

## **Charleston Community Unit School #1 AUP for Information and Communication Technologies Access**

Charleston CUSD #1 instructional programs are designed to ensure that users become proficient in information and communication technologies (ICT) essential for their success. All use of these technologies shall be consistent with the District's goal of promoting educational excellence. Users are expected at all times to comply with district standards and policies when using information and communication technologies. This Acceptable Use Procedure (AUP) does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of this procedure will result in disciplinary action, limitation or loss of privileges and/or appropriate legal action.

### General Terms and Conditions

- 1. Acceptable Use** - Access to the District's information and communication technologies (ICT) shall only be for the purpose of education, research or legitimate school business use and shall be consistent with the educational mission and curriculum of the District. The use of ICT resources are not a public forum for general use. Users have no expectation of privacy when using district ICT resources including information created, received, transmitted and stored on these resources unless such right is guaranteed by statute or other law.
- 2. Privileges** - The use of the District's information and communication technologies (ICT) is a privilege, not a right, and inappropriate use may result in disciplinary action, limitation or loss of those privileges and/or appropriate legal action. Administration will make all decisions regarding whether or not a user has violated this Procedure, and follow the board policies for disciplinary action. ICT use for the user may suspend, revoke or deny access by the administration if deemed necessary.
- 3. Safety/Security Measures** - Safety and security are a priority of the District. If a user can identify a safety/security problem, the user must notify building staff or system administrator. Any user who receives any harassing, threatening, intimidating or other improper communication through ICT resources are urged to report it immediately. Any user who is identified as a security risk may be denied access to District ICT resources.
  - A. Filtering
    - ICT resources which have Internet access have a filtering device that blocks language, sites and visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for users, as defined by the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.
    - Approved social media resources can be used when the district can block language, sites, and visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for users, as defined by the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.
  - B. Monitoring
    - The District reserves the right to monitor and access all use of or content on the District's technologies and networks. Users have no expectation of privacy when using district ICT resources including information created, received, transmitted and stored on these resources unless such right is guaranteed by statute or other law.
  - C. Supervision
    - Charleston CUSD #1 staff will be responsible for supervising all users of ICT resources.
  - D. Education
    - Education about online safety and digital citizenship (online behavior, communication, cyber-bullying, literacy, etiquette, rights and responsibilities and security) will be covered in the K-12 curriculum each school year.

- 4. Unacceptable Use** - The user is responsible for his or her actions and activities involving information and communication technologies (ICT). Some examples of unacceptable uses are:
  - A. Using ICT resources 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 software use, downloading or installing unauthorized software, regardless of whether it is copyrighted or de-virused;
  - C. Using ICT resources for private financial or commercial gain and/or advertising;
  - D. Wastefully using resources, such as bandwidth and file space;
  - E. Hacking, bypassing or attempting to circumvent security, virus protection, filtering, or policies;
  - F. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - G. Sharing any user's account and password with others;
  - H. Posting material authored or created by another without his/her consent;
  - I. Attempting to vandalize or harm data and/or disconnect, damage or disassemble any technology;
  - J. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - K. Using ICT resources while access privileges are suspended or revoked.
  
- 5. Network Etiquette** - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - A. Be polite;
  - B. Use appropriate language;
  - C. Be respectful and refrain from revealing personal information, including the addresses or telephone numbers, of yourself or others; and
  - D. Use ICT resources in ways that would not disrupt the educational process or the normal operations of the District.
  
- 6. 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 problems with information and communication technologies (ICT) or a user's errors or omissions. Use of any information obtained via ICT is at a user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through District information and communication technologies. It is the user's responsibility to make backups of their data and email.
  
- 7. 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 Procedure.
  
- 8. 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.
  
- 9. Copyright, Fair Use and Publishing Guidelines** - Copyright laws, fair use guidelines and District policy 6:235-AP2 on web publishing guidelines should be followed when using any information and communication technologies (ICT).
  
- 10. User Work/Photos/Videos** - User work, photos and/or videos may be published on District web pages upon receipt of this agreement unless the user notifies the school otherwise. Any user who is a minor must also have his/her parent(s)/guardian(s) notify the school. Users whose work, photo and/or video appear on the District/school web page(s) will be identified by first name only.

- 11. School Information and Communication** - The District provides information and communication technologies (ICT) to aid users in fulfilling their duties and responsibilities, and as an education tool.
- A. Only the District approved information and communication technologies (ICT) can be used.
  - B. The District's student communication resources provide content filtering and may limit with whom the student communicates.
  - C. Student communication accounts are not private in nature. Designated staff may monitor, inspect and review at any time and without prior notice any information in all accounts.
  - D. User accounts are identified with a domain that indicates the author as being with the 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 the District.

ADOPTED: August 20, 2014

**Charleston Community Unit School District #1**  
**Student Authorization on the Acceptable Use Procedure**  
**for Information and Communication Technologies Access**

This form accompanies Administrative Procedure 6:235-AP1, *Acceptable Use Procedure for Information and Communication Technologies*. Every student, and if the student is a minor their parent/guardian, must sign this Authorization as a condition for student's use of the District's information and communication technologies. The signature(s) at the end of this document is legally binding and indicates that the individual(s) has read the terms and conditions carefully and understands their significance.

I understand and will abide by the *Acceptable Use Procedure for Information and Communication Technologies*. I understand that the District and/or its agents may access and monitor my accounts, my files and my utilization on ICT resources without prior notice to me. I further understand that should I commit any violation, school disciplinary action, limitation or loss of my access privileges and/or appropriate legal action may be taken. I waive any right to privacy when using district ICT resources including information created, received, transmitted and stored on these resources. In consideration for using the District's ICT resources 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 the Internet.

DATE: \_\_\_\_\_

\_\_\_\_\_  
 STUDENT'S SIGNATURE

\_\_\_\_\_  
 STUDENT'S NAME (*Please Print*):

\_\_\_\_\_  
 GRADE LEVEL

I have read the *Acceptable Use Procedure for Information and Communication Technologies* and discussed it with my child. I understand that access is designed for educational purposes and that the District has taken precautions to restrict inappropriate materials. However, I also recognize it is impossible for the District to filter access to all inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the ICT resources. I accept full responsibility for supervision if and when my child's use is not in a school setting.

DATE: \_\_\_\_\_

\_\_\_\_\_  
 PARENT/GUARDIAN SIGNATURE:

\_\_\_\_\_  
 PARENT/GUARDIAN NAME (*Please Print*):

**Adopted: June 20, 2012**