

## Administrative Procedure

### AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

#### **1. ELECTRONIC NETWORK**

Policy 6:235 governs all use of District computers, the District's local and/or wide area network, and access to the Internet through District computers or the District's local and/or wide area network (wireless and wired), which is collectively referred to in the Policy and Procedures as the District's "electronic network."

#### **2. ACCEPTABLE USE**

I will use the network in support of education and research and consistent with the purposes of the Lake Villa C. C. School District #41. Email sent or received on a District computer is a public record; District email accounts are the property of the District. I will not use the network for commercial or for-profit purposes. I will not extensively use the network for personal or private business. I will not use the network for product advertisement or political lobbying. My use of the network will comply with the rules appropriate for the network. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

In addition to and in furtherance of the parameters of use set forth in Policy 6:235, the District will not permit use of the electronic network which: (a) disrupts the proper and orderly operation and discipline of schools in the District; (b) threatens the integrity or efficient operation of the district's computer network; (c) violates the rights of others; (d) is socially inappropriate or inappropriate for a student's age or maturity level; (e) is primarily intended as an immediate solicitation of funds; (f) is illegal or for illegal purposes of any kind; (g) constitutes gross disobedience or misconduct; or (h) constitutes prohibited political activity under the *State Officials and Employee Ethics Act* and implementing Board Policy. Use of the electronic network for deliberately accessing, creating, displaying, transmitting, printing, or otherwise possessing or disseminating material which contains pornography, obscenity, or sexually explicit, lewd and vulgar or indecent or inappropriate language, text, sounds, or visual depictions, is prohibited.

Use of the electronic network in violation of Board Policy or procedures or related terms and conditions promulgated by the Superintendent or Building Principal is grounds for suspending or revoking computer network privileges and may result in discipline.

#### **3. PRIVILEGES**

The use of the Internet is a privilege, not a right, and my inappropriate use will result in a cancellation of those privileges. I will only use my own account/password.

#### **4. NETWORK ETIQUETTE**

I will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. I will assume that all communications and information accessible via the network is private property. I understand that my use of the Internet may be monitored. I will not use the

network maliciously. Hate mail, harassment, discriminatory remarks or other antisocial behaviors will not be used on the network. I will not use the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network.

**5. SECURITY**

I will not illegally install copyrighted software on District computers. I will not share my account/password with anyone. I will keep my password private and protected at all times.

**6. VANDALISM**

I will not disrupt the use of the network by others; hardware or software will not be destroyed, modified, or abused in any way.

**7. IMPLEMENTATION**

The District technology plan shall serve as the implementation plan required by Policy 6:235, in conjunction with the Administrative Procedures (and Attachments) to Policy 6:235. The disabling of filtering devices authorized by Policy 6:235 shall be only for the use of computers *by adults* for bona fide research or other lawful purposes. The District shall monitor the use of the electronic network by students and any other minor users in order to ensure compliance with the Policy, these Procedures or other terms and conditions promulgated by the Superintendent or Building Principals.

**8. BRING YOUR OWN DEVICE INITIATIVE (students/parents)**

I agree to utilize my personal (or District loaned) electronic device only through the District's wireless Student Network, as approved by individual classroom teachers for educational purposes. I understand that all discipline rules and all rules for use of District electronic networks apply to use of my District loaned electronic device under this program.

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Lake Villa C. C. School District #41 reserves the right to log Internet use and determine its acceptability. Lake Villa C. C. School District #41 reserves the right to temporarily remove a user from the network to prevent further suspected unauthorized activity. Proven unauthorized activity will result in permanent removal from the network.

Complete the Authorization for Electronic Network Access Signature Form,  
and return to the school office.

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Reference: Policy #6:235 Access to Electronic Networks  
Dated: January, 2013

**AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS SIGNATURE FORM**

**STUDENT OR EMPLOYEE:**

I have read (or had explained to me), understand, and agree to abide by Board Policy #6:235 Access to Electronic Networks and its procedures for Lake Villa C. C. School District #41. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense.

Print Name \_\_\_\_\_

Job Title (if Employee) \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**PARENT/GUARDIAN:**

(If you are under the age of 18 a parent or guardian must also  
read and sign this agreement.)

As the parent or guardian of this student, I have read the Policy #6:235 Access to Electronic Networks and its procedures. I understand that this access is designed for educational purposes. The Lake Villa C. C. School District #41 has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the Lake Villa C. C. School District #41 to restrict access to all controversial materials acquired on the network. Further, I accept full responsibility for my child's Internet use and if and when it affects the school setting.

Student's Name: \_\_\_\_\_  
(please print)

Parent/Guardian's Name: \_\_\_\_\_  
(please print)

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_