

**PORTA CUSD #202**  
**PORTA Acceptable Usable Policy**  
**2017/2018**

All use of electronic networks shall be consistent with PORTA #202's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or forbidden behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

**Accessing Electronic Network and Internet** - Student access to the network is automatically granted as part of school registration. To *acknowledge* network access, students (referred to as "users") must submit a signed copy of the PORTA Acceptable Use Policy (referred to as the "AUP"). Each user will be required to submit a newly-signed AUP at the beginning of each school year.

**Enforcement** - Any violation of the terms of Board Policy (referred to as the "Policy"), of these Administrative Procedures, or of additional rules, regulations, or other terms or conditions of electronic network access authorized by the Board of Education or designee may result in the suspension or revocation of electronic network privileges, disciplinary action, and/or appropriate legal action. Disciplinary measures, if any, shall be considered and imposed consistent with PORTA #202 discipline policies.

**Terms and Conditions**

**Acceptable Use** - Access to PORTA #202's electronic network (referred to as "network") must be: (a) for the purpose of education or research, consistent with PORTA #202's educational objectives, or (b) for legitimate PORTA #202 use. Access also must comply with the Policy, these Administrative Procedures, federal and Illinois law or any additional rules, regulations or other terms and conditions of electronic network access promulgated by the Board of Education or designee, and all other disciplinary policies and regulations for the safety and pedagogical concerns of PORTA #202. □

**Privileges** - The use of PORTA #202's electronic network is a privilege, not a right, and inappropriate use may result in the suspension or revocation of those privileges. The Board of Education or designee will make the final decision as to whether a user violated these procedures. If a violation is found, the Board of Education or designee may then deny, revoke, or suspend the access privileges of any user who violates the Policy, these Administrative Procedures or any other terms or conditions governing the use of PORTA #202's electronic network.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
4. Recognize that electronic mail (e-mail) and use of PORTA #202's electronic network is not private. System administrators have access to all district owned accounts and any e-mail sent while on our network as well as a detailed web log history. Any discovery of messages relating to or in support of illegal activities may be reported to the authorities.
5. Consider all communications and information accessible via the network to be the property of PORTA #202.

**Unacceptable Use** - Unacceptable use may be defined as any use or action which: disrupts the educational process; threatens the integrity or efficient operation of the electronic network; violates the rights of others; solicits funds; constitutes illegal activity; or gross disobedience or misconduct. Use of the electronic network for any unacceptable use may result in disciplinary action including but not limited to suspension or revocation of access to the electronic network and/or legal action. Unacceptable uses include, but are not limited to:

1. Using the network for any illegal activity, such as fraud, libel, forgery or a violation of copyright laws of other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of any software, music, video or other media or other file to the electronic network without an educational or professional purpose, regardless of whether it is copyrighted or de-  
virused;
3. Using the network for private financial or commercial gain including gambling or advertising;
4. Continually using resources, such as file space, toner, or paper, in a wasteful manner;
5. Hacking or gaining unauthorized access to files, resources, or entities including using another user's account or password;
6. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, or use of information about anyone which is of a personal nature including a photograph;
7. Posting material authored or created by another without consent;
8. Posting anonymous messages;
9. Accessing, submitting, posting, publishing, or displaying any material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, illegal or which violates the rights of others;
10. Using the network while access privileges are suspended or revoked;
11. Taking any steps which threaten, or which may reasonably be interpreted to threaten, any person, group of persons, building, or property with harm, regardless of whether the user intends to carry out such threat;
12. Deliberately accessing, creating, displaying, transmitting, or otherwise possessing or disseminating material which contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, or indecent or inappropriate language, text, sounds, or visual depictions;
13. Creating or sending e-mail or other communications which purport to come from another individual (commonly known as "spoofing"), or otherwise assuming an anonymous or false identity in communicating with other individuals, businesses, or organizations;
14. Modifying, disabling, compromising, or otherwise circumventing any anti-virus, user authentication, or other security feature maintained on the network or on any external computer, computer system, or computer account;
15. Creating or deliberately downloading, uploading, or forwarding any computer virus, or otherwise attempting to modify, destroy, or corrupt computer files maintained by any individual on any computer;
16. Participating in, or subscribing to non school-related mailing lists, newsgroups, chat services, electronic bulletin boards, or any other association or service which would cause a large number of e-mails or other electronic messages to be sent to the electronic network;
17. Using encryption software or otherwise encoding or password-protecting any file which is created with, sent from, received by, or stored on the electronic network;
18. Attempting to commit any action which would constitute an unacceptable use.

**No Warranties** - PORTA #202 makes no warranties of any kind, whether expressed or implied, for the service it is providing. PORTA #202 will not be responsible for any damages the user may suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions, whether caused by PORTA #202's negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. PORTA #202 specifically denies any responsibility for the accuracy or quality of information obtained through its electronic network services.

**Indemnification** - The user agrees to indemnify PORTA #202 for any losses, costs, or damages, including reasonable attorneys' fees, incurred by PORTA #202 relating to, or arising out of, any violation or breach of the Policy, these Administrative Procedures or any other terms or conditions governing the use of PORTA #202's electronic network.

**Security** - Network security is a high priority. If the user observes a security problem on the network, the user must notify the system administrator or Building Principal and should not disclose the problem to other users. Users are expected to maintain the confidentiality of their account and password. Users shall not use another individual's account without permission from that individual. Attempts to log-on to the

network 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.

**Vandalism** – Any acts of vandalism committed by the user will result in cancellation of privileges, other disciplinary action and/or legal 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.

**Privacy** - Any electronic communications or files created on, stored on, or sent to, from, or via the electronic network are the property of PORTA #202. Consequently, users do not have any expectation of privacy with respect to such messages and files. Users should remember that such messages and files can be recovered from the electronic network's back-up system even after they have been deleted from a user's individual account.

The Board of Education and/or designees may access and review such messages and files when necessary to maintain the integrity and efficient operation of the electronic network; to monitor compliance with the Policy, these Rules and Regulations, and all other rules, regulations, or other terms or conditions of electronic network access authorized by the Board of Education or designees; and to further all other educational, safety and instructional concerns of PORTA #202. PORTA #202 also reserves the right to intercept, access, and disclose to appropriate authorities all information created with, sent to, received by, or stored on the electronic network at any time, with or without user notice. Use of the network to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the user for PORTA #202 to access and review such files consistent with this paragraph.

**Copyright Web Publishing Rules** - Copyright law and PORTA #202 policy prohibit the re-publishing of text or graphics found on the Internet or on PORTA #202 websites or file servers without explicit written permission.

1. Material from other electronic sources (including the Internet) must not be used unless written permission has been obtained by the user from the author. Additionally, any material so used, must be properly cited.
2. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission.
3. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
4. Material from software owned by PORTA #202 or school may not be used without permission or unless the licensing agreement specifically allows for such use.

**Use of Electronic Mail** - PORTA #202's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by PORTA #202. PORTA #202 provides electronic mail to aid students as an education tool.

1. PORTA #202 reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any user to another user's electronic mail account is strictly prohibited.
2. 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. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via PORTA #202's Internet gateway are electronically labeled with an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as a user of PORTA #202's network. Great care should be taken, therefore, to compose messages in a manner that will reflect well on the name and reputation of PORTA #202. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Downloading any file attached to any Internet-based message is prohibited unless the user is certain, to the best of their ability, of that message's authenticity and the nature of the file so transmitted.
5. Use of PORTA #202's electronic mail system constitutes consent to these regulations.

**Cooperation with Investigations** - PORTA #202 reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of PORTA #202's electronic network. Evidence of illegal activity will be reported or turned over to appropriate authorities.

**Internet Safety** - PORTA #202 network for Internet access has a filtering device that blocks entry to Web sites (as defined by the Children's Internet Protection Act and as determined by the Board of Education or designee) that are:

1. obscene
2. pornographic
3. harmful or inappropriate for students

**Policy Modifications** – The Board of Education may modify the terms and conditions of electronic network use and/or the provisions of the Policy and these Administrative Procedures at any time. The Board of Education or designee may also disseminate additional rules, regulations, or other terms or conditions of electronic network access as may be necessary to ensure the safe, proper, and efficient operation of the computer network and the individual PORTA #202 schools. Notice of any such modifications or additional rules, regulations, or other terms of conditions of access shall be promptly communicated to all authorized users, including by posting such modifications on the electronic network or in a conspicuous place at access locations. Use of the electronic network constitutes acceptance of the terms of the Policy, these Administrative Procedures, and any additional rules, regulations, or other terms or conditions of electronic network access which may have been promulgated by the Board of Education or designees.

Student Acknowledgment of Receipt of Administrative Procedures for  
the PORTA Acceptable Use Policy

By signing below, the student and parent/guardian agrees to and accepts the PORTA Acceptable Use Policy as presented.

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

Student Signature \_\_\_\_\_

Date

Print Parent/Guardian Name \_\_\_\_\_  
\_\_\_\_\_

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

Date

**PLEASE RETURN SIGNATURE PAGE ONLY TO THE OFFICE**