



Staff/Student *Authorization for Electronic Network Access* Will County School District 92

The purpose of providing access to the electronic network at school is to enhance a student's educational experience. All use of the district's electronic network shall be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. With this educational opportunity also comes responsibility. This *Authorization* does not attempt to state all required or unacceptable behaviors by users. The failure of any user to follow the terms of this *Authorization* may result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document indicate that the party who signed has read the terms and conditions carefully and understands their significance.

General Terms and Conditions

1. **Acceptable Use** - Access to the district's electronic network shall be for the purpose of education or research and shall be consistent with the educational mission and objectives of the district or for legitimate school business use (see BOE Policy 6.235).

2. **Privileges** - The use of the district's electronic network is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The building principal, district superintendent and/or district technology director will make all decisions regarding whether a user has violated this *Authorization*, which may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the electronic 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 law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted;
- 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 or printer resources;
- f. Hacking or gaining unauthorized access to files, resources or entities;
- g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
- h. Using another user's account or password;
- i. Posting material authored or created 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;
- m. Unauthorized use of technology devices not explicitly defined in this *Authorization*;
- n. Using the network while access privileges are suspended or revoked.

4. **Network Etiquette** – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal information, including the addresses or telephone numbers, of yourself, students or staff.
- d. Do not use the network in any way that would disrupt its use by other users.

5. 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 an individual suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by unforeseen network problems or a user's errors or omissions. Use of any information obtained via the network is at a user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification - The user agrees to indemnify the 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 *Authorization*.

7. Security - Network security is a high priority. If the user identifies a security problem, the user must notify a teacher, library media specialist, building principal or technology personnel. Do not demonstrate the problem to other users.

The user is also required to;

- a. Keep his or her account and password information confidential.
- b. Not tamper with or attempt to gain access to computer data for which the user lacks security clearance. This will result in cancellation of user privileges.
- c. Not use another user's account or password without written permission from that individual.

8. Vandalism - Vandalism shall result in cancellation of privileges and other disciplinary action (see District 92 Student Handbook). Vandalism is defined as any attempt to harm or destroy district owned equipment, data of another user or any other network. This includes, but is not limited to;

- a. Uploading or creation of computer viruses;
- b. Action that inappropriately hinders, delays, or obstructs others in their use of school technology devices, networks, and/or files or information contained therein;
- c. Physical destruction of district owned equipment including defacing screens, removing keys, etc.

9. Online Charges - The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges and/or equipment/line costs.

10. Student work/photos/videos - Student work, photos and/or videos may be published on district web pages only on receipt of the *District 92 Release Agreement* from the parent(s)/guardian(s).

11. Internet Safety

- a. Internet access is limited to only those "acceptable uses" as detailed in this *Authorization*. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*.
- b. Staff members shall supervise students while students are using district networks to ensure that the students abide by the General Terms and Conditions contained in this *Authorization*.
- c. Each district technology device accesses electronic networks through a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the superintendent or designee.
- d. The district's licensed staff shall monitor student access to electronic networks.

12. School Email

- a. The school district email system provides spam and virus filtering.
- b. School district email accounts are not private in nature and remain subject to monitoring by the school district. Designated staff may read archived mail and attachments when there is evidence of a possible violation of this *Authorization*.
- c. School administrators and the school technology director have the right to suspend or modify district email access privileges when violations occur.

13. Administrative Account Access on Computers (Staff only)

Administrative access to an assigned district computer provides the user with greater flexibility and control over the computing environment. However, this potentially restricts the district technology staff's ability to ensure the performance, reliability, and security of the system.

As a requirement for being granted local administrative rights on the assigned computer, you are agreeing to the following:

- a. I will not alter any settings that may interfere with the computer's connectivity to the district network.
- b. I will not alter any file system permissions that may compromise the security of the system
- c. I will not disable any district-installed software.
- d. I will only install software to which I have a legally acquired license and will present proof of such license to District technical staff prior to installing software.
- e. I accept that the district technology staff cannot provide technical support for non-District-provided software, hardware or peripherals.
- f. I accept that the district technology staff cannot provide data or application backup for user-installed software.
- g. I accept that the district technology staff cannot be held responsible for data loss due to user-installed software.
- h. I understand that my computer may be erased and all software reloaded at the beginning of a school year for maintenance and updates and I will need to re-install any user-installed software.
- i. I understand that if my computer becomes unusable as a result of user-installed software, the computer will be erased and all software reloaded.

WILL COUNTY SCHOOL DISTRICT 92
STAFF/STUDENT AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

Staff/Student:

I understand and will abide by the attached *Authorization* for Electronic Network Access. I understand that the district and/or its agents may access and monitor my communications, files on the server, use of electronic networks and downloaded material, without notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and disciplinary and/or legal action may be taken. In consideration for using the district's electronic network connections and having access to public networks, I hereby release the school district and its board members, employees, and agents from any claims and damages arising from my use of, or inability to use electronic networks.

DATE: _____

USER'S NAME (Please Print)

USER'S SIGNATURE

Parent(s)/Guardian(s):

I have read this *Authorization* for Electronic Network Access. I understand that access is designed for educational purposes and that the district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, board members, for any harm caused by materials or software obtained via the district's educational networks. I accept full responsibility for supervision if and when my child's use of the network and/or equipment is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the district's electronic networks.

DATE: _____

PARENT/GUARDIAN NAME (Please Print)

PARENT/GUARDIAN SIGNATURE

PLEASE COMPLETE AND SIGN BOTH SIDES

WILL COUNTY SCHOOL DISTRICT 92
STUDENT ONLINE TECHNOLOGY CONSENT FORM

Dear Parents/Guardians,

In order for schools within the Will County School District 92 (WCSD92) to continue to be able to provide your student(s) with the most effective web-based tools and applications for learning, our district utilizes web-based services, which are operated by third parties, not by WCSD92. Our district utilizes Google Apps for Education and other online technologies (i.e. Prezi, Edmodo, Typing Agent, etc) to enhance the learning experiences of its students. Using these tools, students collaboratively create, edit, and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others. As with any educational undertaking, a strong partnership with families is essential to a successful experience.

In order for our students to use these programs and services, certain personal identifying information -- generally the student's name and/or student number and email address (if applicable) -- must be provided to the web site operator.

Under The Children's Online Privacy Protection Act (COPPA) these programs are required to provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits school districts such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly from the parent to the web site operator. A list of the possible sites to be used in our classrooms can be found on the WCSD92 website. This list is subject to change without notice and should not be considered final. By signing this consent, you are agreeing that Will County School District 92 can provide your child's personal identifying information directly to Google and other electronic technology providers.

In executing this consent, it is essential that you understand the following:

1. Security. WCSD92 cannot and does not guarantee the security of electronic files located on Google systems and systems of other electronic providers. Although Google does have a powerful content filter in place for email, WCSD92 cannot assure that users will not be exposed to unsolicited information.
2. Privacy. The general right of privacy will be extended to the extent possible in the electronic environment. WCSD92 and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. WCSD92 reserves the right to access systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Please complete, sign, and return this form to your child's school. If, at any time during the school year, you would like to rescind your decision and change your permission, you must let the school know in writing.

I confirm that I have read and understand the above:

Yes, my student has permission to access Google Apps and other online technology.

No, I DO NOT want my student to be allowed access to Google Apps or other online technology.

Student Name: (Print) _____ **Grade:** _____

Parent/Guardian Signature: _____ **Date:** _____