

**INSTRUCTION**

Acceptable Use Policy

Computer equipment, including access to the Internet, is to be used in a responsible, efficient, ethical and legal manner in accordance with the mission of Rich Township High School District 227. Users must acknowledge their understanding of this policy and attached rules. Failure to adhere to the policy may result in suspending or revoking the offender's computer privileges and other disciplinary action as appropriate, including a possible recommendation for student expulsion.

## INSTRUCTION

### Acceptable Use Policy Rules

District 227 believes that computer access, including the Internet, offers vast, diverse and unique resources to both students and teachers. The District's goal is to promote educational excellence by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. District 227 has taken available precautions, which are limited, to restrict access to inappropriate materials. District 227 will use a software program to restrict access to some locations. A certified staff member will supervise students while they are using electronic resources. However, on a global network it is impossible to control all materials, and a user may discover inappropriate information. District 227 firmly believes that the valuable information and interaction available through electronic resources far outweigh the possibility that users may be exposed to material that is not consistent with the educational goals of the District.

The following guidelines are provided here so users are aware of the computer resource use responsibilities that they are about to acquire. In general, this requires efficient, ethical and legal use of the network resources. If a District 227 user violates any of these provisions, access to the District 227 computers will be denied, any existing computer network accounts will be terminated, and disciplinary action will result.

These Acceptable Use Policy Rules for District 227 will remain on file at the District Office of Rich Township High School District 227. This and other related documents will be available for review by all parents, guardians, school employees, and other community members.

### TERMS AND CONDITIONS

1) **Acceptable Use** - The purpose of computer resources, including the Internet, is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. User access must be in support of education and research and consistent with the educational objectives of Rich Township High School District 227. Resources may not be used in violation of any Federal, state or local regulation. Computer resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, or material that espouses hate, separation or intimidation of any group of people. Computer resources may not be used to infringe on copyright or to plagiarize materials.

2) **Privileges** - Access to District 227's computers is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, the school administrators will deem what is inappropriate use and their decision is final. Also, the administrators may deny access at any time as required.

3) **Netiquette** - Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Do not write or send abusive messages to others. Use appropriate language. Be polite.
- Do not swear, use vulgarities, or use any other inappropriate language.
- Do not access or download or distribute pornography, obscene or sexually explicit materials.
- Do not reveal your personal address or phone number(s), or those of other students or school personnel.
- Electronic mail (e-mail) is not guaranteed to be private and may be reviewed by school personnel

ensure that all guidelines are followed. People who operate the system have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.

- Do not use computer equipment in such a way that would disrupt the use of the network by other users (e.g. downloading or sending huge files or attachments; sending mass e-mail messages).
- Generally, do not use District computer equipment to access chat rooms, “live” message boards, or online games. It is understood that occasionally a faculty member may make a specific exception to this guideline, when it is educationally appropriate, and grant students limited access to these resources. However, under no circumstances should students attempt to access chat rooms, “live” message boards, or online games without the direct supervision of a faculty member or a staff member.
- Do not use District computer equipment for commercial activities, product promotion, political lobbying, or illegal activities.
- Do not use District computer equipment to attempt to access or “break in” to another computer network.
- Do not use e-mail for frivolous or personal use.
- Do not use e-mail without the direct supervision of a faculty member or a staff member.

4) **Students will not respond to unsolicited online contact.**

5) **Security** - Security on any computer system is a high priority. If a user feels he/she can identify a security problem on the computer network, the user must notify a school official. Do not demonstrate the problem to other users. Do not use another individual’s account(s). Do not give passwords to any other individual. Attempts to log in to the computer network as any other user will result in cancellation of user privileges. Any attempts to log in to the computer network as a system administrator will result in cancellation of user privileges and the individual may be recommended for suspension and/or expulsion. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the District computers.

6) **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy computer equipment, computer furniture, and/or computer data or software. This includes, but is not limited to, the uploading, distribution or creation of computer viruses.

7) Students are prohibited from purchasing goods and services via the Internet.

8) Students **will not be allowed to subscribe to list servers or news groups** unless specific permission is secured from the student’s teacher.

9) **Exception of Terms and Conditions** - All terms and conditions as stated in this document are applicable to Rich Township High School District 227. These terms and conditions reflect the entire agreement of the parties and supersede all prior or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with Federal and State laws.

10) The school district will not be liable for the following:

- Information stored on school district diskettes, hard drives or servers.
- Information retrieved through the school district computers, networks, or online resources.
- Personal property used to access school district computers, networks or online resources.
- Unauthorized financial obligations resulting from use of school district resources and accounts to access the Internet.

**RICH TOWNSHIP HIGH SCHOOL DISTRICT 227  
COMPUTER ACCESS AND INTERNET STUDENT AGREEMENT FORM**

The Rich Township High School District offers students access to electronic information through its computer network and also through the Internet. Along with this access to computers and to people all over the world comes the availability of material that may not be considered appropriate. The District has taken some available precautions, which are limited, to restrict access to inappropriate materials. The District supports each family's right to decide whether or not to allow their child to have this access.

*Access is a privilege, not a right.*

Students are responsible for appropriate behavior when using the Internet, just as they are in classrooms and the school hallways. Therefore, general school rules for behavior apply. Access to computer equipment, including the Internet and computer network resources, is offered to students who agree to act in a considerate and reasonable manner, and parent permission is required. Based upon the acceptable use guidelines outlined in this document, the school administrators will deem what is appropriate use, and their decisions are final. The administration and staff may revoke or suspend user access when these terms are violated.

Students will do the following:

- use the computer network and the Internet for educational purposes, such as conducting research for assignments consistent with the District's academic expectations.
- use appropriate language: avoid swearing, vulgarities, or abusive language.
- use e-mail only under the direct supervision of a faculty member or a staff member; use e-mail properly, following District policy.

Students will NOT do the following:

- transmit or receive material in violation of Federal, State or District regulations.
- use the District computer network or the Internet for commercial activities, product promotion, political lobbying, or illegal activities.
- break into/attempt to break into any other computer network.
- damage/attempt to damage, or remove software, files, or data belonging to other users, computer hardware, or computer furniture.
- access chat rooms, live discussion boards, live message boards, or online games. The only exceptions are when students are under the direct supervision of a faculty member who has granted them limited access for educational purposes.
- use unauthorized software products.
- create or distribute or share computer viruses; or maliciously attempt to harm or destroy data or another user.
- access or download or distribute pornography or any obscene or sexually explicit materials.
- use e-mail for frivolous or personal use.

Computer communication on school district computers is not private and may be reviewed by District personnel, or someone appointed by them, to ensure that all guidelines are followed. Violation of the terms above, or any of the terms outlined in the school district's "Acceptable Use Policy Rules," will result in the loss of access to all school computers, and may result in disciplinary action, including a possible recommendation for expulsion.

=====User Agreement Form=====

**Please complete this section to indicate that you agree with the terms and conditions outlined in the Rich Township High School District 227 Student Acceptable Use Policy, and the Acceptable Use Policy Rules. This document is only a summary of the Acceptable Use Policy and the Acceptable Use Policy Rules, which are both on file at the District Offices. Return this portion to your child's school, where a copy will remain on file. The signatures of both the student and the parent/guardian are required before access to the District's computer network, including the Internet, is granted.**

As a student of Rich Township High School District 227 and a user of the computer network, I have read and hereby agree to comply with the Rich Township High School District 227 Acceptable Use Policy and the Acceptable Use Policy Rules.

Student Signature: \_\_\_\_\_ Student Name (please print): \_\_\_\_\_

School: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

**CODE OF CONDUCT FOR TECHNOLOGY USE IN  
RICH TOWNSHIP HIGH SCHOOL DISTRICT 227  
(FACULTY AND STAFF DOCUMENT)**

**Privileges**

Employees of Rich Township High School District 227 have the privilege to access the District's computer equipment, including its computer networks, the Internet and electronic mail (e-mail). These electronic resources are intended to facilitate educational growth in technology skills, information gathering skills and communication skills. Employees have the privilege to use any District computer resources approved for retrieving information, including the Internet. Because the computer equipment is the property of the school district, each employee has the responsibility to ensure that all of his/her communication is appropriate and not offensive or embarrassing to the school district.

**Responsibilities**

The employee is responsible for all material he/she creates, stores or willingly retrieves on the District's computer equipment. Employees are expected to exercise responsible practices and are not to give their computer account information or passwords to anyone. Employees are not to distribute any information that would allow unauthorized users to access the District network. Employees will not use any District computer equipment which they have not been authorized to use.

Employees are responsible for all material they willingly access or willingly retrieve via the Internet. Employees should not install, load, and/or use unauthorized copyrighted software of any kind on any District computer equipment. Employees will accept responsibility to ensure that any information which is solicited or willingly retrieved is appropriate. It is understood that in rare cases an employee may receive unsolicited material or information that violates the school district's policy in some way. If an employee receives unsolicited material or information that violates the school district's policy, he or she will report this immediately to either the district's administrators, or to persons designated by District administrators.

The employee is responsible for all e-mail that he/she sends or solicits under his or her user account. Employees have the responsibility to make only contacts on the Internet which are educationally relevant or which are relevant to their own job functions. Any e-mail that is accessed through the use of school district computer equipment is not private. All file transfers, including e-mail, e-mail attachments and files accessed from the World Wide Web, may be reviewed by the District's administrators, or by other persons designated by District administrators.

Employees should not use school district computer equipment or the Internet to do the following:

- engage in any commercial activities, product promotion, political lobbying or illegal activities.
- access or download or distribute pornography, or any obscene or sexually explicit materials.
- break into or attempt to break into any other computer network.
- damage/attempt to damage, move, or remove software, files or data belonging to other users.
- use unauthorized software products.
- engage in wasteful or frivolous purposes such as playing electronic games, or downloading large files.
- create or distribute or share computer viruses; or maliciously attempt to harm or destroy data.

\*\*\*\*\*By signing below, I agree to follow the guidelines summarized above. **I understand that this document is only a summary of the Acceptable Use Policy and the complete Acceptable Use Policy Rules**, which are both on file at the District Offices. **I agree to abide by the school district's complete Internet Acceptable Use Policy Rules**, which are on file at the Rich Township High School District 227 offices.\*\*\*\*\*

Employee Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ School: \_\_\_\_\_

Social Security Number: \_\_\_\_\_