

# Libertyville District 70 Acceptable Use Procedures and Guidelines for Substitutes

## Statement of Purpose

Libertyville School District 70 believes that all staff should have access to educationally appropriate technology when they act in a responsible and legal manner. Network and Internet access is provided for employees of the District in carrying out professional responsibilities. The purpose of these procedures is to establish guidelines for staff use of the district's technology systems and equipment (**see definitions**), including those that provide access to the Internet. All such use must be in support of educational objectives, be consistent with the goals and purposes of School District 70, and conform to the requirements of all district policies regarding staff conduct and behavior.

Internet access is a privilege, not a right, and carries responsibilities with it. The failure of any users to conduct themselves according to the terms of District 70 procedures and to follow the provisions of the Acceptable Use Procedures and Guidelines may result in loss of privileges, disciplinary and/or legal action. The signatures provided on the attached form, or in any electronic form adopted by the District, are legally binding indicating that the persons signing them have read and agreed to the terms and conditions and understand their significance.

## Definitions

**Technology systems and equipment:** shall include software, desktop and laptop computers, servers, networks, printers, telephones, faxes, PDAs or other portable devices, cameras, scanners, external drives or devices, and other emerging technologies. Personal computers or other devices may not be installed or used on the District 70 network.

**Users:** Authorized users of district technology systems and equipment shall include administrators, certified and non-certified staff, students, substitute teachers, student teachers, and School Board members. Limited guest access for presentation purposes is allowed via a secure wireless network, once the guest has agreed to the terms of the District 70 Acceptable Use Procedures and Guidelines.

**Limitations:** Use of the Internet is undertaken at the user's discretion. District 70 is not responsible for any information that is retrieved via the Internet. The District specifically denies responsibility for the suitability, reliability, accuracy, or timeliness of Internet information. The District is not responsible for any information that may be lost, damaged or otherwise unavailable when using the network, nor for loss resulting from delays, non-deliveries, missed deliveries, service interruptions or failed backups. District 70 makes no warranties, expressed or implied, for Internet services. The District retains the right to perform upgrades and scheduled or unscheduled maintenance, which may make equipment and systems temporarily unavailable to students and staff.

**Privacy:** District 70 reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and all information transmitted or received in connection with such usage, including email. All such information files shall be and remain the property of District 70 and no user shall have any expectation of privacy regarding such materials.

## Acceptable and Unacceptable Use For Staff

### **Acceptable Use:**

Access to, and use of the technology systems and equipment provided by District 70 are intended for educational purposes only, and must be consistent with the educational objectives of the District. Staff members are expected to conduct themselves professionally in all technology related communications and activities.

**Unacceptable Use:**

The user is responsible for his/her actions and activities involving the use of district technology. Examples of unacceptable use include, but are not limited to:

- a. Sharing of, or asking for the passwords or account information of others.
- b. Logging into the system as anyone other than yourself.
- c. Invasion of privacy, including accessing or modifying accounts or data of other users; or disclosing personal identifying information about others.
- d. Illegal activity, including copyright violations such as downloading or uploading software or media.
- e. Vandalism, including intentionally or recklessly causing damage to any equipment, entity, data, or website.
- f. Posting, accessing, publishing, or displaying material that is defamatory, inaccurate, abusive, obscene, profane, threatening, pornographic, racially or sexually offensive, harassing or illegal.
- g. Use of the network for personal financial gain or advertisement, including gambling.
- h. Circumventing anti-virus, user authentication, content filters, or other security features.
- i. Creating or forwarding chain letters, SPAM, or other unsolicited or unwanted messages.
- j. Installing or running unauthorized software on the District's computers or network without the permission of the Tech Department.
- k. Attempting to commit any action that would constitute an unacceptable use if accomplished successfully.

**Consequences for Violations:**

Violations of these procedures will result in consequences, which may include, but are not limited to:

- a. Verbal or written reprimand
- b. Suspension or revocation of technology privileges
- c. Civil or criminal prosecution
- d. Dismissal from employment due to insubordination (intentionally disobeying these procedures and guidelines)

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**Every network user must read and sign below:**

*I have read, understand and agree to abide by the terms of the foregoing Acceptable Use Procedures and Guidelines. Should I commit any violation or in any way misuse my access to Libertyville School District 70's technology systems and equipment or the Internet, I understand that my access privilege maybe revoked and disciplinary and/or legal action may be taken against me.*

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*Name (PRINT CLEARLY)*

.....  
*Signature*

.....  
*Date*