

Urbana School District #116  
Acceptable Use Policy  
Guidelines for Acceptable Use of District Computer Network by Employees

Purpose: To provide guidelines intended to assist users in following established practices and procedures to use technology in a responsible and productive manner.

Policy: Urbana School District's Wide Area Network (WAN) has been created to link school buildings, administrative sites, and support facilities together for the purpose of accessing and sharing information in accordance with the goals and objectives set forth by Urbana School District #116. Urbana School District's Local Area Network (LAN) has been created to interconnect desktops, printers, and other devices at the building level to collaborate and share information. Students are expected to use these networks and Urbana School District technology for educational purposes. Employees are required to use the school system technology within the scope of their employment. All users are expected to follow the accepted and established guidelines for technology usage. (Board Policy 6.414)

Urbana School District #116 views technology (including computers, scanners, digital cameras, video projectors, video cameras, and the Internet) as instructional tools for learning. Any student who is a user of the Urbana School District Network is expected to use technology resources for educational purposes only. Employees, authorized contractors, Mentors, and volunteers of Urbana School District are expected to use technology resources for educational and/or administrative purposes only. Any user of the Urbana School District Network, Internet, and technologies should always reflect academic honesty, high ethical standards, and moral responsibility.

**A. Acceptable Use**

All users of Urbana School District #116 Computer Network ("Network") must comply with the District's Acceptable Use Policy Guidelines, as may be amended from time to time.

The Network shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District web site, the District on-line services, Intranet and direct or wireless connection to the Network. "Use" of the Network shall include use of or obtaining access to the Network from any computer terminal, wireless connection, personal or district laptop or computer system, whether or not the system is owned or operated by the District or the employee.

Employees have no expectation of privacy in their use of the Network. The District has the right to access, review, copy, delete or disclose any information sent, received or stored on the District's electronic mail system. The District has the right to and does monitor the use of the Network by employees, including but not limited to employees' access to the Internet and internal and external e-mails, as part of Network maintenance to determine whether the use is consistent with federal and state laws and District policies and guidelines. Employees using the Network, as defined above, have no expectations of privacy on any District owned or employee

owned computer system and the District has the right to inspect, access, review, copy, delete, or disclose any information sent, received, or stored via use of the System.

Employees should be aware that their personal computer files or Network use may be subject to public disclosure under the *Illinois Freedom of Information Act*.

Access to the Network is provided to employees primarily for work-related purposes. Incidental personal use must be minimized and personal use may be terminated if the District, in its sole discretion, determines that the use is excessive.

## **B. Privileges**

Access to the Network is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including the loss of Network use privileges.

The Network, including all information and documentation contained therein, is the property of the District, except as otherwise provided by law.

## **C. Prohibited Use**

The following non-exhaustive list identifies prohibited use of the Network. The prohibited uses include, but are not limited to, the following:

1. Engage in activities which are inconsistent with the District's educational mission or which interferes with an employee's performance of work responsibilities.
2. Access, retrieve or view obscene, profane or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to: improper use of copyrighted material; improper use of the Network to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, District employee or user.
4. Transfer any software to or from the Network without authorization from the Director of Instructional Technology.
5. Engage in any for-profit or non-school sponsored commercial activities, including advertising or sales.

6. Harass, threaten, intimidate or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
7. Disrupt or interfere with the Network.
8. Unauthorized establishment of network access points including wireless access.
9. Gain unauthorized access to or vandalize the data or files of another user.
10. Gain unauthorized access to or vandalize the Network, or the computer system of any other individual or organization.
11. Forge or improperly alter electronic mail messages, use an account owned by another user without authorization, or disclose the user's individual password or that of another user.
12. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
13. Download, copy, print, or otherwise store or possess any data that violates federal or state copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
15. Send District-wide mass electronic mail to users without prior authorization by the Director of Instructional Technology or Superintendent.
16. Conceal or misrepresent the user's identity while using the Network.
17. Post material on the District's web site without authorization of the Director of Instructional Technology or Superintendent.
18. Purporting to misrepresent Urbana School District #116 in any way whatsoever.
19. Accessing social networks (Facebook, Myspace, etc.), "chat lines" or entering "chat rooms" outside the scope of an employee's job responsibilities or not part of a class activity or District Professional Development activity.
20. Users causing undue congestion of the network through lengthy downloads of files, or by engaging in idle activities; e.g., playing games not part of a class activity: or, employees involved in actions other than their job responsibilities.

## **D. Web Sites**

Acceptable use of Urbana School District #116 Web Sites and all related resources requires web managers to:

1. Use the web site to improve communications and services of the school or office with students, staff, parents and the entire community of Urbana School District #116.
2. Protect private information such as addresses, phone numbers, or passwords.
3. Use appropriate language.
4. Respect all copyright laws.
5. Use the issued web account for the intended educational and administrative purposes only.
6. Understand that use of the web site for illegal activities is strictly prohibited.
7. In the use of photography on a web page, when identifying a specific person by first and last name, written permission by way of the standard Urbana School District #116 release should be on file. Group or candid photographs are not subject to the use of a release. Unless otherwise allowed by law, the District web sites shall not display photographs or work of students without written parental permission
8. Utilizing the network for commercial purposes.

Any web site created by an employee using the Network must be part of a District-sponsored activity and authorized by the Director of Instructional Technology. All content, including links, of any web site created by an employee using the Network must receive prior approval by the Director of Instructional Technology. All contents of a web site created by an employee using the Network must conform with these Acceptable Use Policy Guidelines. Employees may not place any personal or editorial material on the District web site or any web site created by an employee using the Network.

## **E. Disclaimer**

The District makes no warranties of any kind whether expressed or implied for the Network. The District is not responsible for any damages incurred, including the loss of personal information or data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the Network is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the Network. The District is not responsible for any user's intentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

## **F. Security and User Reporting Duties**

Security on the Network is a high priority and must be a priority for all users.

Users are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in consequences as set for in Section H of these Guidelines.

A user who becomes aware of any security risk or misuse of the Network shall immediately notify the Director of Instructional Technology.

## **G. Vandalism**

Vandalism or attempted vandalism to the Network is prohibited and will result in consequences as set forth in Section H of these Guidelines. Vandalism includes, but is not limited to, the downloading, uploading, or creating computer viruses.

## **H. Consequences for Violations**

Any user of the Network that violates this policy shall be subject to discipline which may include: (1) disciplinary action up to and including dismissal from employment, (2) suspension or revocation of Network privileges, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Urbana School District #116  
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This form must be read and signed by each user as a condition of using the Urban School District #116 Computer Network.

By signing this Authorization, I acknowledge that I have received a copy of the “Acceptable Use Policy Guidelines for Acceptable Use of Urbana School District #116 Computer Network by Employees” dated \_\_\_\_ and that I read, understand, and agree to follow the Guidelines.

I acknowledge that access to the Urban School District #116 Computer Network is provided as a privilege by the District, and that inappropriate use may result in discipline.

**I ACKNOWLEDGE THAT I HAVE NO EXPECTATION OF PRIVACY IN MY USE OF THE DISTRICT COMPUTER NETWORK, AND THAT THE DISTRICT HAS THE RIGHT TO AND DOES MONITOR USE OF THE NETWORK.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Employee Equipment Agreement

School/Department/Office ----- Room ----- Date -----  
-----

Equipment Description -----

Make ----- Model ----- Serial No. -----  
-----

Value ----- Date Purchased -----

Employee Name -----

Home address -----

Work Telephone No. ----- Home Telephone No. -----

I, the undersigned employee, acknowledge receipt of the above described equipment in good condition and agree the equipment is on loan from the Board of Education of Urbana School District #116 for the benefit of the Board of Education of Urbana School District #116 while performing my job.

I will take reasonable precautions to protect the equipment and comply with any and all applicable Urbana School District #116 policies regarding use of the equipment. I will not use Urbana School District #116 equipment for non-work related tasks, or allow non-employees to use the equipment. When the task has been completed for which the equipment was needed, I will promptly return it.

It is agreed that at the request of my Supervisor/Principal, the end of the school year, reassignment or in case of my termination, I will return the equipment. In case of theft, or damage, I will report it to the proper authority immediately and cooperate fully. I understand that I can be held responsible for the cost of repair or replacement resulting from my negligence.

I have read and understand the Internet Acceptable Use Policy (IAUP) and will comply with the IAUP while using this equipment.

Signature ----- Signature of issuing Supervisor/Principal -----

## Personal Computer Use

This policy governs the use of personally owned computer equipment within the district (including all employees, volunteers, contractees, parents and students).

No equipment can be connected to the district network (wired or wireless) without explicit permission from the Director of Instructional Technology. This includes network switches, wireless access points, network print servers, computers, etc...

Personal network equipment must be inspected, configured and installed by district technology staff.

Personal laptops or desktop computers may be used within the district so long as they have been inspected and approved by the district technology team. Computers will be approved if:

1. They are in good working order.
2. They are deemed free of all malware including but not limited to viruses, spyware, root-kits and other tools that could jeopardize the security of the network.

3. They contain adequate protection against future infections of such malware including, but not limited to, antivirus, antispymware and personal firewall software.
4. Their operating system and anti-malware applications are current and configured to be updated automatically, regularly and frequently.
5. They contain no illegal or unacceptable content.
6. They contain only software validly licensed to the owner.
7. The owner understands and agrees to the following:
  - a. The computer will be subject to all of the same rules and constraints as district owned computers.
  - b. The computer and its content may be inspected by district technology personnel or administrative personnel at any time.
  - c. The district will not be liable for any damage/theft that occurs to the computer

Technology personnel will complete an inspection form with the following information and file it in the district technology office:

#### Personal Computer Inspection Form

- Date of Inspection
- Name of Owner
- Administrator Username and Password
- Building(s) and room #(s) where owner will use computer
- Description of hardware
- Does HW appear to be in safe working order?
- Current Operating System(s) (name and version)
- Configured for auto updates?
- Antivirus Software Installed (name and version)
  - Properly configured?
  - Configured for auto updates?
- Antispymware Software Installed (name and version)
  - Properly configured?
  - Configured for auto updates?
- Firewall Software Installed (name and version)
  - Properly configured?
  - Configured for auto updates?
- Wired Network Interfaces
  - MAC
  - Speed
  - Properly Configured? (DHCP)
- Wireless Network Interfaces
  - MAC
  - Protocol (B/G/N)
  - Security Protocol (WPA or WPA2)
  - Properly Configured?



- Internet Sharing off
  - DHCP on
- Free of malware?
- Free of illegal or inappropriate content?
- Name of inspector
- Meets/Does Not Meet our criteria
- Expiration Date (annual – July 1?)

# **Urbana School District #116**

## **Internet Acceptable Use Policy (IAUP)**

We are pleased to offer students of the Urbana School District #116 access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form each year to the school office. Students 18 and over may sign their own forms.

Access to e-mail and the internet will enable students to explore thousands of libraries and databases while exchanging messages with internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Urbana School District #116 supports and respects each family's right to decide whether or not to apply for access.

### **District Internet and E-mail Rules**

Students are responsible for good behavior on school computer networks as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - NOT A RIGHT. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over our network. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in board policy and procedures on students' rights and responsibilities, copies of which are available in school offices, the following are NOT permitted:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others
- damaging computers, computer systems or computer networks
- violating copyright laws
- using another's password
- trespassing in another's folders, work or files
- intentionally wasting limited resources
- employing the network for commercial purposes
- accessing games, IRC (chats), MUD's, MOO's, MUVE's or other similar sites without permission from a teacher

**Violations may result in a loss of access as well as other disciplinary or legal actions.**

## **Top Six Things to Know Prior to Using the Internet**

1. The Internet is a network of computers and computer networks that provides access to information contained on millions of computers around the world.
2. Because the information on the Internet comes from all over the world, we need to understand that neither Urbana School District #116 nor any staff member controls the content of this information. Some information may be controversial, offensive, or inaccurate.
3. The Internet is a powerful resource tool. When at school, students should use it under the direction and guidance of professional staff for educational purposes only.
4. Any information that is available on the internet is the product of another individual's work, and must be cited if used. This information is referred to as intellectual property and includes pictures, logos, trademarks, printed materials, computer software, video and sounds.
5. The internet allows students not only to receive information, but to send it to others. In light of that, students should behave in a responsible manner when communicating electronically.
6. Urbana School District #116 uses a filtering/blocking software, it is important to note that no filtering/blocking software is 100% guaranteed and must be paired with supervision and good parental involvement.

## **Online Rules**

### **Personal Safety and Respecting Privacy**

- I will not share my or any other person's address, passwords, ID's, telephone number, parent's work address/telephone number, the name and location of my school or other personal information. If participating in an approved classroom project, name and location of school may be used.
- I will tell my teachers right away if I come across any information that makes me feel uncomfortable.
- I will never agree to get together with someone I "meet" online.
- I will never send a person my picture or anything else without first checking with my teachers and parents.
- I will not respond to any messages that are mean, use bad language or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my teachers right away.

- I will not give out a credit card number online, subscribe to any services or order any materials or services on the Internet.
- I will respect individual's rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.
- I recognize the limitations to privacy afforded by electronic services.

### **Illegal Activities**

- I will not use the network for illegal purposes such as: arranging for a drug sale or purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- I will not participate in any activity that violates school rules or local, state or federal laws.

### **Respecting Resource**

- I will abide by security restrictions on all systems and information to which access is permitted. I will not attempt to evade, disable, or "crack" passwords or other security provisions. I understand that these activities threaten the work of others and are grounds for immediate termination or suspension of privileges and possible further sanctions.
- I understand that the following is not permitted:
  - √ sending or displaying offensive messages or pictures using obscene language
  - √ trespassing in another's folders, work or files
  - √ using another's password
  - √ using the network for commercial purposes

### **Acceptable Access**

- I understand I may not play non-educational games or use other interactive sites such as IRC (chats), social networks (Facebook, Myspace, etc., MUD's (Multiple User Domains), MOO's (MUD Object Oriented), or MUVE (Multiple User Virtual Environments) unless specifically assigned to do so by a teacher.
- I will not make deliberate attempts to disrupt the computer system, damage or interfere in any way with an individual, a business, or an organization's data by spreading a virus or by any other means. These actions are illegal.
- I am responsible for my individual account and will not share my password with others, nor will I access the network or other information source without proper authorization.
- I will not use another person's account to send or receive email.

## Plagiarism and Copyright Infringement

- I will not plagiarize any materials (documents, web pages, software, graphics, etc.) that I find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- I will respect copyright and other intellectual-property rights. Unauthorized copying of files or passwords belonging to others may constitute plagiarism or theft. Modifying files without authorization (including altering information, introducing viruses, or damaging files) is unethical, may be illegal, and may lead to sanctions.
- **The Urbana School District #116 does not condone and specifically forbids the unauthorized duplication of software.**

### Sanctions:

- Violating these rules may result in a loss of access.
- Additional disciplinary action may be taken at the building level in line with existing practice regarding inappropriate language or behavior.
- Legal action will be taken when applicable.

## Users Agreement and Parent Permission Form for Internet and Email Access (IAUP)

As a user of the Urbana School District #116 computer network, I hereby agree to comply with the above stated rules - utilizing and communicating over the network in a responsible fashion while honoring all relevant laws and restrictions.

Name (Please Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

As a parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet.

I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information. If I want to revoke this permission I need to send a written request to the principal of my student's school.

As a parent or legal guardian of the minor student signing above, I do NOT grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet.

(PLEASE PRINT)

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Student ID # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_