

Adopted: May 27, 1997
Revised: January 20, 2004
To become effective July 1, 1997

Section - 5.186**COMPUTER AND INTERNET ACCEPTABLE USE AGREEMENT For STAFF**
Harrisburg Community Unit School District No. 3

*** This policy shall apply to all employees or personnel associated with Unit # 3 Schools including the Board of Education.**

Please read this document carefully before signing.

Internet access is now available to students, teachers, administrators, support staff and school board members in the Harrisburg Community Unit School District No. 3 schools. We are very pleased to bring this access to Harrisburg Community Unit School District No. 3 and believe the Internet offers vast, diverse, and unique resources to students, staff and board members. Our goal in providing this service is to promote educational excellence in district schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers world-wide and millions of individual users. Students and staff have access to:

1. Limited electronic mail communication with people all over the world.
2. Information and news from government sources, research institutions, and other sources.
3. Public domain software and shareware of all types.
4. Selected discussion groups on a wide range of topics.
5. Many public and private Libraries, the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. We (Harrisburg Community Unit School District No. 3) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the Learning Outcomes of the District.

Life is a series of choices and consequences. Harrisburg Community Unit School District No. 3 has chosen to make Internet resources available to staff. If a staff member chooses to use these resources for finding information that will be of assistance in teaching, research and learning, the consequence will be continued access to the Internet. If a Harrisburg Community Unit School District No. 3 staff member chooses to access resources that are objectionable, or restricted, the consequence will be suspension or termination of access privileges. Staff choosing to access Internet through District accounts will be requested to read and sign the District's Acceptable Use Agreement. A signed copy of this agreement must be filed with the Central Office. The signatures at the end of this document indicate each party who signed has read the terms and conditions and understands their significance.

COMPUTER AND INTERNET TERMS AND CONDITIONS

1. **Acceptable Use** - The original purpose of the Internet was, and largely still is, to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of school computers must support education and research that is consistent with the Learning Outcomes of Harrisburg Community Unit School District No. 3. Use of another organization's network or violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

2. **Network Etiquette** - Users 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 get abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c. Do not reveal personal addresses, phone numbers, or passwords of students, teachers, administrators, or other staff or board members of Harrisburg Community Unit School District No. 3 including yourself.

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d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do 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 such a way that you would disrupt the use of the network by other users.

f. All communications and information accessible via the network should be assumed to be private property (i.e. copyrighted).

g. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Therefore, any messages should not contain profanity, obscene comments, sexually explicit material, and expressions of bigotry or hate.

h. Staff subscriptions to (educational) electronic mailing lists are allowed on Harrisburg Community Unit School District No. 3 accounts, if approved by administration.

i. From time to time, Harrisburg Community Unit School District No. 3 system administrators will make determinations on whether specific uses of the network are consistent with the acceptable use practice

3. Accuracy of Information - Use of any information obtained via the Internet is at your own risk. Harrisburg Community Unit School District No. 3 specifically denies any responsibility for the accuracy or quality of information obtained through District accounts.

4. Security - Security on any computer system is a high priority, especially when the system involves many users. Users shall 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. Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges and disciplinary action. Downloading of information onto the hard drives of Harrisburg Community Unit School District No. 3 computers is prohibited. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to District computers.

5. Vandalism - Vandalism will result in cancellation of privileges as well as other sanctions or disciplinary action. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware, data of another user, Internet, or any of the other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

6. Inappropriate Use - Harrisburg Community Unit School District No. 3 administrators will deem what is inappropriate use, and their decision is subject only to confirmation by the Harrisburg Community Unit School District No. 3 Board of Education. The administration may suspend or terminate computer use or internet access through district accounts of any user who violates these acceptable use practices.

**HARRISBURG COMMUNITY UNIT SCHOOL DISTRICT NO. 3
ACCEPTABLE USE AGREEMENT**

Staff

I understand and will abide by the above **Acceptable Use Agreement**. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be instituted.

Staff name (please print)

Staff signature

Date

