

## **Instruction**

### **Acceptable Use of Electronic Resources**

Electronic resources, including, but limited to, hardware, software, network access, data files, including virtual files, Internet resources, social networks, other Web 2.0 resources and personal technology devices, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator(s).

North Boone School District is not responsible for any information that may be lost, damaged, or unavailable when using the resources, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **Curriculum**

The use of the District's electronic resources shall (1) 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, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the Superintendent's implementation plan, use electronic resources throughout the curriculum.

The District's electronic resources, including social networks, are part of the curriculum and are not a public forum for general use.

### **Acceptable Use**

All use of the District's electronic resources must be (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic resources. The District's *Authorization for Electronic Resource Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by school officials.

### **Internet Safety**

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to electronic resources including social networking and other Web 2.0 resources,
2. Restrict access to inappropriate matter as well as restricting access to harmful materials;

3. Ensure student and staff privacy, safety and security when using electronic resources;
4. Restrict unauthorized access, including “hacking” and other unlawful activities; and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

#### Social Networks, other Web 2.0 Resources and Personal Technologies

Definitions:

**Includes** – Means “includes without limitation” or “includes, but is not limited to.”

**Social Network** – Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. Examples include Facebook, LinkedIn, MySpace, Twitter, and YouTube.

**Personal technology** – Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes smartphones, tablet computers and other personal electronic devices.

#### Usage and Conduct

All District employees and students who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships in policy 5:120, Ethics and Conduct at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, Workplace Harassment Prohibited; 5:120, Ethics and Conduct; 7:20, Harassment of Students Prohibited; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Use only District-provided or approved methods to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, Responsibilities Concerning Internal Information. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval.
5. Refrain from using the District’s logos without permission and follow Board policy 5:170, Copyright, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students’ viewing of inappropriate Internet materials through the District employee’s personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees’ personal technology.

8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy.

Authorization for Electronic Resource Access

Each staff member must sign the District's *Authorization for Electronic Resource Access* as a condition for using the District's electronic resources. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted use.

All users of the District's computers shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Resource Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

- LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.  
Children's Internet Protection Act, 47 U.S.C. §254(h) and (1) Enhancing Education Through Technology Act 20 U.S.C §6751 et seq.  
720 ILCS 135/0.01.
- CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright for Publication or Sale of Instructional Materials and Computer Programs Developed by Employees), 6:40 (Curriculum Development), 6:210 (Instructional Materials), 6:260 (Complaints about Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Publications)
- ADMIN PROC.: 6:235-AP (Administrative Procedure – Acceptable Use of Electronic Resources), 6:235-E2 (Exhibit – Authorization for Electronic Resource Access)
- ADOPTED: November 6, 2001
- AMENDED: September 26, 2011