

WINCHESTER COMMUNITY UNIT SCHOOL DISTRICT

INTERNET SAFETY & ACCEPTABLE USE POLICY FOR FACULTY & STAFF

(7/25/12)

Winchester Community Unit School District #1 has actively pursued making advanced technology and increased access to learning opportunities available to out students and staff. With these new learning tools, Internet and computers, students and staff must understand and practice proper and ethical use. Before accessing the Internet and the District network and computers, all students and district employees must be instructed regarding procedures, ethics and security. This document outlines the privileges and responsibilities of student technology users of the school district's computer/Internet technology in furtherance of the school district's goals. It applies to all computers and peripherals whether a part of a computer network or a stand-alone system.

Winchester CUSD #1 complies with the Protecting Children in the 21st Century Act by providing education to the students on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

A. EDUCATIONAL PURPOSE

The Winchester School District's Network and Internet system is provided in order to facilitate the educational program provided by the district to staff and student body. Activities using the technology and the Internet include communications in support of researching educational questions and programs by providing access to resources. To remain eligible as a user, the use of technology, the Internet and computers must be in support of, and consistent with, the educational objectives of the district (Policy #398). The school district reserves the right to monitor the usage of the computing facilities related to use of the Internet to ensure all users are adhering to their responsibilities. Students, staff and all users of the Internet and computers must comply with existing rules and acceptable use policies, which are incorporated into this document. Transmission of any material in violation of any federal or state regulation is prohibited. Use for commercial activities is prohibited. This means you may not offer, provide, or purchase products or services through the Internet for personal gain or profit. (i.e. E-Bay) Use for product advertisement is prohibited.

B. E-MAIL ACCOUNTS

Faculty and staff members are permitted use of one E-mail account as provided by the ISBE through the Learning Technology Hub #3 and the Regional Office of Education. Such accounts are to be used for educational purposes. Electronic mail (e-mail) is not private. District administration and District Technology Coordinator have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in loss of user privileges and legal action against the user. A faculty and staff member may also access a commercial E-mail account, such as a Google or Yahoo account, if needed for educational purposes. Internet users have the responsibility not to involve themselves in the creation or forwarding of chain-letters to other Internet users. Internet users have the responsibility to refrain from sending harassing or abusive E-mail to any other computer user on the Internet and to report the receipt of such E-mail to the building principal.

C. PRIVILEGES

The use of the District Network and the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, will result in revocation of the privilege. Winchester CUSD #1, under this agreement, will deny, revoke or suspend the user's rights at any time based upon a determination of inappropriate use. The District Administration will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time.

D. MONITORING

Winchester CUSD #1 reserves the right to review any material accessed by the user and to monitor the file server space in order to make determinations or whether specific uses of the network are inappropriate. District Administration and the District Technology Coordinator have access to all network files and all E-

mail accounts. Messages relating to or in support of illegal activities will be reported to the authorities and will result in loss of user privileges and legal action against the user.

E. NETWORK FILES

Each staff member will be provided with sufficient space on the district network server to save individual materials and work. All materials stored on the district server are property of the district and can be reviewed at any time. Any programs or work written or developed on district computers, with district technology, is the property of the district and may not be sold or provide profit to any staff member.

F. SECURITY

Security on any computer system is a high priority, especially when the system involves many users. Users must protect their passwords to ensure system security. If you feel you can identify a security problem on the District network or the Internet, you must notify the District Technology Coordinator. Do not demonstrate the problem to other users. Staff members who release their passwords and accounts to students are subject to disciplinary action. Attempts to log onto the network as a system administrator will result in cancellation of user privileges. Privacy is a concern of computing systems. All technology users have the responsibility not to violate any other user's privacy by reading or copying electronic files for which they lack authorization. Any user identified as a security risk for having a history of problems with other computer systems maybe denied access to the network by Winchester CUSD #1.

G. VANDALISM AND HARASSMENT

Vandalism is defined as any attempt to harm, modify or destroy data or another user, Internet, computers, other networks connected to the Internet backbone or any other computer program used at Winchester CUSD #1. Vandalism and harassment will result in cancellation of user privileges and possible legal action. Users shall not play games or use the computer resources for other non-academic activities. **NO USER SHOULD DOWNLOAD ANY GAMES.**

H. ENCOUNTER OF CONTROVERSIAL MATERIAL

On the Internet it is impossible to control the content of data and material that may be encountered which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material. Internet users have the responsibility to respect copyright laws on the Internet as it pertains to programs or electronic files belonging to others. Internet users have the responsibility not to access electronic files considered to be abusive, obscene, offensive, pornographic, or prejudicial against individuals or groups.

I. PENALTIES FOR IMPROPER USE

Any user violating these rules, applicable state and federal laws or classroom/district rules will lose District network and Internet privileges and will be subject to other CUSD #1 disciplinary options. In addition, any unauthorized Internet access, attempted access or use of any computing and/or network system that is in violation of applicable state or federal laws will be subject to criminal prosecution.

J. REPAIR AND SERVICE CALLS

It is the responsibility of staff members to report problems with any element of the district's technology network to the District Technology Coordinator. He/she will determine if problems can be handled internally or if other professionals need to be called. Any individual staff member who requests outside repair or services without direct permission from the District Technology Coordinator or building administrator will be responsible for the cost of such repair.

Any cost incurred by the district for repair or replacement of any equipment damaged or destroyed by a staff member's direct misuse or disregard of equipment will be at that staff member's expense. The staff member is also subject to further disciplinary action by the district.

K. USE OF DISKS AND INDIVIDUAL COMPUTER PROGRAMS

Staff may use disks/flash drives on networked computers for educational purposes. The district provides for the activation of all programs placed on networked computers. Staff members are available to install

program placed on district computers. It is the policy of the district to install only programs for which it has full rights and licensing agreements. No programs will be installed on any computers without a license. All programs installed on stand-alone computers, those that are not directly connected to the district network, can be installed by the individual teacher. No programs will be installed without on-site proof of licensing. If a teacher wishes to load a personally owned program onto a stand-alone computer the original software and license must remain with the school district for the duration of the installation. Any staff member violating this procedure is subjected to disciplinary action by the building and/or district administration.

L. ACQUISITION OF COMPUTERS

The acquisition of all computers and other peripherals used in any phase of the technology plan of the district must be within the approval from the District Technology Coordinator and district administration. No staff member is to act as the acquisition agent for "Free" and/or "Used" computers or other peripheral equipment. Suggestions may be made and staff members who are aware of such acquisitions are welcome to advise the appropriate school personnel of such opportunities; however, the decision on acquiring such technology rests solely within the administration of the district.

M. MATERIALS ACQUIRED THROUGH SCHOOL AND GRANT ACTIVITIES

Any materials and/or equipment acquired with grant funds written while in the employ of the Winchester School District are the property of the school district and not the individual (s) writing the grant. Any materials and/or equipment purchased with funds derived from a school sponsored activity are property of the school district. Further, any donation to an individual classroom, department or group within the district is considered to be property of the district and not the individual teacher.

N. STUDENTS PERMISSION AND ACCESS

Any District staff member may request usage of the computer labs for classroom instruction. When a teacher utilizes technology in the classroom or computer labs, they are responsible for monitoring the students' access and viewing of material. Each faculty and staff member must understand the Internet and Computer Use policies that are required of students. Failure to monitor student activity will result in disciplinary action.

O. DISTRICT LAPTOPS

The school district laptops are to be used for educational purposes. Therefore, no additional software should be loaded on it without consent from the District Technology Coordinator. Also, no personal files should be saved to the laptop. This list includes, but is not limited to: music, pictures, word processing files, spreadsheet files, presentation files, etc. Also, laptops are to be used by the Winchester CUSD #1 employee only. No other person should use the laptop for any reason.

Laptops are to be stored in appropriate storage locations to avoid any damage to the computer.

It is highly recommended that files created for school use should not be saved to the laptop's hard drive either. The reason for this is if a hardware component malfunctions, all data files could be lost. Also, it protects you from confidentiality issues, should the laptop be used for another use, and you have confidential files on it.

Inappropriate Internet usage is prohibited as stated in the district agreement.

P. SHARED EQUIPMENT

Most computer/audio visual equipment (laptops, TV, DVD/VCR players) is considered to be shared equipment for the staff members of a building. Specifically equipment that has NOT been purchased for the sole use of one department, one staff member, etc. is considered "shared equipment". All district staff members must follow the procedures for signing out/reserving equipment. The District Technology Coordinator will inform all staff members of the procedures at the beginning of each school year and throughout the year, if changes are needed. Also, computer/audio visual equipment should not leave the

district's campus unless the District Technology Coordinator has been informed of equipment leaving the building, in advance.

Q. SIGNED AGREEMENT

In order to use any technology resources at Winchester CUSD #1, a signed Internet and Acceptable Use Contract must be on file for the student. For students under the age of eighteen, the parent/guardian signature is required also.

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(7/25/12)

Signature below indicates reading and acceptance of the conditions as outlined above in the Internet Safety and Acceptable Use Policy for Winchester CUSD #1 – Faculty and Staff.

Employee Signature: _____

Date: _____