

## **Lisle Community Unit School District 202 Acceptable Use Policy**

**All users (i.e. students, staff, administration, parents, and school board members) must sign the Acceptable Use Standards before using the district's electronic network and information services. Please read this document carefully before signing.**

The following are the guidelines set forth by the Illinois Association of School Boards and supported and adopted by Lisle Community Unit School District 202. These guidelines are designed for all those using the District's technology and networks (including Internet access); in addition, student-users will have only supervised access.

Lisle CUSD 202 has established a computer network with the capability of accessing the Internet. This will allow students to have network accounts and will provide them with access to a variety of Internet resources and 21st Century tools. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Policy is put in place and updated to accommodate for the many education and global changes to date. In order for students to use the District system and the Internet, students and their parents or guardians must first read and understand the following acceptable use policy. The use of the District's technology, networks, and access to the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will make all decisions regarding whether or not a user has violated this policy and may deny, revoke, or suspend access at any time; his/her decision is final.

All use of district technology and the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, research, and communication. Lisle CUSD has an educational responsibility to instruct students in the appropriate use of electronic resources. Access to the District's technology and the Internet must be for the purpose of education or research and be consistent with the educational objectives of the District. This Authorization does not attempt to state all required or prescribed behaviors of users. However, some specific examples are provided under the Terms and Conditions for Acceptable Use.

The failure of any user to follow any of the terms of the Authorization for Internet Access and Technology Usage will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) on the District's Agreement regarding permissible technology use form is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### **COPPA Notice**

The Children's Online Privacy Protection Act (COPPA) is a federal law governing the online collection of personal information from children under 13. The rules spell out what a website operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online. Lisle CUSD #202 utilizes several educational software applications and web-based services that are operated by third parties. In order for our students to use these valuable programs and services, certain personal identifying information, generally the student's name and username and/or email address must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools to consent to the collection of personal information on behalf of all of its students when the information will be used solely for educational purposes, eliminating the need for individual parental consent given directly to the website operator. More information regarding COPPA is available on the Federal Trade Commission website at [www.ftc.gov](http://www.ftc.gov). A list of applications and websites that may be used in District classrooms, with links to their privacy policies and terms of service, is available on the Lisle 202 website under the District 202/Technology page.

### **Curriculum and Appropriate Online Behavior**

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. As required by federal law and Board Policies *6:10, Instruction and 6:60 Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. The District's electronic network is part of the curriculum and is not a public forum for general use. The District expects that faculty will integrate the use of relevant electronic resources throughout the curriculum and will provide supervision, guidance and instruction to students. Such resources will be previewed and evaluated by faculty prior to use, and students will be expected to follow faculty direction for accessing these resources.

### **Terms and Conditions for Acceptable Use**

1. The network may not be used to download, copy or store any personal software, shareware or freeware.
2. The network may not be used for commercial purposes. Users may not buy or sell products or services through the district network without district authorization.
3. The network may not be used for any activity that violates federal, state or local laws or school rules. This includes, **but is not limited to** illegal activities such as threatening the safety of another person or violating copyright laws.
4. Network users may not use vulgar, derogatory or obscene language. Use may not engage in personal attacks, harass or post private information about another person.
5. Network users may not log on to someone else's account, attempt to access another user's files or delete other user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
6. Network users may not access internet sites that contain obscene material or promote illegal acts. If a user accidentally accesses this type of information, he or she needs to immediately notify the district teacher or administrator in charge.
7. Network users may not engage in "spamming" (sending an annoying or unnecessary message to a number of people) or participate in chain letters.
8. Network users are prohibited from downloading copyright material or plagiarizing electronic copy.
9. Network users may not play games that are not teacher directed/supervised and educational in purpose.
10. Network users may not intentionally waste computer resources. This includes, but is not limited to, unnecessary and excessive printing, storing of large or an excessive number of files, and video streaming without authorization to do so.
11. Vandalism will result in loss of privileges and other disciplinary action, and the user will be responsible for any costs related to the damage incurred. This also includes the uploading or creation of computer viruses.
12. Never share your own personal information or personal information of others over the electronic network. Maintain confidentiality at all times.
13. Never agree to meet in person with anyone you have met online without express approval of your parent or guardian.
14. Notify your teacher or an administrator immediately if you receive an inappropriate message or encounter any material that violates this Acceptable Use Policy.
15. Lisle CUSD 202 may provide users with mobile computers, other devices, or online subscription services to promote learning inside and outside the classroom. Users should abide by the same acceptable use policies when using school purchased software and hardware off the school network as on the school network. Use of these resources may be monitored.
16. Network users will not try to find ways to circumvent the school's safety measures and filtering tools, including opening the Chromebooks or other devices to tamper with, destroy, alter, disfigure or gain unauthorized access to hardware, software or firmware.

## General Information

1. The District will not be responsible for any personal damages, including but not limited to loss of data, non-deliveries, service interruptions or accuracy/quality of information obtained through its services.
2. Network security is of highest priority. If a user identifies a security problem, he/she must notify the system or building administrator immediately. Do not demonstrate the problem to others. Keep your account and password confidential.
3. Each district computer with Internet access has a filtering device to block inappropriate materials from entering the district's network. Parents and students are advised that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The District cannot guarantee that filtering software will in all instances successfully block access to inappropriate materials.
4. All data stored on District network/computers must be work related and therefore the property of the School District. When an employee leaves the district for any reason he or she can expect that his or her data will be removed immediately or transferred to another employee.

Technologies covered: Lisle CUSD 202 may provide Internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email and more. As new technologies emerge, Lisle CUSD 202 will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

REF Board Policy: 6:235 – Access to Electronic Networks  
CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:210 (Instructional Materials), 6:230 (Library Resource Center), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 6:40 (Curriculum Development), 7:130 (Student Rights and Responsibilities), 7:180 – Preventing Bullying, Intimidation and Harassment, 7:190 (Student Discipline), 7:20 – (Harassment of Students Prohibited), 7:310 (Restrictions on Publications and Written or Electronic Material)