

Pembroke Community Consolidated School District #259
Lorenzo R. Smith Sustainability and Technology Academy

Dr. Warletta Brookins
Principal

P.O. Box AA
4120 S. Wheeler Rd.
Hopkins Park, IL 60944
Telephone: (815) 944-5219
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**Letter to Parents/Guardians Regarding Use of the District's
Electronic Networks**

Dear Parent(s)/Guardian(s),

We now have the ability to enhance your child's education through the use of electronic networks, including wireless networking and the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, research skills, creativity and communications. Your authorization is needed before your child may use these resources.

Our wireless networks and the internet electronically connects millions of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world
- Information from government sources, research institutions, and other academic sources
- Social media
- Google Apps
- Discussion groups
- Educational video feeds and blogs
- Extensive libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

These educational opportunities come with great responsibilities. You and your child should read the enclosed *Authorization for Electronic Network Access* and discuss it together. The use of inappropriate material, language, or violation of copyright laws may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions in school.

The District takes precautions to prevent access to material that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network such as the internet, however, it is impossible to control all material and a user may discover inappropriate content. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their children should follow. To that end, the Pembroke School District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Authorization for Electronic Network Access* with your child. If you agree to allow your child to have Internet access, sign the *Authorization* form and return it to your school.

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Authorization for Electronic Network Access

Each staff member must sign this Authorization as a condition for using the District's Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted access. School Board members and administrators are treated like teachers for purposes of this Authorization. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided.

The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document makes it legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use - Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate school business use.
2. Privileges - The use of the District's electronic networks is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. The system administrator, as well as any supervising staff member will make all decisions regarding whether or not a user has violated this *Authorization* and will report such violations to the principal who may deny, revoke, or suspend access at any time; his or her decision is final.¹
3. Unacceptable Use - You are responsible for your actions and activities involving the electronic networks. Some examples of unacceptable uses are, but not limited to:
 - a. Using the network for any illegal activity, including violation copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;

¹ Alternatively, a committee could review the system administrator's decision.

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- c. Downloading copyrighted material for other than personal use; (piracy)
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space or bandwidth;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password without the owners permission
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening) racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
 - n. Unauthorized use of social networks such as Facebook, Twitter, SnapChat or Instagram.
The district has the right to require a student to provide a password or other related account information in order to gain access to the student's account on a social networking website if the district has reasonable cause to believe that the student's account contains evidence that the student violated a disciplinary rule or policy.
4. Network Etiquette -You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

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- c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be the private property of Pembroke School District.
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- 5. **No Warranties:** The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omission. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 - 6. **Indemnification -** The user agrees to indemnify (reimburse) the School District for any losses, costs, damages, or legal fees, incurred by the District relating to, or arising out of, any breach of this Authorization.
 - 7. **Security -** Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
 - 8. **Vandalism -** Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
 - 9. **Telephone Charges -** The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute

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charges, and/or equipment or line costs.

10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.

- a. For each publication (on a Web site or file server) of a graphic or file text that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted.
If possible, the notice should also include the Web address of the original source.
- b. Students and staff engaged in producing Web pages must have permission from the system administrator with e-mail or hard copy permissions before the Web pages are published.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the of the Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

11. Use of Electronic Mail

- a. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the accounts user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document.

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Nothing should be transmitted in a e-mail message that would be inappropriate in a letter or memorandum.

- d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain". This domain name is a registered domain name and identifies the author as being with School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user/staff member is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the School District's electronic mail system constitutes consent to these regulations.

12. Use of other mobile devices

Students may not use personal mobile devices, such as iPads, or Android tablets. Any such use will be provided by the school, and supervised by a certified teacher or administrator. Students and staff members will only use them for school learning, school business, or professional development. The act of recording using any of the aforementioned devices without permission is illegal.

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Students, parent(s)/guardian(s), and teachers need only sign this *Authorization for Electronic Access* once while enrolled or employed by the School District.

Parents/Students and Staff Members please read and sign:

I understand and will abide by the above Authorization for Electronic Network Access. I understand that the District and/or its agents may access or monitor my use of the Internet, including my E-mail and download material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or connection and having access to public networks, I hereby release the School District and its Board Members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

DATE: _____

USER SIGNATURE

Parents/Guardians please read and sign: (required if the user is a student)

I have read this Authorization for Electronic Network Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by any materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

DATE: _____

PARENT/GUARDIAN NAME (*Please Print*)

SIGNATURE: _____