



## STAFF RESPONSIBLE USE POLICY Sycamore CUSD #427

The following must be read by each member of the District staff as a condition to using the District's computer network and computers ("Computer Network"). The Computer Network shall include all computer hardware and software, all information accessed by Internet sites, E-Mail, the District's web site, on-line services and bulletin board systems.

Access to the Computer Network exists to support the District's educational responsibilities and mission and is provided as a privilege by the District. The specific conditions and services that are offered will change from time to time. In addition, the District makes no warranties with respect to the Computer Network, and it specifically assumes no responsibilities for:

1. Any costs, liability, or damages caused by the way the personnel misuse his/her Computer Network access;
2. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the District;
3. The privacy of electronic mail or any material that is stored, transmitted, or received via the District's Computer Network;
4. Any retrieval of or access to illegal, obscene or indecent material or information;
5. Any information that may be lost, damaged, or become unavailable when using the network; or
6. Any information that is retrieved, transmitted, or disseminated via the Internet.

### **Responsible Use**

The use of on-line network computer services must at all time be in support of education and research consistent with the educational objectives of the District. All users of the District Computer Network must comply with all policies and procedures governing the use of technology.

### **Prohibited Use**

Unethical and irresponsible behavior as defined below is prohibited and shall result in disciplinary action which may include, but is not limited to, all discipline available under the District's policies, suspension or revocation of Computer Network privileges, and/or appropriate legal action.

Unethical and irresponsible use of the **District's Computer Network** shall include, but not be limited to:

1. Use of the Computer Network to access, retrieve, or view obscene or indecent materials. Obscene or indecent materials are those materials which, in context, depict or describe in terms patently offensive, as measured by contemporary community standards and do not have any serious literary, artistic, political or scientific value.

2. Use of the Computer Network to access, retrieve or view or disseminate any material in violation of any federal or state regulation or District policy. This includes, but is not limited to, improper use of copyrighted material, improper use of passwords or access codes, disclosing any user's full name, home address, or phone number or that of another student or teacher.
3. Unauthorized use of the Computer Network to transfer software program files to or from a District computer.
4. Use of the Computer Network for profit from commercial activities including advertising or sales.
5. Use of the Computer Network in a manner that is directed toward or intended to harass, threaten, intimidate or demean an individual or group of individuals because of color, creed, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status (including pregnancy), or other legally protected category.
6. Use of the Computer Network to substantially threaten or actually disrupt the educational process or interfere with the rights of others at any time either during school days or after school hours.
7. Use of the Computer Network in any manner, which intentionally disrupts the information network traffic or interferes with the network and/or connected systems.
8. Use of the Computer Network to gain unauthorized access to the files of others or vandalize the data or files of another user.
9. Use of the Computer Network to gain access to unauthorized areas.
10. Use of the Computer Network to improperly forge or alter electronic mail messages or to use an account owned by another user.
11. Use of the Computer Network to invade the privacy of any individual, including the unauthorized disclosure, dissemination and use of information about anyone that is of a personal nature.
12. Use of the Computer Network to download, copy, print or otherwise store or possess any data, which might be considered in violation of these rules.
13. Using another's account or password.

### **Personal Use**

The Computer Network is provided to support the educational mission of the District. The Computer Network is to be used primarily for school-related purposes. Incidental personal use of the Computer Network must not interfere with the employee's job performance, must not violate any of the rules contained in this and other District policies and procedures, and must not damage the District's Computer Network or Equipment. Personal privacy does not apply on district owned computers as the District has the right to track network, e-mail and Internet usage.

Revised August 2015

## **Removal of District Computers from School Property**

Upon signing the attached *Agreement for Access to District Computer System and Off Campus Use of District Computer by Employee*, the employee may take his/her assigned District computer off school property overnight or for longer periods, including holidays, weekends, extended breaks and summer break. Non-employees are not permitted to use the District assigned computer when it is off campus. All of the terms of this Staff Responsible Use Policy apply to the off campus possession and use of the District's assigned computer equipment.

Permission for removal and use of the District's computer equipment and network off school property is a privilege and may be revoked at any time. Failure to return the equipment to school after use off campus may result in actions being taken by the District to recover the equipment as described herein.

USE OF DISTRICT ASSIGNED COMPUTER OFF SCHOOL PROPERTY IS NOT PERMITTED UNLESS THE *AGREEMENT FOR ACCESS TO DISTRICT COMPUTER SYSTEM AND OFF CAMPUS USE OF DISTRICT COMPUTER BY EMPLOYEE* IS SIGNED AND RETURNED TO THE SUPERINTENDENT'S DESIGNEE.

## **Confidentiality**

District employees shall comply with all applicable records confidentiality laws, including but not limited to: the Family Educational Rights and Privacy Act, the Illinois School Student Records Act, the Mental Health and Developmental Disabilities Confidentiality Act, and the Personnel Records Review Act. An e-mail message may constitute an "education record" which is protected under the law and may be obtained via the Freedom of Information (FOIA) Act.

## **Advertising**

Advertising and solicitation on District computers is prohibited. This includes District employees sending advertising messages from a home or outside computer to District e-mail users.

## **Fund-raising, Nonprofit or Charitable Solicitation**

The use of the Computer Network for transmitting announcements of non-profit or charitable events other than those approved by the District is prohibited.

## **Representing Personal View(s) as Those of the District**

Any e-mail sent from a District computer contains a return address which identifies the District. Therefore, sending an e-mail is the same as using school and/or District letterhead and should be used with caution.

## **Installing Software Programs Without Permission**

The cumulative effect of unauthorized software program installation, including downloading of software programs from the Internet for installation on District computers, in terms of degradation of performance, virus transfer, maintenance, and copyright/licensing issues can be significant. Therefore, no software installation on District computers is allowed without pre-approval from a building technology coordinator.

## **E-mail Usage**

District employees are asked to follow these procedures when utilizing e-mail:

1. Be polite and use appropriate language.
2. Do not reveal personal information of others, including addresses or telephone numbers.
3. Do not use another person's e-mail account.
4. Recognize that District electronic mail is not private. People who operate the system have access to email. Messages relating to or in support of illegal activities may be reported to the authorities. The law requires that the District archive all email. Email is subject to FOIA. An email message may constitute an "education record" subject to disclosure to parents/guardians or eligible students.
5. Perform regular e-mail maintenance making sure to observe and comply with any applicable District policies and procedures, rules, guidelines, and regulations.
6. The District e-mail system is provided for efficiency in the operation of school business and educational goals. Therefore, forwarding chain letters, jokes, movie files and graphics is discouraged.
7. Use care in opening attachments. If an attachment file extension is not recognized (such as .ppt or .doc) or if the sender is unknown or not recognized, it is best not to open the attachment. Delete it as it might be a virus. It is normal procedure to tell a person in advance that an attachment is being sent to them, so he/she expects its arrival.

## **Disclaimer**

The District makes no warranties of any kind whether expressed or implied for the Computer Network. The District will not be responsible for any damages suffered including the loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions. Use of any information obtained via the Computer Network is at the user's own risk. The District denies any responsibility for the accuracy or quality of information obtained through the Computer Network.

## **Security**

Security in any network is a high priority and must be a priority for all users. If any user of the Computer Network is aware of any security risk or abuse of the Computer Network, the personnel member must notify an administrator immediately. Students and personnel are prohibited from sharing their log-in ID or password with any other individual. Any attempt to log onto the Computer Network as another individual will result in immediate revocation of system privileges.

## **Vandalism**

Any vandalism or attempted vandalism (physical or electronic) to the Computer Network in any way is prohibited and will result in immediate revocation of Computer Network privileges, disciplinary action, and/or appropriate legal action. Vandalism includes, but is not limited to, the downloading, uploading or creation of computer viruses. In case of damage or loss of the

assigned equipment due to theft or vandalism, said matter must be reported to the appropriate law enforcement agency and to the Building Principal immediately. Full cooperation in any investigation conducted by the police or the District is expected.

### **Return of Equipment**

The Building Principal may request return or surrender of the assigned District computer at any time. Upon voluntary or involuntary termination of employment with the District, the equipment must be returned to the Building Principal's office within three calendar days. If an employee fails to return or properly account for the assigned District computer and/or equipment, the District may pursue all available legal remedies to secure the return of the equipment or compensation for the loss of or damage thereto.

### **Consequences for Violations of this Policy**

Any user of the Computer Network who engages in any of the prohibited acts listed above shall be subject to discipline which may vary depending on the nature and severity of the specific violation and which may include: (1) Revocation of system privileges; (2) Disciplinary action including, but not limited to, reprimand, suspension, and/or termination of employment; and (3) appropriate legal action.

**AGREEMENT FOR ACCESS TO DISTRICT COMPUTER SYSTEM BY EMPLOYEES  
AND FOR OFF CAMPUS USE OF DISTRICT COMPUTER**

**This portion must be read and signed by each employee as a condition for using the District's Computer Network:**

By signing this Agreement, I acknowledge that I have read, understand and will abide by the **Staff Responsible Use Policy**. I understand that the District and/or its agents may access and monitor my use of the District's Computer Network, including the Internet, my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges will be revoked, and disciplinary action and/or legal action may be taken. In consideration for using the District's Computer Network and having access to public networks, I hereby release the District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's Computer Network, including the Internet.

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EMPLOYEE NAME (PLEASE PRINT)	SIGNATURE	DATE
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**This portion must be read and signed by each employee provided with a District-owned computer in order for the employee to be permitted to remove the District-owned computer from school property:**

By signing this Agreement, I acknowledge that I have received, in good condition, a computer owned by Sycamore CUSD No. 427 for use by me during my employment by the District.

At the request of the Superintendent's designee or upon my voluntary or involuntary termination of employment with the District, I will return the assigned computer equipment to the Building Principal's office within three calendar days. In case of damage or loss of the assigned equipment due to theft or vandalism, I will report said matter to the appropriate law enforcement agency and the Building Principal immediately and cooperate fully in any investigation conducted by the police or the District.

I understand that if I fail to return or properly account for the assigned computer equipment belonging to Sycamore CUSD No. 427, the District may pursue all available legal remedies to secure the return of the equipment or compensation for the loss of or damage thereto.

Make/Model: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Date Provided: \_\_\_\_\_ Date Returned: \_\_\_\_\_

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EMPLOYEE NAME (PLEASE PRINT)	SIGNATURE	DATE
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