of vandalism to equipment, may result in disciplinary action. Complaints of intentional violations of this policy should be made to the building principal or district administration. If the violation is deemed to be inadvertent, the employee will not be subject to disciplinary action.

If questions of AUP violations are reported or discovered in the standard maintenance of the network, the alleged violation should be reported to the building principal or designee. After investigation and if grounds warrant it, the building administrator will report the alleged violation to the AUP Board. The AUP Board will respond back to that administration with their determination. Any disciplinary

action is subject to due process as defined by the professional negotiation agreement or other district contracts.

The AUP Board shall be composed of the District Director of Technology or designee, a building administrator not from the building of the alleged violation or designee, the District 205 Technology Committee faculty Co-Chair or designee, a Board of Education representative or designee, and a faculty member from the District Technology Committee selected by the Technology Committee faculty co-chair.

All requests and/or recommendations for the AUP Board shall only include the alleged violation, not the name of the person involved. AUP Board recommendations are confidential. Any disciplinary action is subject to due process as defined by the professional negotiation or other District contracts.

Guidelines:

When using the district's electronic communication systems, the users will:

- ◆ Use appropriate language. (Not obscenities, threats, harassment or discriminatory remarks).
- ◆ Keep the personal information of users of the system private.
- ◆ Respect and uphold copyright laws.

When using the district's electronic communication systems, the users will **NOT**:

- ◆ Misrepresent your identity or affiliation.
- ◆ Use the network to disrupt the use of the network by others.
- ◆ Access other user's files without their permission.
- ◆ Damage or attempt to destroy hardware or software.
- ◆ Gain unauthorized access to resources.
- ◆ Access, download, and/or create pornographic or obscene material.
- ◆ Upload or create computer viruses.

Thornton Township High School District 205 electronic communications systems generally must be used for school business. Incidental personal use is permissible as long as:

- It does not consume more than a trivial amount of resources.
- It does not include mass personal e-mail messages.
- It does not interfere with staff productivity.
- It does not preempt any school business activity.

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

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Restrictions on Publications and Written or Electronic Material)

ADOPTED: July 14, 2010