

Bloomington Public Schools School District 87

Authorization for Network/Internet Access

All use of the Network/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 prescribed behaviors by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Network/Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Users shall be subject to disciplinary action under this policy only after they have been given a copy of this policy. Employees will be required to give a signature acknowledging receipt of a copy of this policy.

Terms and Conditions

1. **Acceptable Use** - Access to the District's Network/Internet must be for the purpose of education, communication, or research, and be consistent with the educational objectives of the District as set forth in written Board policy.
2. **Privileges** - The use of the District's Network/Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The Director of Instructional Technology and/or the Building Principal will make all decisions regarding whether or not a user has violated the Instructional Resources Technology Use policies and may deny, revoke or suspend access at any time. A user who disagrees with a decision made by the Director of Instructional Technology, his/her designee, and/or the Building Principal regarding whether or not an employee has violated the Instructional Resources Technology Use policies and the appropriateness of any discipline may appeal such decision(s) through the grievance procedures of the appropriate collective bargaining agreement.
3. **Unacceptable Use** - Employees of the District are responsible for their actions and activities involving the District Network/Internet. Examples of unacceptable use include:
 - Intentionally 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 regulation;
 - Downloading copyrighted material for other than personal use (personal use includes fair use in the classroom) without permission; commercial use;
 - Using the network for commercial gain;
 - Invading the privacy of individuals;
 - Using another user's account or password without that user's permission;
 - Intentionally posting of material authored or created by another without his/her consent;
 - Intentionally posting of anonymous messages;
 - Accessing, submitting, posting, publishing or displaying any defamatory, abusive, obscene, profane, pornographic, threatening, racially offensive, harassing or illegal materials and material of a sexual nature that is inappropriate in a school environment; and
 - Using the Network/Internet while access privileges are suspended or revoked.
4. **Personal Use** - In order to encourage and facilitate the use of the District Network/Internet technology by employees of the District for purposes consistent with this policy, employees shall be permitted reasonable use of the District Network/Internet for personal use provided that such personal use does not interfere with or disrupt the educational process or the normal operation of the District and provided that such personal use does not violate any of the provisions of this policy.
5. **Training** - The District will provide from time to time, at no cost to employees, training for employees in the use of the District Network/Internet so as to acquaint employees with the provision of this policy, and to promote the proficient use of the District Network/Internet among employees in a manner consistent with the provisions of this policy.
6. **Compliance with copyright laws** - The District intends to adhere to all copyright laws.

General Conditions and Information

1. **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 network problems or a user's errors or omissions. Use of any information obtained via the Internet is at a user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
2. **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.
3. **Unauthorized Access** - An Employee shall not tamper with or attempt to gain access to computer data for which the employee has no security authorization. This includes, but is not limited to, financial, employee, or student information. If the security level of a user is in doubt, he/she is to contact the Director of Instructional Technology.
4. **Network Etiquette** - District employees are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
The user should:
 - be polite. He/she should not become abusive in his/her messages to others.
 - use appropriate language. Individuals should not swear, use vulgarities or any other inappropriate language.
 - not reveal the personal addresses or telephone numbers of colleagues or students.
 - 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 will be reported to the authorities.
 - not use the network in any way that would disrupt its use by other users.
 - consider all communications and information accessible via the network to be private property.
5. **Vandalism** - Vandalism may result in cancellation of privileges and other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Network/Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
6. **Security** - Network security is a high priority. If the user can identify a security problem on the Network/Internet, the user must notify the Director of Instructional Technology or Building Principal.
7. It is understood that employees are to instruct the students on acceptable use of the Network/Internet and on the proper Network/Internet etiquette. It is understood that teachers are responsible for maintaining reasonable control and supervision of the classroom including student use of District computers and the Network/Internet. It is also understood that employees cannot be totally responsible for the student use of the Network/Internet.

Violation of Policies

Any user who violates these policies shall be subject to disciplinary action including, but not limited to, written warnings, suspension without pay, or dismissal in accordance with the applicable provisions of the appropriate collective bargaining agreement and/or the Illinois School Code. Additionally, if a user's conduct constitutes a violation of copyright laws, the user may be subject to prosecution under such laws. Any user who intentionally or negligently damages or destroys District hardware and/or software will also be responsible for all costs associated with repair and/or replacement parts and services.

PLEASE RETURN THIS COMPLETED SIGNATURE PAGE PROMPTLY TO THE DISTRICT'S PERSONNEL OFFICE.

I acknowledge receipt of the District's Network/Internet Use, terms, and conditions.

User Name _____
(Please Print)

Date _____

User Signature _____