



# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 5-90 Page 1 of 3

## PERSONNEL

### STAFF USE OF TECHNOLOGY

#### **Purpose of Technology Use**

Through technology, New Trier provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, provide tremendous opportunities for enhancing, extending, and rethinking the learning process and assist in preparing each student to be a productive citizen. This new capability requires guidance for students and staff.

#### **The Opportunities and Risks of Technology Use**

The Board of Education believes that the value of information and interaction that technology offers outweighs the hazards of its misuse. Making network access available, however, carries with it the potential that some network users will encounter sources that some consider controversial or inappropriate. Because information on networks is transitory and so diverse, New Trier cannot completely predict or control what users may or may not locate. Technology provides a conduit to information; the users must be wary of the sources and content and be responsible in choosing information to be accessed.

No technology is guaranteed to be error-free or totally dependable. Among other matters, New Trier is not liable or responsible for: 1) any information that may be lost, damaged, or unavailable due to technical, or other, difficulties; 2) the accuracy or suitability of any information that is retrieved through technology; 3) breaches of confidentiality; or 4) defamatory material.

#### **Privileges and Responsibilities**

Users may access technology only for educational purposes. Exercising this privilege requires that users accept the responsibility for all material viewed, downloaded, and/or produced.

Users will need to evaluate the validity of materials accessed through technology and cite their sources when appropriate.

The actions of users accessing networks through New Trier reflect on the School District; therefore, users must conduct themselves accordingly by exercising good judgment and complying with this policy, and any accompanying administrative regulations and guidelines.

Staff who use technology will:

1. Adhere to the rules of copyright and assume that any software that they did not create is copyrighted (unless it is labeled “freeware” or “public domain”).
2. Adhere to the licensing agreements governing the use of shareware.
3. Note that e-mail is not guaranteed to be private. People who operate the system do have authorization to mail; others may have access.
4. Be responsible at all times for the proper use of their access privileges and for avoiding impersonations, anonymity, or unauthorized sharing of security measures.
5. Take responsibility for any activities using technology that is borrowed by them or under their account or password.
6. Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
7. Respect the right of others to use equipment and therefore not use it for non-school activities.
8. Abide by the policies and procedures of networks and systems linked by technology.
9. Protect the privacy of other users and the integrity of the system by avoiding misuse of passwords, others’ files, equipment, and programs.

Staff who use technology will not:

1. Use offensive, obscene, inflammatory or defamatory speech.
2. Harass other users.
3. Use the account of another user.
4. Misrepresent themselves or others.
5. Violate the rights of others, including their privacy.
6. Access, download, and/or create pornographic or obscene material.
7. Use the network for personal business or financial gain.
8. Vandalize data, programs, and/or networks.
9. Degrade or disrupt systems and/or equipment.
10. Damage technology, hardware and/or software.

11. Spread computer viruses.
12. Gain unauthorized access to resources or entities.
13. Violate copyright laws.
14. Use technology for illegal activities.

### **Disciplinary Actions**

Failure to comply with this policy and any administrative regulations and guidelines governing the use of technology may result in disciplinary action by administration and/or the Board of Education.

Minimum disciplinary action will include a conference or reprimand. Additional actions as deemed appropriate will include referral to an administrator; loss of access to specific technology and/or designated area for a minimum of three school days up to 10 school days (multiple infractions or egregious misuse may result in extended or permanent loss of privileges); confiscation of inappropriate item(s); restoration/restitution; administrative and/or Board of Education action, including such serious consequence as suspension, notice to remedy, and dismissal.

### **No Expectation of Privacy**

The District retains control, custody and supervision of all computers and the network. Users have no expectation of privacy regarding information transmitted or received via the network or contained or stored on the District's computers, including, but not limited to, electronic mail messages and stored files. The District reserves the right to search, examine and copy at any time and without cause or suspicion the contents of any information stored on its network.

### **Additional Rules and Actions**

The Superintendent may establish regulations and guidelines, and shall take appropriate action, to implement this policy.

#### **Cross Reference:**

**Policy 7.250**

**Adopted: 3/17/97**

**Revised: 8/24/98**

**Revised 4/17/2006**