

**ALTON COMMUNITY UNIT SCHOOL DISTRICT 11  
GUIDELINES FOR ACCEPTABLE USE OF  
DISTRICT COMPUTER SYSTEM BY STUDENTS**

**A. Acceptable Use**

All users of the Alton School District Computer System (“System”) must comply with the District’s Acceptable Use Guidelines which may be amended from time to time.

The System shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District web site, the District 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, lap top or desktop computer system. Use of non-district owned computers is prohibited.

Students have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose any information sent, received, or stored on the District’s electronic mail system. The District has the right to and does monitor use of the System by students, including but not limited to students’ access to the Internet and e-mails, as part of System maintenance to determine whether the use is consistent with federal and state laws and District policies and guidelines. Students using the System, as defined above, have no expectation of privacy. The District has the right to inspect, access, review, copy, delete, or disclose any information sent, received, or stored via use of the System.

Students should be aware that their computer files or System use may be subject to public disclosure under the *Illinois Freedom of Information Act*.

Access to the System is provided to students primarily for School-related purposes. Incidental personal use must be minimized and personal use may be terminated if the District, in its sole discretion, determines that the use is excessive.

**B. Privileges**

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.

The System, including all information and documentation contained therein, is the property of the District, except as otherwise provided by law.

### **C. Prohibited Use**

The following non-exhaustive list identifies prohibited use of the System. The prohibited uses include, but are not limited to, the following:

1. Engage in activities which are inconsistent with the District's educational mission or which interferes with an student's performance of school responsibilities.
2. Access, retrieve, or view obscene, profane or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to: improper use of copyrighted material; improper use of the System to commit fraud, or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, District employee, or user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
8. Disrupt or interfere with the System.
9. Gain unauthorized access to or vandalize the data or files of another user.

10. Gain unauthorized access to or vandalize the System, or the computer system of any other individual or organization.
11. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
12. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
13. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
15. Send mass electronic mail to multiple users without prior authorization by the appropriate District administrator.
16. Conceal or misrepresent the user's identity while using the System.
17. Post material on the District's web site without the authorization of the appropriate District administrator.
18. Peer to peer and/or non-educational games

#### **D. Web Sites**

Unless otherwise allowed by law, the District web sites shall not display photographs or work of students without written parental permission.

Any web site created by a student using the System must be part of a District-sponsored activity and 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 appropriate District administrator. All contents of a web site created by a student using the System must conform with these Acceptable Use Guidelines. Students may not place any personal or editorial material on the District web site or any web site created by a student using the System.

#### **E. Disclaimer**

The District makes no warranties of any kind whether express or implied for the System. The District is not responsible for any damages incurred, including the

loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

**F. Security and User Reporting Duties**

Security in the System is a high priority and must be a priority for all users.

Users are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in consequences as set forth in Section H of these Guidelines.

A user who becomes aware of any security risk or misuse of the System shall immediately notify the appropriate District administrator.

**G. Vandalism**

Vandalism or attempted vandalism to the System is prohibited and will result in consequences as set forth in Section H of these Guidelines. Vandalism includes, but is not limited to, the downloading, uploading, or creating computer viruses.

**H. Consequences for Violations**

Any user of the System that violates this policy shall be subject to discipline which may include: (1) disciplinary action up to and including expulsion, (2) suspension or revocation of System privileges, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

ALTON COMMUNITY UNIT SCHOOL DISTRICT 11  
AUTHORIZATION FOR ACCESS TO  
DISTRICT COMPUTER SYSTEM BY STUDENTS

This form must be read and signed by each user as a condition of using the Alton School District Computer System.

By signing this Authorization, I acknowledge that I have received a copy of the "Guidelines for Acceptable Use of District Computer System by Students" dated 7/11/07 and that I read, understand, and agree to follow the Guidelines.

I acknowledge that access to the Alton School District Computer System is provided as a privilege by the District, and that inappropriate use may result in discipline.

**I ACKNOWLEDGE THAT I HAVE NO EXPECTATION OF PRIVACY IN MY USE OF THE DISTRICT COMPUTER SYSTEM, AND THAT THE DISTRICT HAS THE RIGHT TO AND DOES MONITOR USE OF THE SYSTEM.**

Student Name (please print clearly): \_\_\_\_\_

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

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

Parent Name (please print clearly): \_\_\_\_\_

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

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

Teacher: \_\_\_\_\_