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## Acceptable Use and Internet Safety Administrative Procedure

*for the Computer Network of the  
Hawthorn Community Consolidated School District #73*

The Hawthorn School District (“the District”) is pleased to make available to its students, staff and other authorized users (“network users”) access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

For the District to continue to make its computer network and Internet access available, all network users must take responsibility for appropriate and lawful use of this access. Network users must understand that one user’s misuse of the network and Internet access may jeopardize the ability of all network users to enjoy such access. While the school’s teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the District’s *Acceptable Use and Internet Safety Administrative Procedure* (“Administrative Procedure”), which meets requirements of the Children’s Internet Protection Act and the Data Acquisition Site that provides Internet access to the District. Upon reviewing, signing, and returning the *Network User Agreement* found at the end of this Administrative Procedure as directed, each network user agrees to follow the Administrative Procedure, and will be given the opportunity to utilize Internet access at school. If a network user is under 18 years of age, he or she must, in addition to signing the *Network User Agreement*, have parents or guardians read and sign the *Parent/Guardian Agreement*. The District cannot provide access to any network user who fails to sign and submit to the District, as directed, the *Network User Agreement* and, if under 18, the *Parent/Guardian Agreement* with the signatures of the student and his/her parents or guardians. Listed below are the provisions of your agreement regarding computer network and Internet use.

If you have any questions about these provisions, you should contact the building principal and/or the person designated by the Computer Incident Response Procedure. If any user violates this procedure, the network user’s access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

### I. Personal Responsibility

By signing this Administrative Procedure, you are agreeing not only to follow the rules in this Administrative Procedure, but are agreeing to report any misuse of the network to the person designated by the school in the Computer Incident Response Procedure. Misuse means any violations of this Administrative Procedure or any other use that is not included in the Administrative Procedure, but has the effect of harming another or his or her property.

### II. Term of the Permitted Use

A network user who submits to the School, as directed, a properly signed Acceptable Use and Internet Safety Administrative Procedure and follows the Administrative Procedure to which she or he has agreed will have computer network and Internet access during the course of the school year only. Network users will be asked to sign a new Administrative Procedure each year during which they are students, staff, or authorized guests in the Hawthorn School District before they are given an access account.

### III. Acceptable Uses

- A. **Educational Purposes Only** – Hawthorn School District 73 provides access to its computer networks and the Internet only for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school or District to help you decide if a use is appropriate.
- B. **Unacceptable Uses of Network** – The following are examples of uses that are considered unacceptable and which constitute a violation of this Administrative Procedure:
  1. *Uses that violate the law or encourage others to violate the law.*

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For example, do NOT...

- transmit offensive or harassing messages;
  - offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Administrative Procedure;
  - view, transmit or download pornographic materials or materials that encourage others to violate the law;
  - intrude into the networks or computers of others;
  - republish or transmit copyrighted materials without written permission of the copyright holder. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. *Uses that cause harm to others or damage to their property.*

For example, do NOT...

- engage in defamation (harming another's reputation by lies);
  - employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet;
  - upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism;
  - participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. *Uses that jeopardize the security of network user access and of the computer network or other networks on the Internet.* For example, do NOT...
- disclose or share your password with others;
  - impersonate another user.
4. *Uses that are commercial transactions.* Student network users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and Social Security numbers.

C. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

1. *Be polite.* Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language should be used in electronic communications.
2. *Avoid language and uses which may be offensive to other users.* Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. *Don't assume that a sender of e-mail is giving permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties.* This should only be done with permission or when you know that the individual would have no objection.
4. *Be considerate when sending attachments with e-mail (where this is permitted).* Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

#### IV. Internet Safety

- A. **General Warning; Individual Responsibility of Parents and Student Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the Computer Incident Report Procedure.
- B. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

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- C. **“Hacking” and Other Illegal Activities.** It is a violation of this Administrative Procedure to use Hawthorn CCSD #73’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. **Confidentiality of Student Information.** Identities of students may not be included with images used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising administrator may authorize the release of directory information, as defined by Illinois law, for internal administrative purposes or approved educational projects and activities.
- E. **Active Restriction Measures.** Hawthorn CCSD #73, either by itself or in combination with the the Data Acquisition Site that provides the opportunity to Hawthorn CCSD #73 for computer network and Internet access, will employ filtering software or other technologies to prevent network users from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The District will also monitor the online activities of network users, through direct observation and/or technological means, to ensure that network users are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher with prior permission of a school administrator, as necessary, for purposes of legitimate research or other educational projects being conducted by network users age 17 and older. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## V. Privacy

Network and Internet access is provided for students as a tool for learning and for employees of the District in carrying out professional responsibilities. Hawthorn School District #73 reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Hawthorn School District #73 and no user shall have any expectation of privacy regarding such materials.

## VI. Failure to Follow Administrative Procedure

Usage of the computer network and Internet is a privilege, not a right. A user who violates this Administrative Procedure, shall at a minimum, have his or her access to the computer network and Internet terminated, which the District may refuse to reinstate for the remainder of the network user’s enrollment or employment in the School District. A user violates this Administrative Procedure by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Administrative Procedure if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. Hawthorn School District #73 may also take other disciplinary action in such circumstances.

## VII. Warranties/Indemnification

Hawthorn School District #73 makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Administrative Procedure. It shall not be responsible for any claims, losses, damages or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the network user’s

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use of its computer networks or the Internet under this Administrative Procedure. By signing this Administrative Procedure, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school and/or the District in the event of the initiation of an investigation of a network user's use of his or her access to its computer network and the Internet, whether that use is on a District computer or on another computer outside the District's network.

## **VIII. Updates**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Administrative Procedure, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Administrative Procedure must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the District to receive such information.

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**Adopted: October 22, 2001**

## **Legal References**

*Children's Internet Protection Act of 2000* (H.R. 4577, P.L. 106-554)

*Communications Act of 1934*, as amended (47 U.S.C. 254[h],[l])

*Elementary and Secondary Education Act of 1965*, as amended (20 U.S.C. 6801 et seq., Part F)

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## Network User Agreement

Every network user, regardless of age, must read and sign below:

*I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Administrative Procedure. Should I commit any violation or in any way misuse my access to Hawthorn School District #73's computer network and the Internet, I understand and agree that my access privilege maybe revoked and School disciplinary action and/or legal action may be taken against me.*

.....  
Name (PRINT CLEARLY)

.....  
Home Phone Number

.....  
Signature

.....  
Date

.....  
Address

## Parent/Guardian's Agreement

.....  
Student's name

To be read and signed by parents or guardians of students who are under 18:

*As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of Hawthorn School District #73's Acceptable Use and Internet Safety Administrative Procedure for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Administrative Procedure.*

*I am therefore signing this Administrative Procedure and agree to indemnify and hold harmless the School, Hawthorn School District #73, and the Data Acquisition Site that provides the opportunity to the Hawthorn School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Administrative Procedure. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access Hawthorn School District #73's computer network and the Internet.*

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Parent or Guardian name(s) (PRINT CLEARLY)

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Home phone

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Parent or Guardian signature(s)

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Date

.....  
Address