

## **FOX RIVER GROVE SCHOOL DISTRICT 3 ACCEPTABLE USE POLICY**

*Each teacher must sign this Policy as a condition for using School District 3's Internet connection. Each student's parent(s)/guardian(s) must sign the Authorization before being granted access. School board members and administrators are treated like teachers for purposes of this Policy. Please read this document carefully before signing.*

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 Policy** will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

### Terms and Conditions

1. Acceptable Use - Access to the District's Internet must be for the purpose of education or research and be consistent with the educational objectives of the District.
2. Ownership - Accounts are owned by School District 3. Individuals that have been issued an account assume full responsibility for use of that account
3. Privileges - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Building Principal will make all decisions regarding whether or not a user has violated this policy and may deny, revoke, or suspend access at any time; his or her decision is final.
4. Unacceptable Use – Those who use the network are responsible for their actions and activities involving the network. Some examples of unacceptable uses 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) Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c) Downloading copyrighted material for other than personal use;
  - d) Using the network for private financial or commercial gain;
  - e) Wastefully using resources, such as file space;
  - f) Gaining unauthorized access to resources or entities;
  - g) Invading the privacy of individuals;
  - h) Using another person's account or password. The Technology Director is the exception. He/She may use other users' accounts for professional purposes.
  - i) Posting material authored by another without his/her consent;
  - j) Posting anonymous messages;
  - k) Using the network for commercial or private advertising;
  - l) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m) Using the network while access privileges are suspended or revoked.
5. Network Etiquette – Those who use the network are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a) Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - b) Do not reveal the personal addresses or telephone numbers of students or colleagues.

- c) Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.
  - d) Do not use the network in any way that would disrupt its use by others.
  - e) Consider all communications and information accessible via the network to be private property.
6. 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 suffered by the user. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.
  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 breach of this policy.
  8. Security - Network security is a high priority. Notify the system administrator or building principal regarding any security problems on the Internet. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
  9. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creating of computer viruses, and knowingly tampering with or destroying computer equipment.
  10. Telephone 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.
  11. Filtering - School District 3, in compliance with state and federal guidelines, filters Internet content on all computers in the district. This filtering removes access to websites and Internet servers that have been deemed to have inappropriate content. Staff and students are to report to the Technology Director any sites that are not being filtered.
  12. Monitoring - School District 3 retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on District 3 equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration's discretion.

District 3 retains the right to review current and back up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the AUP be discovered.

Parent(s)/guardian(s), and teachers need only sign this *Acceptable Use Policy* once while enrolled or employed by the School District. Upon login to a District computer, a text box will pop up and confirm that you have read and understand this AUP, school policy number 6:235 in order to continue. The ok button serves as an electronic signature for the purpose of acknowledging the acceptance and understanding of the Acceptable Use Policy. the District, its employees, agents, and/or Board members for any harm caused by materials or software obtained via the network.