

Instruction**Exhibit - Authorization for Electronic Network Access**

*Each District 272 student and his or her parent(s)/guardian(s) must sign the Electronic Network Access Permission section on the Dist. 272 Sign-Off form before being granted unsupervised access. All District 272 Employee's must sign the Authorization as a condition for using the District's Electronic Network connection. School Board members and administrators are treated like teachers for purposes of this Authorization. Please read this document carefully before signing.*

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

- I Acceptable Use - Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for a legitimate business use.
2. Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time, his or her decision is final.
3. Unacceptable Use - You are responsible for your actions and activities involving the 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 or de-virused;
  - 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;
  - f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;

- 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. Using the network while access privileges are suspended or revoked.;
  - n. Using any type of internet relay chat client or Instant messaging program.
- 4 Network Etiquette - You are 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 addresses or telephone numbers of students or colleagues.
  - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
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 you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your 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 School 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 you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network. User shall not use private equipment to access (example personal laptop) the electronic network or Internet without prior written permission from the Office of Technology. If permission is granted the user waives any right to privacy, which may exist in any file, data or e-mail.

8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission. The Office of Technology, with input from Administrators, is responsible for Web page approval.

#### Subject Matter

All subject matter on Web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the School District, or the schools within the District. Therefore, neither staff nor students may publish personal home pages as part of the District. Staff or student work may be published only as it relates to a class project, course or other school-related activity.

#### Quality

All Web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or point (link) directly or indirectly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in the District policies. Regarding the question of quality or propriety of Web page material, appearance, or content, the judgment of the Office of Technology, building or district administrators will prevail.

#### Intellectual Property Rights

Amboy District 272 Schools must protect individual rights concerning the publishing of student-produced work, such as poems, short stories, and art. Not only should Amboy District 272 Schools have the permission of the student for such publications, but parents must also agree. As for the posting of pictures of students, a blanket permission form may be used.

Before posting student-generated work, schools must take reasonable care that the content of that work is owned solely by the student. Plagiarism in any form is not permitted.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice **at** the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should

also include the Web address of the original source.

- b. Students and staff engaged in producing Web pages must provide the Office of Technology with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text
- d. Student work may only be published if there is written permission from both the parent/guardian and student.
- e. Publishing student pictures (video or still) and audio clips must have signed waivers by the parent(s) or guardian(s). (*see attachment A for waver*)
- f. Documents may not include a students’ phone number, address, names of other family members, or names of friends.
- g. Published e-mail addresses are restricted to staff members or to a general group e-mail address.
- h. School Board Policies

All documents on the District 272 Schools web sites must conform to School Board Policies and regulations as well as established individual schools guidelines. Copies of Board Policies are available in all school offices. Persons developing or maintaining Web documents are responsible for complying with these and other policies.

#### 11. Use of Electronic Mail

- a. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

- d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the School District's electronic mail system constitutes consent to these regulations.

Students of District 272 and their parent(s)/guardian(s) must sign the *Authorization for Electronic Network Access* section of the Sign-Off form yearly while enrolled in the School District.