Acceptable Use of Technology   420-4

Purpose and Philosophy
ETHS provides networked information resources to facilitate communication and the exchange of ideas in pursuit of the District's curricular, research, and administrative goals. The District also supports the use of technology as a tool for efficient and effective management of District resources and affairs.

ETHS computing and network resources are for the use of authorized students, staff, and affiliated organizations. The District's electronic network is part of the curriculum and is not a public forum for general use.

The use of ETHS technology resources is a privilege, not a right. Inappropriate use of technology resources may result in the cancellation of this privilege and/or other disciplinary measures up to and including dismissal.

Internet Safety
In accordance with the Children's Internet Protection Act, the District installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such materials.

Security
Various security measures are implemented on District equipment and networks. Security is given an extremely high priority because network disruption or data theft or corruption affects the entire community of users.

Users are expected to follow reasonable behavior to ensure secure use of the network. If a user identifies a security problem, she/he must notify technology staff immediately.

Disclaimer: No Expectation of Privacy
ETHS makes no warranties of any kind, whether expressed or implied, for the network facilities provided. The District is not liable or responsible for any information that may be lost, damaged, or rendered unavailable due to difficulties with the equipment or network provided. The District is not responsible for telephone or credit card bills or any other charges incurred by users of the network. Use of any information obtained via the network is at the user's risk. The District specifically denies any responsibility for the accuracy, suitability, or quality of the information acquired through its network facilities and for any breaches of confidentiality or for defamatory material.

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Users must recognize that there is no assurance of confidentiality with respect to access to files and/or transmissions by persons inside or outside of the District. Users should not expect that email or files stored or transmitted on District servers will be private. All such files and transmissions are District property. ETHS reserves the right to monitor and log technology use and to examine user files and actions as needed and at its discretion. Users cannot expect privacy as to their use of District technology.

Acceptable Use
The primary use of District technology resources shall be for the purpose of education, research, or district business or activities related to the pursuit of these activities.

Use of all District resources including technology is subject to the appropriate provisions of the *Faculty Handbook* in regard to assault, intimidation, and harassment.

Users must adhere to all laws and school policies, including without limitation those regarding copyright, trademark, fair usage, and plagiarism.

District technology is presented as a means of communication and to access online resources. Users are expected to respect the intended purpose of the technology provided and shall not attempt to manipulate or modify the system.

Limited personal use consistent with this policy is permitted.

Staff who use technology **will** engage in careful and courteous use of technology resources, including but not limited to activities such as the following:

1. Adhering to the rules of copyright and assume that any software that they did not create is copyrighted (unless it is labeled "freeware" or "public domain")
2. Adhering to licensing agreements governing the uses of shareware
3. Noting that email is not guaranteed to be private
4. Being responsible at all times for the proper use of their access privileges
5. Taking responsibility for any activities using technology that is borrowed by them or under their account or password
6. Maintaining the integrity of technology resources from potentially damaging messages, physical abuse, or viruses
7. Abiding by the policies and procedures of networks and systems linked by technology
8. Protecting the privacy of other users and the integrity of the system by avoiding misuse of passwords, others' files, equipment, and programs
9. Abiding by any District guidelines, policies and procedures regarding the use of technology and social media
10. Abiding by any provisions in the *Faculty Handbook* that relate to the use of technology
11. Abide by the procedures for communicating electronically with students.

Staff who use technology **will not** engage in any unacceptable use of technology resources, including but not limited to activities such as the following:

1. Accessing, downloading, distributing, displaying, creating, submitting or posting harmful, indecent, offensive, pornographic, or otherwise inappropriate messages, pictures, or materials
2. Engaging in harassing, offensive, obscene, bullying, or defamatory speech
3. Threatening, harassing, or attacking others
4. Using the network for any illegal purpose or activity
5. Using the network for commercial or private enterprise
6. Engaging in vandalism such as graffiti, tampering with or damaging the computer workstation, computer network, peripheral equipment or associated furniture, or spreading computer viruses
7. Invading the privacy of others by the unauthorized disclosure or dissemination of information of a personal nature
8. Gaining or attempting to gain unauthorized access to files, resources, or entities
9. Attempting to harm or destroy, or harming or destroying, District technology or data of other users on the school network or the Internet
10. Posting material authored or created by others without their consent
11. Unauthorized downloading of software, loaning technology to others, or violating copyright laws or software licensing agreements
12. Using other users' passwords, misrepresenting themselves, or otherwise engaging in identity theft
13. Using the network while access privileges are suspended or revoked
14. Engaging in inappropriate communication with students per the District procedure for communicating electronically with students.
15. Engaging in inappropriate phone calls with students. All phone calls with students must be related to school activities and/or instruction.
16. Participating in online gaming with students.

Disciplinary Action

Users are responsible for their own actions regarding the use of ETHS technology.

Minimum disciplinary action will include a conference or reprimand. Additional action as deemed appropriate may include loss of access to specific technology and/or designated area for a minimum of 3 school days up to 10 school days[*] or confiscation of inappropriate item(s). The District may utilize the progressive discipline process and depending upon the severity of the offense, will include further disciplinary action, up to and including dismissal.

The District may discipline an employee for misconduct that occurs on or through the employee's personal website or other off-site electronic activity, including but not limited to Facebook, twitter and personal email, even if that misconduct takes place outside of normal school/business hours, if there is a sufficient connection between the misconduct and the

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[*] Multiple infractions or egregious misuse may result in extended or permanent loss of privileges.

employee's job functions, without regard to whether that activity or misconduct involved use of District-provided technology.

Consequences of Policy Violation

Failure to comply with this policy or *Authorization for Staff Access* or any administrative regulations governing the use of District technology may result in disciplinary action including without limitation loss of technology use privileges, suspension, notice to remedy, and dismissal. Activities that violate local, state, or federal law may be subject to prosecution.

Authorization for Staff Access

Each staff member must sign the District's *Authorization for Staff Access* as a condition for using the District's electronic network.

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measure to protect against unreasonable access shall be taken before confidential student information is loaded onto the network or onto any computer that is used outside the ETHS network.

Additional Rules and Actions

The Superintendent shall establish regulations, guidelines, and procedures and shall take appropriate action to implement this policy.

Legal Reference: Children's Internet Protection Act, 47 U.S.C. §254, P.L. 106-554.
20 U.S.C §6801 et seq.
47 U.S.C. §254(h) and (l).
720 ILCS 135/0.01.

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Please Sign   Date

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