

# Avoca School District 37

## Acceptable Use Policy

### Introduction

Avoca District 37 recognizes that access to technology in school gives greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping develop 21<sup>st</sup>-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Avoca District 37 network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources may result in disciplinary action.
- Damage or loss of school issued property may result in repair/replacement costs.
- Avoca District 37 makes a reasonable effort to ensure users’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Students, staff, and other users of the district technologies are expected to alert technology staff immediately of any concerns for safety or security.

### Technologies Covered

Avoca District 37 may provide Internet access, desktop computers, mobile computers or devices, digital cameras, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Avoca District 37 will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

### Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

### Web Access

Avoca District 37 provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert a technology staff member or submit the site for review.

### **Email**

Avoca District 37 may provide users with email accounts for the purpose of school-related communication.

Users who are provided with email accounts should use them with care. Users should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage will be monitored and archived.

### **Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, Avoca District 37 may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users for the purpose of school-related communication.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored.

### **Mobile Devices Policy**

Avoca District 37 may provide users with mobile computers or other devices to promote learning inside and/or outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the user's care. Users should report any loss, damage, or malfunction to technology staff immediately. Users may be held financially accountable for any damage resulting from negligence or misuse.

### **Personally-Owned Devices Policy**

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

### **Downloads**

Users should not download or attempt to download or run any programs over the school network or onto school resources without express permission from technology staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

### **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that along with the valuable content online there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

### **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, disrespecting, denigrating, misrepresenting, impersonating, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, may result in disciplinary action and also may include loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

### **Examples of Acceptable Use**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert the tech department if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others.
- Help to protect the security of school resources.

\*This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Examples of Unacceptable Use**

I will **not**:

- Search for inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to get around the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about others.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Limitation of Liability**

Avoca District 37 will not be responsible for damage or harm to persons, files, data, or hardware.

While Avoca District 37 employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Avoca District 37 will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

**Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including but not limited to:

- Financial responsibility for damages caused by misuse or negligence
- Legal action and/or prosecution

**I have read and understood this Acceptable Use Policy and agree to abide by it:**

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(Staff Printed Name)

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(Staff Signature)

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(Date)