

WALLINGTON BOARD OF EDUCATION

ACCEPTABLE USE OF ELECTRONIC SYSTEMS (ON-LINE SERVICES) POLICY

Introduction

The Wallington Board of Education has authorized implementation of an electronic communications system (network) that will allow unprecedented opportunities for students, staff and patrons to communicate, learn, access, and publish information. The Board believes that the resources available through this network and the skill that students will develop in using it are of significant value in the learning process and student success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, security, and cost of maintaining evermore elaborate systems. The district will endeavor to ensure that these concerns are appropriately addressed but cannot ensure that problems will not arise.

By creating this network, the Board intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. The district dedicates the property comprising the network and grants the privilege to access the network by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained herein. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

The Board directs the Superintendent to provide training and procedures that encourage access to electronic information systems and networks by students, staff, and patrons while establishing reasonable controls for the lawful, efficient and appropriate use and management of the system.

Guidelines for Network System Use

No student, staff member, or patron shall have access to the system without having a signed individual release form on file with the district, which shall be designated an "Authorized User" (User). Students under age 18 must have

the approval of a parent/guardian. This provision applies to access or use by either a district or personally-owned computer. *There should be no expectation of privacy on the network. The district has, and will use, the ability to "shadow" a student's work on the network.*

All use of the system must be in support of education and research, **even if during lunch or other non-classroom time**, and be consistent with the mission of the district. The district reserves the right to prioritize use and access to the system.

Any use of the system must conform to state and federal law, network provider policies and licenses, and district policy. Examples include:

- * The system constitutes public facilities and may not be used to support or oppose political candidates, groups, or ballot measures.

- * Use of the system for charitable purposes must be approved in advance by the superintendent or designee.

- * Use of the system for non-district commercial purposes or solicitations is prohibited.

- * The unauthorized installation, use, storage, or distribution of copyrighted software and/or materials on district computers is prohibited.

- * Invasion of property; use of another's password is prohibited.

- * *USE OF E-MAIL, CHAT ROOMS, INSTANT MESSAGING AND GAME-PLAYING IS PROHIBITED.*

No use of the network system shall serve to disrupt the operation of the system by others; system components including hardware, software, property or facilities shall not be destroyed, modified or abused in any way. Examples include: tampering or altering security codes or passwords, hacking, introduction of viruses, altering, dismantling or disfiguring any file data, including without limitation student data, district, school or staff files, and downloading information or messages without authority.

Malicious use of the system to develop programs that harass other users, to gain unauthorized access to any computer or computing system, and/or to damage the components of a computer or computing system is prohibited.

Users are responsible for the appropriateness and content of public and private material transmitted or published on the system. Consistent with the district's harassment-free environment policies, hate mail, harassment, discriminatory remarks, unwelcome compliments or other anti-social behaviors or expressions are prohibited.

Use of the system to access, store or distribute obscene, pornographic or inappropriately suggestive material is prohibited.

Subscriptions to, or use of, mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the Superintendent or designee, **and are to only be used for classroom assignments.**

Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

It should be noted that Internet History logs are routinely deleted.

Security Guidelines

System accounts are to be used only by the authorized owner of the account for authorized purpose. Users may not share their account number with another person or leave an open file or session unattended or unsupervised. Accounts owners are responsible for all activity under their account. There is no reasonable expectation of personal privacy in the use of account files. Such files are district property and are subject to regular review and monitoring to ensure the responsible use of electronics files consistent with the terms of this policy.

Communications may not be encrypted in order to avoid reviews for security and policy violations.

Personal Security Guidelines

Users should never reveal personal information, their own or others, such as home addresses and telephone numbers.

Users, including students, should never meet people in person that they have contacted on the system without parent/guardian permission.

Users, including students, are required to notify their teacher, adult or district representative whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

The Wallington School District shall:

Review and monitor, as appropriate, all activity on the network for responsible use consistent with the terms of the policy and procedures.

Make determinations on whether specific uses of the network are consistent with these acceptable guidelines.

Remove a user's access to the network, with or without notice, at any time the district determines that the user is engaged in unauthorized activity or violating this policy. In addition, further disciplinary or corrective action(s) may be imposed for violations of the policy up to and including termination of employment for staff or appropriate disciplinary sanctions for students.

Cooperate fully with law enforcement investigation concerning or relating to any suspected or alleged inappropriate activities on the network or any other electronic media.

Modify, delete or otherwise change these guidelines and procedures at any time.

Sanctions for Violations

Disciplinary action, if any, for the students, staff, and other users shall be consistent with the district's standard policies and procedures *with full regard to due process considerations*. Violations of the policy can constitute cause for revocation of access privileges, suspension to Wallington School District electronic

equipment, other employee or school disciplinary action and/or other appropriate legal or criminal action, including restitution, if appropriate.

The District may impose disciplinary procedures for out-of-school conduct when the speech materially and substantially interferes with the educational process, especially when it involves threats, bullying or harassment against students or school employees.

Adopted: March 23, 1998

Revised: August 1999

Revised: February, 2001

Revised: February, 2004

Dear Parents or Guardians,

Part of the Wallington School District's responsibility in preparing our students for the 21st century is to provide them access to the tools they will be using as adults. We believe that the use of the Wallington School District Electronic Information System is a stepping stone to accessing global information networks. With this educational opportunity also comes responsibility.

Your consent, indicated by signing and returning the Individual User Release Form, is required for student use of Wallington School District Electronic Information System.

When your child is given access to the system, the rules must be followed. Inappropriate use (*e.g. e-mail, instant messaging, chat rooms, game playing, etc.*) will result in the loss of the privilege to use the system plus appropriate disciplinary action. Please remember that you are legally responsible for your child's actions.

Caution: As part of the system, your student may have access to the Internet. The Internet is an association of diverse communication and information networks. This is a significant research tool and we have established procedures and rules regulating its use. It is possible that your child may run across areas of adult and/or pornographic content and some material you may find unacceptable or objectionable. Teachers will instruct students to not access such content. However, we **cannot** always filter or limit access to material posted on network-connected computers all over the world. *There cannot be expectation of privacy on the network.*

Please be advised that the District may impose disciplinary actions for out-of-school "on-line" conduct when the speech materially and substantially interferes with the educational process, especially when it involves threats, harassment or bullying against students or school employees.

Please consider all the above information before signing the Individual User Release Form. If you feel comfortable granting permission, sign and return the form.

Sincerely,

Dr. Frank A. Cocchiola, Jr.

Superintendent of Schools

WALLINGTON SCHOOL DISTRICT

Individual User Release Form

(Student Form)*

I have read the Acceptable Use of Electronic policy and agree to abide by its provisions. We understand that violation of the provisions stated in the policy may constitute suspension or revocation of network access and related privileges.

In consideration for the privilege of using the Wallington School District Electronic Information System and in consideration for having access to the public networks, I hereby release the Wallington School District, its operators, intermediary network providers, and any institutions with which they are affiliated, from any and all claims and damages of any nature arising from my child's use of the Electronic Information System, and any other student's inappropriate use of the system directed at my child.

Printed Name of the Student User Printed Name of Parent

Signature of Student User Signature of Parent/Guardian

Date Signed Date Signed

School Grade Homeroom Telephone

*Must be renewed each academic year

FOR OFFICIAL USE ONLY. DO NOT WRITE BELOW THIS LINE

Student ID# _____

WALLINGTON SCHOOL DISTRICT

Individual User Release Form

(Staff Form)*

I have read the Acceptable Use of Electronic policy and agree to abide by its provisions. I understand that violation of the provisions stated in the policy may constitute suspension or revocation of network access and related privileges.

In consideration for the privilege of using the Wallington School District Electronic Information System and in consideration for having access to the public networks, I hereby release the Wallington School District, its operators, intermediary network providers, and any institutions with which they are affiliated, from any and all claims and damages of any nature arising from my use of the Electronic Information System, *and any other person's inappropriate use of the system directed at me.*

Printed Name

Signature

School

School Year

Date

*Must be renewed each academic year