

# Libertyville District 70 Acceptable Use Procedures and Guidelines for Students

## Statement of Purpose

Libertyville School District 70 believes that all students should have access to educationally appropriate technology when they act in a responsible, trustworthy, courteous and legal manner. Internet access, online services, and 21<sup>st</sup> century learning technologies improve student communication and student collaboration skills, provide access to people and material from all over the world, and build digital citizenship skills. The purpose of this document is to establish guidelines for student use of the district's technology systems and equipment (**see definitions**), including those that provide access to the Internet. Network and Internet access is provided for students as a tool for learning. All such use must be for educational purposes, be consistent with the goals and objectives of School District 70, and conform to the requirements of all district policies regarding student 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 policies and follow the provisions of these Acceptable Use Procedures and Guidelines may result in loss of privileges, disciplinary and/or legal action. The signatures provided in electronic format on the District's registration forms, or on any paper versions of the same, are legally binding indicating that the persons signing them have read the terms and conditions and understand their significance.

## Definitions

- **Technology systems and equipment:** shall include software, desktop/laptop computers, servers, networks, printers, telephones, faxes, tablets or other mobile devices, cameras, scanners, external drives or devices, and other emerging technologies. Student owned computers or other devices may not be installed or used on the District 70 network.
- **Privacy:** Libertyville School 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 any and all information transmitted or received in connection with such usage, including email. All such information files shall be and remain the property of Libertyville School District 70 and no user shall have any expectation of privacy regarding such materials.
- **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, or service interruptions. District 70 makes no warranties, express 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.

## Google Apps for Education and other Third Party Services

Libertyville School District 70 may utilize computer software applications and web-based services that are operated by third parties. These services include: Google Apps for Education, Renaissance Learning, BrainPop, Typing Agent and other similar educational programs. In order for students to utilize these services, the provider often requests students' personal information in the form of name

and email address. Under the federal Children’s Online Privacy Protection Act (COPPA), these services must obtain parental consent before collecting personal information from children under the age of 13. The law permits Libertyville District 70 to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given for each website requesting a student’s personal information. Parent/Guardian acceptance of this option via a signature on the InfoSnap online registration page will constitute consent for the District to provide a student’s personal information, consisting of his or her first and last name, email address, and username to the third party services on file at the District office.

## **Acceptable and Unacceptable Use For Students**

### **Acceptable Use:**

Access to, and use of the technology systems and equipment provided by District 70 must be for educational purposes only, and must be consistent with the educational objectives of the District.

### **Unacceptable Use:**

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

1. Sharing of, or asking for the passwords or account information of others.
2. Logging into the system or any account as anyone other than yourself.
3. Invasion of privacy, including accessing or modifying accounts or data of other users; or disclosing personal identifying information about others.
4. Illegal activity, including copyright violations such as downloading or uploading software or media.
5. Vandalism, including intentionally or recklessly causing damage to any equipment, entity, data, or website.
6. Posting, accessing, publishing, or displaying material that is defamatory, inaccurate, abusive, obscene, profane, threatening, racially or sexually offensive, harassing or illegal.
7. Use of the technology systems and equipment for personal financial gain or advertisement, including gambling.
8. Circumventing anti-virus, user authentication, content filters, or other security features.
9. Installing or running unauthorized software on the District’s devices or network without the permission of the Technology Department.
10. Attempting to commit any action that would constitute an unacceptable use if accomplished successfully.

### **Consequences:**

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

1. Notification of parents/guardians
2. Suspension or revocation of technology privileges
3. School consequences (detentions, suspensions, expulsions)
4. Civil or criminal prosecution

