

**Bloomington Public Schools, District 87**  
**Acceptable Use Policy (AUP) – Employees (Revised August 2011)**

Each employee must sign this AUP to gain access to and use District technology and electronic systems, including but not limited to, networks, internet, and all related hardware (computers, equipment and other devices), software programs, and data/information stored in such systems.

This AUP must be signed when first employed and periodically thereafter as it is updated.

Use of District technology and electronic systems is a privilege, not a right. All use shall be for the purpose of a legitimate school business purpose such as education, communication, and research consistent with Board policy #5.187. Use of District technology and electronic systems is not a public forum for general use. Use of District technology and electronic systems shall be consistent with and in support of the curriculum and the varied instructional needs, learning styles, abilities, and developmental levels of all students. Any incidental personal use shall not interfere with or disrupt the educational process or the normal operation of the District and shall be consistent with this AUP.

This AUP outlines major terms, conditions, and expectations for user but does not attempt to state all required or prescribed behaviors. Employees are responsible for their behavior and activities when using District technology and electronic systems. Employees are expected to abide by the following rules of etiquette: be polite, use appropriate language (not swear, use vulgarities, or abusive language), maintain confidentiality (not reveal private information such as addresses or telephone numbers), and do not disrupt other users. Employees are expected to take particular care when communicating with students through District technology and electronic systems. Any such communication with students shall be conducted in a professional manner and shall be related to a legitimate school business purpose. No such communication with students shall be personal in nature.

Unacceptable behavior and use include, among others:

- Any illegal activity;
- Downloading or using copyrighted material without permission;
- Downloading or installing unauthorized material or software;
- Commercial purposes;
- Invading privacy;
- Using another user's account or password without permission;
- Posting material without the authors consent;
- Posting material anonymously;
- Accessing, submitting, posting, publishing or displaying inappropriate material such as defamatory, abusive, obscene, profane, inappropriate sexual nature, threatening, racially offensive, harassing, or bullying, materials;
- Tampering with or attempting to gain access to unauthorized data; and
- Vandalism or other intentional or negligent damage ,or attempt to damage, District technology or electronic systems including creating or uploading viruses or use of any technology, online anonymous proxy, or vpn/filter avoidance method to circumvent District bandwidth shaping or filtering technologies.

The District expects all staff to monitor student use of District technology and electronic systems when students are under their direct supervision.

District technology and electronic systems can be accessed at any time and from any location. Therefore, this AUP applies to any use that has an impact on the educational environment regardless of the location or time it occurs.

Use of District technology and electronic systems is at a user's own risk. The District makes no warranties, expressed or implied, regarding the level of service it provides and shall not be held responsible for any damages, including those caused by loss of data, service interruptions, use or inability to use, or the accuracy, quality or appropriateness of information obtained through use. The District has taken precautions to filter inappropriate material; however, it is impossible for the District to prevent user access to all controversial and inappropriate materials.

Users shall be responsible for any unauthorized costs, including for download, line, telephone, or equipment charges or fees. A user who intentionally or negligently damages or destroys District technology and electronic systems shall be responsible for all costs of repair and replacement.

The Director of Technology and the Building Principal will make all decisions regarding user compliance with this AUP and access and use of District technology and electronic systems.

Failure to follow this AUP will result in loss of privileges, disciplinary action, and appropriate legal action under the Illinois School Code or other state or federal laws and regulations.

There is no expectation of privacy when using District technology and electronic systems. District administrators and technology staff are authorized to monitor and read all e-mail, data files, and any other material or communications in such systems. The District will conduct investigations into misuse and illegal activity and will report to and cooperate with all appropriate law enforcement and other authorities.

Your signature below is legally binding and acknowledges that you have read, understand and agree to abide by the terms, conditions and expectations of this AUP.

I hereby request that I be allowed access and use of District technology and electronic systems. I hereby release the District and its Board members, employees, and agents from any claims and damages for any harm arising from my use or inability to use District technology and electronic systems. I accept full responsibility for my use of District technology and electronic systems.

**Employee:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Job Title: \_\_\_\_\_