

**CENTRALIA HIGH SCHOOL**  
**Acceptable Use Policy**

All users of the District Electronic Computer Network System must comply with the District's Acceptable Use Policy.

**A. Purpose**

1. Centralia High School is providing employees and students with access to the District's electronic communication system for educational purposes by facilitating resource sharing, innovation, and communication. This may include but not limited to personal file accounts, Internet access, and E-mail in order to promote educational excellence.
2. The use of the District's electronic networks shall
  - a. be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students.
  - b. comply with the selection criteria for instructional materials and library-media center materials.
  - c. assist the District in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.
3. The District's network is part of the curriculum and is not a public forum for general use. Users may not use the District system for commercial purposes, defined as offering or providing goods or services or purchasing goods and services for personal use during class time. District acquisition policies will be followed for the purchase of goods and services through the District system.
4. Users may not use the system for political lobbying, as defined by Illinois Statute (25 ILCS 170/1 et seq.) District employees and students may use the system to communicate with elected representatives and to express their opinion on political issues.
5. The term "educational purpose" includes use of the system for classroom activities and professional or career development.

**B. District Responsibilities**

1. The Superintendent of Centralia High School or designee will serve as coordinator to oversee the District system.

2. The Principal of Centralia High School will serve as the building-level coordinator for the District system. These duties will include approve building-level activities, ensure teachers receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students using the system, and be responsible for interpreting the District Acceptable Use Policy at the building level.
3. The Technology Coordinator of Centralia High School will establish a process for setting-up individual and class accounts, maintain executed user agreements, set quotas for disk usage on the system, establish a retention schedule, train staff on computer software, and establish a policy for using computer labs.
4. The Technology Specialist of Centralia High School will be responsible for maintaining the District computer hardware and the network.
5. The Technology Webmaster will work with the Technology Coordinator and Technology Specialist in developing and maintaining the Centralia High School website.

#### **C. Technical Services Provided through District System**

1. The electronic Computer Network System shall include all computer and software owned or operated by the District, The District's electronic service and the District's web site, the District's on-line services, bulletin board systems and direct or wireless connection to the System. "Use of the System shall include use of or obtaining access to the System from any computer terminal, wireless connection, personal or district laptop or computer system, whether or not the system is owned or operated by the District.
2. Filtering. The District will maintain a filtering device designed to block access to sites on the Internet that are considered obscene, pornographic, harmful to minors, and/or harmful to the System network and hardware. This is in accordance with the *Children's Internet Protection Act*.
3. An authorized person may disable the filtering device for bona fide research or other lawful purpose.

#### **D. Access to the System**

1. The District Acceptable Use Policy will govern all users of the District system.
  - a. Employee use will be governed by the District Acceptable Use Policy.
  - b. Student use of the system will be governed by the District Policy and the Student Acceptable Use Policy.
  - c. All users will be required to sign an authorization prior to use of the District system. The agreement states that all users will abide by the Acceptable Use Policies.

- d. Students and his or her parent(s)/guardian(s) must sign the authorization before being granted unsupervised use.
2. District employees and students will have access to the District system including the Internet.
  - a. Parents or guardians may specifically request that their child(ren) not be provided such access by notifying the District in writing.
  - b. Individual E-mail may be assigned to students.
  - c. File accounts will be assigned to students.
  - d. Individual E-mail and files accounts will be provided for District employees.
3. Guests may receive an individual account with the approval of a District administrator if there is a specific, District-related purpose requiring such access. Use of the system by a guest must be specifically limited to the District-related purpose. An agreement may be required by the guest stating they will abide by the Acceptable Use Policy. A signature from the parent or guardian will be required if the guest is a minor. (e.g. Districts may allow home schoolers to obtain access through the District system.)

#### **E. Parental Notification and Responsibility**

1. The District will notify the parents about the District network and the policies governing its use. Parents may request, in writing, alternative activities for their child(ren) that do not require Internet access.
2. Parents or guardians have the right at any time to investigate the contents of their child(ren)'s E-mail and account files. Parents or guardians have the right to request the termination of their child(ren)'s individual E-mail account at any time.
3. The District Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents or guardians bear primary responsibility for transmitting their particular set of family values to their child(ren). The District will encourage parents or guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District system.
4. The District will provide students with guidelines for student safety while using the Internet.

## **F. District Limitation of Liability**

1. The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

## **G. Due Process**

1. Access to the System is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including the loss of System use privileges.
2. The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District system.
3. In the event there is an allegation that a student has violated the District Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and an opportunity to present an explanation before a neutral administrator.
4. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the student handbook, the violation will be handled in accord with the applicable provision of the handbook.
5. Employee violation of the District Acceptable Use Policy will be handled in accord with District Policy.

## **H. Search and Seizure**

6. System users have a no expectation of privacy in the contents that is stored, transmitted, or received via the District's System. It is a privilege to use the System, not a right.
7. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District Acceptable Use Policy, the student handbook, or the law.
8. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
9. District employees should be aware that their personal files may be subject to public disclosure under state public records laws Illinois Freedom of Information Act.

## **I. Copyright and Plagiarism**

1. District policies on copyright will govern the use of material accessed through the District system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.
2. District policies on plagiarism will govern use of material accessed through the District system. Teachers will instruct students in appropriate research and citation practices.

## **J. Academic Freedom, Selection of Material, Student Rights to Free Speech**

1. Board policies on Academic Freedom and Free Speech will govern the use of the Internet.
2. When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.
3. Access to the System is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including the loss of System use privileges.

## **K. District Website**

1. District Website. The District will establish a Web site and will develop Webpages that will present information about the District. The Technology Coordinator will coordinate with the Webmaster to manage and maintain the District Website.
2. Class Webpages. Classes may establish Webpages that present information about the school or class activities. Teachers will be responsible for maintaining their class site.
3. Student Webpages. There will be no personal student Webpages.
4. Extracurricular Organizational Webpages. With the approval of the building principal, extracurricular organizations may establish Webpages. Material presented on the

organization Webpage must relate specifically to organizational activities and will include appropriate material.

5. All content including links of any web site created by a user using the District System is subject to approval by District Administration.
6. Parents may request in writing that their son or daughter's picture or name not be published on the school website.

## **L. Unacceptable Use of the District Computer System**

### 1. Personal Safety.

- a. Students will not post personal contact information about themselves or other people. Personal contact information includes full name, address, telephone, school address, work address, etc.
- b. Students will not agree to meet with someone they have met online without their parent or guardian's approval and participation.
- c. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

### 2. Illegal Activities

- a. Users will not attempt to gain unauthorized access, including "hacking," to the District system or to any other computer system through the District system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only the purpose of "browsing."
- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
- c. Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

### 3. System Security

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

- b. Users will immediately notify the Technology Coordinator or Specialist (or teacher or other staff member if a student) if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will avoid the inadvertent spread of computer viruses by following the district virus protection procedures.

#### 4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not engage in personal attacks, including but not limited to prejudicial or discriminatory attacks, harassment, intimidation, threats to individuals or groups, because of sex race, religion, disability, or sexual orientation.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

#### 5. Respect for Privacy

- a. Users will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. Users will not post private information about another person.

#### 6. Respecting Resource Limits

- a. Users will use the system only for educational, professional, and career development activities. There may be time limits on the use of the system in order to accommodate more people.
- b. Users will not download software without permission of the Technology Coordinator or Specialist.
- c. Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

- d. Users will check their e-mail frequently and delete unwanted messages promptly.
- e. Students will not subscribe to mail lists or listservs.

#### 7. Plagiarism and Copyright Infringement

- a. Users will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

#### 8. Inappropriate Access to Material

- a. Users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For student, a special exception may be made for hate literature if the purpose of such access is to conduct research and both the teacher and parent or guardian approves access. Do we need with C3?
- b. If user inadvertently accesses inappropriate information, they should immediately disclose the access to the Technology Coordinator or Specialist (or staff member if a student.) This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

### **M. Your Rights**

1. A user's right to free speech also applies to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.
2. Search and Seizure
  - a. Users should expect only limited privacy in the contents of your personal files on the District system.

- b. Routine maintenance and monitoring of the computer network may lead to discovery that users have violated the Acceptable Use Policy, the teacher or student handbooks, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that the user has violated the Acceptable Use Policy, the teacher or student handbooks, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Parents or guardians have the right to request to see the contents of their child(ren)'s account and E-mail files.

### 3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the District system.
- b. In the event there is a claim that a user has violated the Acceptable Use Policy or the teacher or student handbooks in the use of the District system, the user will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.
- c. If the violation also involves a violation of other provisions of the teacher or student handbooks, it will be handled in a manner described by Board Policy.

## N. Limitation of Liability

- 1. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. The District will not be responsible for any user's intentional or unintentional access of material on the Internet System which may be obscene, indecent, or of an inappropriate nature.

## O. The Student Acceptable Use

- 1. The Student Acceptable Use Policy will be part of the District Acceptable Use Policy.

## **STUDENT COMPUTER AND INTERNET USE CENTRALIA HIGH SCHOOL BOARD POLICY**

### **A. Educational Purpose**

1. Internet access has been established for a limited educational purpose. The term "educational purpose" includes individual/classroom activities and career development.
2. Internet access has not been established as a public access service or a public forum. Centralia High School has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the Acceptable Use Policy and the law in your use of the Internet.
3. You may not use the Internet for commercial purposes. This means you may not offer, provide, or purchase products or services through the Internet.
4. You may not use the Internet for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

### **B. Student Internet Access**

1. All students will have access to Internet World Wide Web resources through their classroom, library, or school computer lab. You will follow the directions given by the supervisor in the classroom, lab, or library.
2. Students may obtain an individual E-mail account with the approval of their parent. This will be for class projects only under the supervision of a teacher.
3. You and your parent must sign an Account Agreement to be granted an individual E-mail account on the Internet. This Agreement must be renewed on an annual basis. Your parents can withdraw their approval at any time.

### **C. Unacceptable Uses**

1. Personal Safety
  - a. You will not post personal contact information about yourself or other people. Personal contact information includes your full name, address, telephone, school address, work address, etc.
  - b. You will not agree to meet with someone you have met online without your parent or guardian's approval.

- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

## 2. Illegal Activities

- a. You will not attempt to gain unauthorized access to the CHS computer system or to any other computer system through the Internet or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use the Internet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

## 3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the district virus protection procedures.

## 4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.

- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

#### 5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

#### 6. Respecting Resource Limits

- a. You will use the system only for educational and career development activities. There may be time limits on the use of the system in order to accommodate more people.
- b. You will not download software without permission from your teacher. If a download is necessary, you will download the file under the supervision of your teacher or other staff member.
- c. You will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
- d. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
- e. You will not subscribe to mail lists or listservs.

#### 7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

## 8. Inappropriate Access to Material

- a. You will not use the Internet to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another district employee. This will protect you against a claim that you have intentionally violated this Policy.
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

## D. Your Rights

### 1. Free Speech

Your right to free speech, as set forth in the student handbook, also applies to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

### 2. Search and Seizure

- a. You should expect only limited privacy in the contents of your account and E-mail files on the District system. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the computer network may lead to discovery that you have violated this Policy, the student handbook, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the student handbook, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your account and E-mail files.

### 3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the CHS computer system.
- b. In the event there is a claim that you have violated this Policy or the student handbook in your use of the CHS computer system, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.
- c. If the violation also involves a violation of other provisions of the student handbook, it will be handled in a manner described in the student handbook. You may lose your Internet and computer privileges.

### **E. Limitation of Liability**

1. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.