

## New Acceptable Use of Network and Technology Resource Procedures

### **I. Preamble**

Aurora West School District #129 provides network and technology resources to its students for educational purposes. The goal in providing these resources is to promote educational excellence in the District's schools by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff. The use of these network and technology resources is a privilege, not a right. Inappropriate use will result in termination of those privileges, and future access and use may be denied. Inappropriate use is any use prohibited by the terms of this Policy or use determined by the District's system administrators to be inappropriate under particular facts and circumstances.

With worldwide access comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Aurora West School District #129 firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the District.

Proper behavior, as it relates to the use of network and technology resources, is no different than proper behavior in all other aspects of School District activities. All users are expected to use these resources in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to network and technology resource usage and is consistent with District policy.

### **II. Definitions of Terms Found In This Document**

- A. ***Aurora West School District #129 Network and Technology Resources*** is a system of computers, laptops, peripherals, servers, routers, switches, and phones. These systems run on the District network which includes hardware and wireless LAN running over T1 lines and fiber.
- B. ***Cyberstalking*** is knowingly harassing another person or persons through the use of electronic communication.
- C. ***Damage*** means any impairment to the integrity or availability of data, a program, a system, or information.
- D. ***Electronic Mail (E-Mail)*** consists of all electronically transmitted information including any combination of text, graphics, audio, pictorial, or other information created on or received by a computer application system and includes the transmission of data, message text, and all attachments.
- E. ***Electronic Social Networking*** includes the use of any electronic form of communication including but not limited to chat rooms, e-mail, forums, article forwarding, instant messaging, text messaging, blogs, message boards, document forwarding from home, libraries, or other outside sources and other uses of electronic communication for non-educational purposes.
- F. ***Hacking*** is illegal or unlawful entry into an electronic system to gain secret unauthorized information.
- G. ***Harass*** means to engage in a knowing and willful course of conduct directed at a specific person or persons that alarms, torments, or terrorizes that person or persons.
- H. ***Loss*** means any reasonable cost to any victim, including the cost of responding to an offense, conducting a damage assessment, and restoring the data, program, system, or information to its condition prior to the offense, and any revenue lost, cost incurred, or other consequential damages incurred because of interruption of services.
- I. ***Internet*** is a collection of worldwide networks and organizations that contains millions of pages of information.
- J. ***Other Electronic Devices*** include, but are not limited to, cellular telecommunication devices such as cellular phones, pagers, text communication pagers, two-way text pagers, and personal digital assistants that may or may not be physically connected to the network infrastructure.
- K. ***Password*** is a secret word or series of letters, numbers, and/or other characters that must be used to gain access to a network, a service, or the Internet, and/or modify certain software (such as parental controls)
- L. ***Authorized User*** is anyone who has signed the current network and technology acceptable use policy and has had it accepted by the Aurora West School District #129 superintendent or his/her designee.
- M. ***Unauthorized Access*** entails approaching, trespassing within, communicating with, storing data in, retrieving data from, or otherwise intercepting and/or changing computer resources without authorization.
- N. ***Website*** is a page and/or collection of "pages" or files on a network that link together.

### **III. General Provisions**

#### A. Authorized Users

All authorized users shall adhere to the provisions of this policy as a condition for continued use of the Aurora West School District #129 network and technology resources. An employee or student of the District will not be allowed to access the District System, the internet, email, or web-messaging boards until such person indicates his or her intent to abide by the terms of this policy by signing a copy of the same.

## B. Disclaimer

Pursuant to the Children's Internet Protection Act (CIPA), Aurora West School District #129 uses filtering software to screen Internet sites for offensive material. Users are cautioned that many Internet sites contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: alcohol, criminal skills, dating/social, drugs, gambling, cartoon violence, non-educational games, gruesome content, hacking, hate speech, nudity, pornography, profanity, provocative attire, school cheating information, sexual materials, and tobacco. In general it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Authorized users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the Board will not be liable. To minimize these risks, use of the Aurora West School District #129 network and technology resources are governed by this policy.

## IV. **Terms and Conditions for Student Use of the Aurora West School District #129 Network and Technology Resources.**

### A. Acceptable Use

Aurora West School District #129 authorized users may use the various resources provided to pursue educationally related activities. Teachers and other staff should help guide students in their use of these resources so that the students will learn how network resources can provide valuable educational information.

In addition to using the Aurora West School District #129 network and technology resources strictly for educational pursuits, authorized users will be expected to follow generally accepted Rules of Network Etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Keep personal information, including logins, passwords, addresses, and telephone numbers of students or colleagues confidential.
4. Use these resources so as not to disrupt service to other authorized users.
5. Do not upload, post, e-mail, transmit, or otherwise make available any content that is unlawful, dangerous or may cause a security risk.
6. Respect limited network resources by removing unused files and keeping files organized.

### B. Unacceptable Uses

Improper use of the Aurora West School District #129 network and technology resources is prohibited. Actions that constitute unacceptable uses of these resources and are not specifically addressed elsewhere in this policy or in the student handbook include, but are not limited to:

1. Use of the Aurora West School District #129 network and technology resources for, or in support of, any illegal and/or unlawful purposes.
2. Use of the Aurora West School District #129 network and technology resources for, or in support of, any obscene or pornographic purposes including, but not limited to, retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. Other authorized users should report incidences to the Supervisor of Technology. This will protect the user against allegations of intentionally violating this policy.
3. Use of the Aurora West School District #129 network and technology resources for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" (cyberstalking) another individual.
4. Unauthorized and/or non-educational uses of the Aurora West School District #129 network and technology resources including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities, or political lobbying.
5. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.
6. Plagiarizing any information gained on or through use of the Aurora West School District #129 network and technology resources or any other network access provider.
7. Use of copyrighted materials, including commercial software, without permission of the copyright holder and in violation of state, federal or international copyright laws.

8. Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a students grades and test scores.
9. Use of the Aurora West School District #129 network and technology resources for financial gain or for the transaction of any business or commercial activities.
10. Use of the Aurora West School District #129 network and technology resources in a way that such use results in damage to the network.
11. Any form of unauthorized access, as stated above or otherwise.

Use of the city of Aurora Wi-Fi network is strictly forbidden under any circumstances on Aurora West School District #129 network and technology resources. Any use of this signal is a violation of the Children's Internet Protection Act (CIPA). If a student authorized user inadvertently accesses the city of Aurora Wi-Fi network, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. Other authorized users should report incidences to the Supervisor of Technology. This will protect the user against allegations of intentionally violating this policy.

### C. Security

All student authorized users are to report promptly any violations of this policy to their teacher or school principal. Teachers or school principals will report such violations to the Supervisor of Technology or designee of the Aurora West School District #129 Public Schools in order to ensure network security.

In order to maintain the security of the Aurora West School District #129 system, authorized users are prohibited from engaging in the following actions:

1. Use of unauthorized personal equipment attached, connected, and/or installed to district network.
2. Intentionally disrupting the use of the Aurora West School District #129 network or technology resources for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.
3. Disclosing the contents or existence of Aurora West School District #129 computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems.
4. Downloading and/or installing and/or using unauthorized software, games, programs, files, electronic media, and/or stand-alone applications.
5. Network security is a high priority. If you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### V. Monitoring

The Aurora West School District #129 network and technology resources are routinely monitored to maintain the efficiency of the system. Authorized users should be aware that use of the Aurora West School District #129 network and technology resources, including their e-mail, is subject to reasonable and appropriate monitoring by Aurora West School District #129 staff that abides by the requirements of all applicable state and federal laws. Any activities related to or in support of violations of this policy and/or the Aurora West School District #129 Student Handbook may be reported and will subject the user to sanctions. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the user.

### VI. Assumption of Risk

Aurora West School District #129 will make a good faith effort to keep the network and technology resources and its available information accurate. However, authorized users acknowledge that there is no warranty of any kind, either expressed or implied, regarding the accuracy, quality, or validity of any of the data or information available. For example, and without limitation, Aurora West School District #129 does not warrant that the network and technology resources will be error free or free of computer viruses. In making use of these resources, authorized users agree to release the Board and Aurora West School District #129 from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature arising from any use or inability to use the network, and from any claim for negligence in the connection with the operation of the network and technology resources. Authorized users further acknowledge that the information available through interconnecting networks may be inaccurate. Aurora West School District #129 has no ability to maintain such information and has no authority over these materials. Aurora West School District #129 makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of the data and/or information residing on or passing through the Aurora West School District #129 network and technology resources from outside networks. Use of these resources is at the risk of the authorized user.

**VII. Indemnification**

The authorized users indemnifies and hold the Board and Aurora West School District #129 harmless from any claims including attorney's fees, resulting from the user's activities while utilizing the Aurora West School District #129 network and technology resources that cause direct or indirect damage to the user, the district, or third parties.

I have received a copy of the Acceptable Use of Network and Technology Procedures. I have read and agree to abide by those terms and conditions. I also understand that the District monitors all activities on its system, and I hereby expressly consent to have my activities on the District system monitored, including but not limited to my web browsing, e-mail, and web-message posting. I also understand that any violation of the use provisions may result in disciplinary action and/or revocation of network privileges.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of User

\_\_\_\_\_  
Printed name

ADOPTED:                      June 18, 2007