



# SUNSET RIDGE SCHOOL DISTRICT 29

525 Sunset Ridge Road • Northfield, Illinois 60093

PH: 847.881.9400 • FX: 847.446.6388 • [www.sunsetridge29.org](http://www.sunsetridge29.org)

*Cultivating an inclusive learning community that engages the hearts and minds one child at a time.*

## **SUNSET RIDGE SCHOOL DISTRICT 29 TECHNOLOGY SYSTEM ACCESS AND ACCEPTABLE USE PROCEDURES (AUP) FOR STUDENTS**

The purpose of the Sunset Ridge School District 29 Technology System is to advance and promote educational opportunities, innovation and excellence and provide students access to a worldwide array of academic resources consistent with the goals of our District. These resources are being provided to enrich educational activities as well as improve communications between the District and community.

The District 29 Technology System consists of but is not limited to network servers, services and systems, email, computers, tablets, and/or mobile devices, software and other applications, web-based resources, hardware, printers, scanners, Interactive Whiteboards and handheld devices, including those adopted or implemented in the future. It is required that all network systems and resources be used for school-related activities only in a responsible, efficient, ethical and legal manner. The rules and conditions of this AUP apply to all above stated District technology resources wherever and whenever they are being accessed, as well as personal devices being used in the school environment.

The District 29 Technology System was established by the Board of Education to comprise part of and to function in support of the curriculum and of students' mastery of the curriculum. The System does not constitute a public forum. The District reserves and retains the right to regulate the content of and links to the System. The District also has the right to and does monitor use of its System. Except as provided by federal and state statutes protecting the confidentiality of students' education records, no user of the System has an expectation of privacy in connection with such use.

With respect to any of its computers, tablets, mobile or handheld devices with Internet access, the District will use technology protection measures in compliance with the Children's Internet Protection Act (CIPA) to protect minors and all users against access through such computers to visual depictions that are obscene, constitute child pornography or are otherwise harmful to minors.

The Board of Education further recognizes that the effective operation of the System depends upon the existence and enforcement of guideline rules for the efficient, ethical and legal use of its resources. The Administration will adopt and enforce rules that limit the acceptable and ethical use of the System to educational purposes. Such rules shall be distributed to District employees, students and other members of the District 29 community who are afforded access to the system.

Violation of the AUP Rules shall be subject to consequences including but not limited to loss of system access privileges, school discipline, and referral to law enforcement authorities or other legal action as deemed appropriate.

The rules shall, among other points, address:

1. Expectations for responsible use of the District Technology System as well as personal devices used in the educational environment;
2. Measures designed to restrict access by minors to inappropriate matter on the Internet and Web;
3. The safety and security of minors when using electronic mail, group chats, and other forms of digital communication resources and devices;
4. Unauthorized access, including "hacking" and other unlawful activities by minors and other users online;
5. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors or other persons;
6. Consequences for violation of rules.

### **Rules of District 29 Technology Systems**

All users of the District 29 Technology System must comply with the District AUP Rules as amended from time to time. Students are expected to abide by the technology rules set forth in this document. They are responsible for their actions and activities involving the District 29 Technology Systems and personal devices used in the school environment and if allowed at home.

The District provides access to the District 29 Technology System as a privilege. The Superintendent and/or School Principal, with consultation from necessary parties, will make all decisions regarding whether or not a user has violated the rules and/or its related regulations and may deny, revoke, or suspend access at any time.

Students should have no expectation of privacy in their use of the system, resources and devices. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message or file sent, received, or stored on the Technology System. The District has the right to and does monitor use of the system, resources and devices by students, including students' access of the Internet, as part of system maintenance and to determine whether the use is consistent with federal and state laws and District policies and rules.

#### **A. Students Will:**

1. Be responsible for the proper care, storage, transport and utilization of District 29 technology resources in school and if allowed at home. Students will be held accountable for lost or damaged equipment even if the loss or damage is due to careless use.
2. Follow all rules concerning copyright and cite resources appropriately.
3. Use software and applications in accordance with the District licensing agreements.
4. Be polite and considerate in all forms of electronic communication.
5. Keep all passwords, electronic accounts and personal information about themselves and others private, including email, home addresses, phone numbers and photos.
6. Report any knowledge of inappropriate use, security risk or illegal activity on District 29 technology resources to a teacher, administrator or District 29 technology employee.
7. Respect privacy and the work of others when using shared District 29 technology resources.

8. Keep all personal electronic or cellular devices turned off and secured in a locker during school hours unless special permission has been granted by their teacher, the Director of Technology or school administrator. These items include but are not limited to:
  - a. Cell phones, Tablets, Mp3 players, Cameras/video recorders, all other recording devices.

#### **B. Students will NOT:**

1. Engage in activities that are not related to District educational purposes or which are disruptive to classroom instruction.
2. Knowingly conduct any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any law.
3. Communicate in a way that could be perceived as bullying, intimidating, harassing or threatening.
  - a. No use of the District Systems or devices to bully or intimidate other individuals.
  - b. No use of vulgarities, obscenities or any other inappropriate language.
  - c. No targeting an individual or group of individuals because of sex, color, race, religion, disability, national origin, or sexual orientation.
  - d. No participation in activities that support hate, racism or sexism.
4. Engage in unauthorized downloading or transferring of any software or applications regardless of whether they are copyrighted or scanned for viruses (including documents, images, audio and video clips, etc.).
5. Use personal devices during school hours without permission.
6. Use the network for commercial or private advertising.
7. Waste technology resources, such as paper, toner, file space, and bandwidth.
8. Attempt to hack or gain unauthorized access to files, resources or entities.
9. Intentionally invade the privacy of individuals, by the unauthorized disclosure, dissemination or use of information about anyone that is of a personal nature.
10. Use another student's or other user's account or password.
11. Access or modify other people's files when collaborating or sharing devices.
12. Post or modify material and resources authored or created by another without his/her consent.
13. Post anonymous messages (unless it is part of an academic activity that is approved by an instructor or administrator).
14. Use the District network or devices while access privileges are suspended or revoked.
15. Attempt to destroy, modify, overload, or otherwise abuse any District owned technology system and/or resources in any way.

#### **C. Careless Use of District Technology Resources**

All students will be instructed on the proper care and use of District 29 technology resources and devices at the beginning of the year and frequently throughout the year. They will be held accountable for damage or loss even if accidental or due to carelessness. This includes damage or loss as the result of improper storage, transport and utilization.

#### **D. Vandalism**

Vandalism or attempted vandalism to the District 29 Technology System, services and/or resources, is prohibited and will result in discipline and/or potential legal action as set forth in Section I of these AUP Rules. Vandalism is any malicious attempt to harm or destroy property or data of the District 29 Technology System and its users. This includes but is not limited to:

1. Intentionally damaging District technology equipment;
2. Downloading, uploading or creating computer viruses;
3. Intentionally overloading computer storage and bandwidth capacity;
4. Attempting illegal access to or modification of information held in restricted sites (“hacking”);
5. Unauthorized removal of technology equipment and resources belonging to teachers, students or the District from the district buildings.

#### **E. Discipline Regarding Off Site Abuse of Technology**

The District may discipline a student whose off-site use of school or personal devices causes or can reasonably be expected to cause a substantial disruption of the school environment, regardless of the activity or disruptor’s use of the System. This includes but is not limited to off-site activities such as electronic communication, social networking, and web-site posting.

#### **F. Web Site Publishing**

1. All content on any web-site created by a student using the District 29 Technology System, including links to sites outside the District pages, must receive approval by the classroom teacher or an administrator. All contents of a web-site created by a student using the system, must conform to the AUP Rules.
2. Copies of videos, photos and student projects may not be posted on any public web-site without proper authorization and consent.

#### **G. Personal Devices**

At times, students may be granted permission to use their personal devices, such as, but not limited to laptops, smart-phones, mp3 players, tablets, etc., in school for academic purposes. Under these circumstances, devices will receive the same type of filtered Internet access as the Sunset Ridge District 29 technology system resources. The use of personal devices in the school environment requires approval of the Administration and the Director of Technology. The school reserves the right to restrict access for any guest/personal devices for any reason. Students may not access the Internet or engage in any other communication using personal devices during school hours unless such access is by means of approved Internet access provided by the District.

#### **H. Disclaimer/Indemnification**

1. The District makes no warranties of any kind whether expressed or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. The District is not responsible for the accuracy or quality of information obtained through the system.
2. The District is not responsible for any user's intentional or unintentional access of the material on the Internet that may be obscene, indecent, or of an inappropriate nature. The District will make every attempt to filter, monitor and prevent access to such sites.
3. The user and his or her parents or guardian agree to indemnify the Sunset Ridge School District 29 for any losses, costs or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the Student AUP Rules and Agreement including such incurred through copyright violation.
4. An elementary or secondary school must provide notification to the student and his or her parent or guardian that the elementary or secondary school may conduct an investigation or require a student to cooperate in an investigation if there is a specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

## **I. Consequences for Violations**

Failure to comply with the AUP Rules and any administrative regulations and rules governing the use of the District Technology System, will result in disciplinary action by staff, administration, and/or the Board of Education. Consequences may include but are not limited to the actions listed below. Minimum disciplinary action will include a reprimand by teacher or administrator.

Additional actions as deemed appropriate will include:

1. Parent notification
2. Parent conference
3. Loss of access to specific technology and/or designated area for an undetermined amount of time
4. Restoration/restitution
5. Confiscation and forfeiture of inappropriate item(s)  
Multiple infractions, vandalism or egregious misuse may result in:
6. Extended or permanent loss of privileges
7. Confiscation and forfeiture of inappropriate item(s)
8. Restoration/restitution
9. Administrative and/or Board of Education action, including possible suspension
10. Legal action
11. Notification to law enforcement

## **J. Damage Responsibility**

Sunset Ridge School District #29 is providing and administering a responsibility plan for students and parents as part of our 1:1 Device Learning initiative. Students are responsible to care for all devices

deployed by the District. Students are required to report any damages to district owned devices immediately. All classrooms are equipped with loaner devices should a student need a loaner device for the day. However, if the student requires a loaner to take home, the loaner device will be issued by the tech department. The student is responsible for caring for the loaner as his/her own device and will be responsible for damage and lost fees.

<b>Financial Responsibility</b>		
<b>Damage Repair Device</b>	<b>Lost/Stolen Device</b>	<b>Lost/Stolen Charger and/or Stylus</b>
Full Damage Cost	Full Cost of Device	Full Cost of Charger and/or Stylus
<ul style="list-style-type: none"> <li>● If a student is unenrolled from Sunset Ridge School District #29 for any reason, this protection plan agreement becomes null and void on that date. There are no refunds once this agreement becomes active on the date the device is issued. The device must be returned on the last day of student attendance.</li> <li>● If a student loses a Device more than once, take-home privileges may be revoked.</li> </ul>		

\*\* Please refer to the Student AUP for more details on how to care for a District owned device.\*\*

**District Issued Accessories**

Sunset Ridge School District #29 students have been issued a charging cable, case and a stylus for Chromebooks. They will be required to turn in the device, charger, case and stylus (for Chromebooks) at the end of the school year or on the last day of attendance. The students will be required to pay for the cost of repair/replacement of the cords, case or stylus in the event any equipment is lost, stolen, or damaged.

# Digital Citizenship Pledge



I will tell my teacher if I read or see something on my device that is inappropriate.



I will never attempt to hack, bypass, destroy, modify, or overload any school technology resources, security systems or filtering systems in any way.



I will work only on projects and activities that are school related and approved by my teacher.



I will never damage or tamper with the school technology system or equipment belonging to other people.



I will never bully, ridicule or harass others. I will not record, view, send, post or display inappropriate or hurtful messages, pictures or videos.



I will keep my passwords secure, only use my files and folders, and not compromise content created by others.



I will use appropriate language in all communication.



I will follow AUP rules regarding the use of personal devices during school hours.



I will keep personal information about others and myself private.



I will use the school's equipment carefully and responsibly.



I will obey copyright rules.

I, \_\_\_\_\_, read the above agreement with my parents. I understand that if I break any of these promises, I can lose the privilege to use technology resources. I may have to pay for damages and possibly face additional consequences.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date