

**MT. ZION COMMUNITY UNIT SCHOOL DISTRICT #3
STUDENT GUIDELINES USE OF COMPUTER NETWORK SYSTEM**

A. Acceptable Use

The use of computers and related services and media in the Mt. Zion School District must at all times be consistent with the objectives of the District. Every user of computers and computer network services (the “computer network system” or “system”), including school-based Google account, in the District must comply with these guidelines. The Superintendent or designee may revise these guidelines from time to time as needed for or useful to, sound operation and management of the system.

B. Privileges

The network is provided to conduct research and communicate with others; the Internet is to be used for educational research and/or academic purposes only. This includes when using personally-owned devices on the school campus. Access of the district computers and networks, including the Internet and school-based Google account, is a privilege and not a right. Inappropriate use of the system may result in discipline, including loss of computer use privileges.

C. Authorization for Internet Access

Each staff member, student and parent/guardian, and adult user of the network must sign the District’s Authorization for Internet Access as a condition for using the District’s Internet connection. Failure of any student, staff member, or adult user to follow the terms of the Authorization for Internet Access, or the policy, will result in the loss of privileges, disciplinary action and/or appropriate legal action. All use of the Internet may be tracked—student, staff member, and adult.

Child Internet Protection Act (CIPA)

The Mt. Zion School District will use Internet filtering mechanisms on all internet enabled computers to restrict the access of minors and adults to inappropriate Internet sites. Filtered sites will include obscene, child pornography, and other sites harmful to children. All on-line activities including electronic messaging or electronic communication by minors and adults will be monitored. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors are prohibited. Unauthorized online access, including “hacking” and other unlawful activities, is prohibited.

It shall be the responsibility of all members of the Mt. Zion CUSD #3 staff to educate, supervise and monitor appropriate usage of the online computer networks and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting children in the 21st Century Act.

D. Email/Student Web Pages

Email provided to students of the District is primarily for internal educational communications. Student email is not private and students should have no expectation of privacy when utilizing school provided email. Student email addresses should not be available to the public unless deemed appropriate by the administration for educational purposes. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, and student to administrator email correspondence should follow proper etiquette guidelines and be within the scope of educational communication.

Any web pages created by a student using the System must be part of a district-sponsored activity, or otherwise be authorized by the appropriate district administrator. All content, including links of any web site created by a student using the System must receive prior approval by the classroom teacher or an appropriate district administrator. All contents of a web site created by a student using the System must conform to the Acceptable Use Guidelines.

E. Security of System and Responsibilities of System Users

Security in the system must be a high priority for all users. Do not disclose your log in ID or password to anyone, or attempt to log into the system as another person. Passwords should be changed periodically. The user is responsible for anything that occurs under their log in. If you become aware of any improper use of the system, or violation of security rules, you must notify an administrator, teacher, or the computer network system administrator immediately.

Users should not expect files stored on school-based computers or on their school-based Google account will be private. Electronic messages and files stored on the school-based computers or on their school-based Google account may be treated like school lockers. Administrators and faculty may review files and messages to maintain the integrity of the system and ensure that users are acting responsibly. Files will be scanned on a regular basis.

F. District Issued Devices

Students receiving a district-issued device should strive to keep it in like-new condition. The device should be kept in the district issued case when transporting or storing the device. Students will be responsible for loss and/or any needed repairs outside the scope of normal wear-and-tear in the same manner as a textbook. All district devices are monitored for acceptable use regardless of location, whether on school premises or not, and student use of the device should always fall under the scope of this document. Students who misuse or abuse the device may face disciplinary action.

District issued devices may be used with headphones during study hours. Students should keep in mind that their supervising teacher has access to view all browsing activities and screen shots of the student's screen at any given time during the school day. Students who are considered to be in violation of the Acceptable Use Policy may lose the privilege to utilize their device during study hall hours for a length of time up to the remainder of the school year.

In addition to the guidelines set forth in this document in regards to district-issued devices, students should strictly adhere to the "Use of Technology – Chromebook Procedures and Information for Students and Parents" document signed prior to receiving the device, also available on the district webpage at <http://www.mtzion.k12.il.us> under the "Information" tab.

G. Prohibited Uses

The following activities are unacceptable and prohibited, and shall result in disciplinary action which, in the case of students, may include disciplinary measures as provided under the Mt. Zion School Student Code of Conduct, as well as suspension or denial of computer network system privileges.

Do not use the system to:

1. Retrieve, view or disseminate obscene, indecent or vulgar materials, or C.D.'s.
2. Retrieve, view or disseminate any material in violation of any federal or state regulation or school policy. This includes, but is not limited to, improper use of copyrighted material and improper use of passwords or access codes
3. Transfer files or any software to or from a school computer without prior approval from an authorized staff member. No student jump drives are to be used on the network without approval of the Director of Curriculum and Technology. It is the District's intention to prevent the spread of technological viruses.
4. Engage in for-profit commercial activities, including advertising or sales.
5. Harass, threaten, intimidate, or demean any person or group of people.
6. Disrupt the educational process, or to interfere with the rights of others at any time, either during school days or after school hours. This includes Cyber Bullying as addressed in the District Bullying Policy.
7. Disrupt information network traffic, or to interfere with network and/or connected systems.
8. Gain access without permission to the files of others, or vandalize another user's data or files.
9. Gain unauthorized access to resources, entities, or the network operations system.
10. Gain access to unapproved software programs. Improperly forge or alter electronic mail messages, or use an account owned by another user.
11. Invade another person's privacy. This includes but is not limited to disclosing the full name, home address, or phone number of any other person. To protect their own privacy, users should not use the system to disclose their own names, addresses, or phone numbers, either.

12. Download, copy, print or otherwise store or possess any data, which might be considered in violation of these rules.
13. Activate chat rooms, e-mail (students -- unless approved by a teacher/administrator for classroom work), games, downloading of music, social networking sites, and/or other non-curricular based applications while on the Internet.

G. Vandalism

Any type of vandalism or attempted vandalism (physical or electronic) to District computers, the District network, files of others or to the computer network system is prohibited, and will result in immediate cancellation of computer network system privileges, disciplinary action and potential legal action. Vandalism includes, but is not limited to, the downloading, uploading, or creation of computer viruses.

H. Sanctions

If a user intentionally engages in any of the prohibited acts listed above, the user shall be disciplined in accordance with the Mt. Zion School District Student Code of Conduct and may be subject to the following disciplinary actions:

1. Suspension of Internet access or privileges;
2. Revocation of Internet access or privileges;
3. Suspension of computer network access (including school-based Google account);
4. Revocation of computer network access (including school-based Google account);
5. Saturday School
6. School suspension
7. Reprimand by administrator as deemed appropriate.
8. Referral to legal authorities for prosecution.

I. Disclaimer

Mt. Zion School District No. 3 makes no warranties of any kind whether expressed or implied, for the computer network system, which is provided for students and adults of the District. The District will not be responsible for any damages suffered including the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the system is at the user's own risk. The District denies any responsibility for the accuracy or quality of information obtained through the system. The District is not responsible for any unauthorized charges or for resulting from access to the Internet.

Adoption

This Internet Safety Policy was updated by the Mt. Zion School Board at a public meeting, following normal public notice, May 2016.

**Mt. Zion CUSD#3
Mt. Zion, Illinois**

STUDENT USER AGREEMENT FORM (Computer Network Account)

As a user of the Mt. Zion Community Unit School District #3 computer network, I hereby agree to comply with the above stated rules—communicating over the network in a responsible fashion while honoring all relevant laws and restrictions. I understand that individuals may be held liable for violations.

Name_____

Street Address_____

City, State & Zip_____

Home Phone#_____

Signature_____

Building_____

Please return this sheet to the William Rockey, Director of Curriculum and Technology.