

## Zion Elementary School District 6

### STAFF A.U.P.

#### District Policy on the Acceptable Use of Electronic Information Resources

**DIRECTIONS:** Please CAREFULLY read the following pages, complete the information on this page and (for your records) copy your Username and Password to the end of this document (back page). The Signature/Acceptance Page (this page) will be torn off and given to the Technology Department. The Employee retains the Staff AUP (attached pages).

**Required Signature:** *I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the provisions may result in disciplinary action, the revoking of my user account and appropriate legal action.*

*I also agree to report any misuse of the information system to the Technology Department.*

**Staff Name (Please Print):**

**Staff Signature:**

**Date:**

### EMAIL INFORMATION

Your Employee Email account follows the format below:

First name initial, Last name@zion6.org (zion6.com, zion6.net, zion.k12.il.us will also work)

Jane Doe would become  
JDoe@zion6.org

Jim Doe would become  
JDoe2@zion6.org

John Doe would become  
JDoe3@zion6.org

**Username:**

*(First name initial, Last name)*

**Initial Password\*:**

7 or more characters with at least 1 uppercase letter and at least 1 number.  
It cannot contain your username, first name or last name.

*\*This initial password can be changed by you at any time.*

**Job Title:**

**Primary Building:**

### NOTIFICATION SERVICE

Our District uses a notification service called Alert Solutions. It can send phone calls, e-mails and text messages. A message may be anything from announcing a snow day school closing to a welcome back to the school year announcement. Please provide us with the phone number(s) that you want to be contacted at in addition to any personal e-mail addresses you want in the system.

**Calls #1:**

**Calls #2:**

**Calls #3:**

**E-mail #1:**

**E-mail #2:**

**E-mail #3:**

**Text #1:**

**Text #2:**

**Text #3:**

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### SIS REQUIRED INFORMATION

**TEACHERS ONLY:** Illinois Student Information System (SIS) is a state level data warehouse comprised of academic, discipline and program information on all students. As the teacher, we need to upload your information, which requires unique identifiers for you. These identifiers are your IEIN and date of birth.

**IEIN:**

**DOB:**

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## DISTRICT POLICY ON THE ACCEPTABLE USE OF ELECTRONIC INFORMATION RESOURCES (STAFF AUP)

All users of the District's computer network, District computer equipment and electronic equipment for Internet access or any other purpose shall abide by the District's policies, procedures, and rules and regulations. All staff must sign the Policy on the Acceptable Use of Electronic Information Resources (Staff AUP), acknowledging their understanding and consent to the terms of the agreement before the District will authorize the staff member to have access. A copy of the Board Policy on the Access To Electronic Networks may be obtained at the Technology Department.

**SPECIAL NOTE:** All use of the Internet, electronic equipment and technology resources should be consistent with the District's goal of promoting educational excellence and the District's curriculum. Due to the potential harms that may exist from improper use of technology resources and the Internet, below are several unacceptable and inappropriate uses of such resources to guide staff to use technology and the Internet in a productive manner without violating the rights of others or disrupting the orderly operation of the District. The following represent some, but not all, of the inappropriate uses that are prohibited:

- Using the network for any illegal activity.
- Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination and use of information about anyone that is of a personal nature.
- Using another user's account or password.
- Posting material created by another without his/her consent.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Using the network for private or commercial gain.
- Using copyrighted material without permission.
- Creating a computer virus or other malicious program and placing it on the network.
- Using the network to send/receive messages that are sexually harassing or contain obscenities.
- Using the network to gain unauthorized access to resources, entities, computer files, data or accounts.
- Using the network without authorization.
- Use of the network which incurs unauthorized charges or fees.
- Unauthorized downloading or sharing of media/music/software, regardless of whether it is copyrighted or de-virused.
- Wastefully using resources, such as file space.
- Hacking or gaining unauthorized access to files, resources or entities.
- Posting student identifiers (pictures, names or anything that would uniquely identify a child) online without the expressed permission of the parent/guardian.
- Using personal/District cell phone, laptop, tablet or other portable device to do any of the above mentioned activities.

### STAFF AGREEMENT

Please read this agreement carefully. When signed by you, it becomes a legally binding contract. Before you can be provided with a network access account, you must sign this agreement form and return it to the Technology Department at the District Office.

### Terms and Conditions

#### Section I

**PERSONAL RESPONSIBILITY: I will follow the same employment expectations on the computers and electronic equipment as I do in person. I am responsible for what I do on the computer.**

As a staff member, I will accept personal responsibility for reporting any misuse of the network to the Technology Department. Misuse may come in many forms, but may be viewed as web publishing and any messages sent or received that indicate or suggest pornography or are sexually oriented in nature, unethical or illegal solicitation, or are racist, sexist, inappropriate, or contain harassing and/or abusive language.

#### Section II

**ACCEPTABLE USE: I will only use the computers and electronic equipment for work related reasons. I will not break the law on the computer or any other electronic equipment.**

The use of my assigned account must be in support of education and research and must be consistent with Zion Elementary School District's educational goals and objectives. I am personally responsible for the use of my account at all times. *Do not provide others with your access privilege.* You are responsible for all actions on your account.

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1. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
2. Transmission of any material in violation of United States or other state regulations is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
3. Engaging in commercial activities by for-profit institutions is not acceptable.
4. Use of the network for product advertisement or political lobbying is prohibited.
5. Use of the network and District email, for Zion Education Association – IEA/NA Union business, may be utilized, consistent with the current Collective Bargaining Agreement, as long as such use conforms to the remainder of the terms of this agreement.

### Section III

**PRIVILEGES: If I do something inappropriate on the computers or any other electronic equipment, it may result in the cancellation of my account and/or further disciplinary action.**

Inappropriate use may result in cancellation of my account. The administration or staff of Zion Elementary School District may request that the system administrator deny, revoke or suspend specific user accounts.

### Section IV

**NETWORK ETIQUETTE, PRIVACY AND PROFESSIONALISM: I will be polite on the computer and any other electronic equipment, and not do something to hurt others. I will use appropriate language and respect the privacy of others. I will maintain professional behavior at all times.**

I will abide by the following guidelines, and to all other guidelines concerning the appropriate use of technology, as approved by Zion Elementary School District's Board of Education and/or designees.

- a) **BE POLITE.** Never send or post, or encourage others to send or post, abusive messages.
- b) **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of your school and District on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c) **PRIVACY.** Do not reveal any personal information, your home address or personal phone numbers or those of students or colleagues. Report to the Technology Department any person who asks for personal information or violates your privacy. Most of the electronic equipment provided to an employee for work related use is equipped with tracking capability. The District may monitor or alter such equipment through the tracking software at any time – including adding, deleting, modifying, and/or changing the software (including applications) on the electronic equipment. Further, electronic communications to or from the employee, and software and/or applications added to the electronic equipment by the employee, as well as any other information and/or communications accessed and/or downloaded to the equipment, including files deleted from a user's account but not erased, and photos taken on equipment with cameras, may be monitored.
- d) **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. The Zion Elementary School District may periodically or randomly monitor email traffic to ensure proper District policy is being adhered to. Messages relating to or in support of illegal activities must be reported to the Technology Department.
- e) **DISRUPTIONS.** Do not use the network in any way that would disrupt use of the network by other users. Do not download huge files. Only take the information you want and need.
- f) **MISUSE.** Report to the Technology Department any misuse of the Network.
- g) **CELL PHONE.** All time and attention should be on work. Cell phone and portable device usage should not take away from job duties.
- h) **WEB PUBLISHING/SOCIAL MEDIA.** Staff members are held to a higher regard than the general public due to the trust factor working in a school environment. How you represent yourself online is a reflection of who you are as an individual and professionally. Any content staff members publish, pictures they post, or dialogue they maintain, should never compromise the professionalism, integrity and ethics in their role as a Zion Elementary School District professional.
- i) **STUDENT INFORMATION.** Student information is kept confidential. I understand that the online posting identifiable student information should not happen unless expressed permission has been granted.
- j) **COMMUNICATING WITH STUDENTS.** The communication is accessible. – ALL electronic communications between staff and students shall be considered a matter of District record and part of the District archives, and shall be accessible by District administrators and others.

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Section V

**SERVICES: I am responsible for things I do on the computer, or any other electronic equipment, and no one else.**

Zion Elementary School District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by your errors or omissions. Use of any information obtained via the information system is at your own risk. Zion Elementary School District specifically denies any responsibility for the accuracy of information obtained through its services.

Section VI

**SECURITY: If I notice something that doesn't look right, I will notify the Technology Department. I will not use the accounts of others.**

Security on any computer system is a high priority. If you identify a security problem, notify the Technology Department at once. Never demonstrate the problem to other users. All use of the system must be under your own account. Any misuse of your account is your responsibility. **TRACKING NOTICE:** The District may provide electronic equipment that has tracking capability, for an employee's use. To insure that District funds are restricted to equipment utilized for work related purposes, such equipment is to be strictly used only by the employee to whom it is assigned, and only for work related reasons. Communication logs may be audited regularly to ensure that no unauthorized use has occurred.

Section VII

**VANDALISM: I will not harm, create things that harm the computers or other electronic equipment, or disable the tracking capability.**

Vandalism is defined as any malicious attempt to harm or destroy data of another user, or that of agencies, or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, disrupting or limiting access to network resources, or using the network to make unauthorized entry to any other machine accessible via the network. Any violation may result in the loss of your network privileges, could be treated as refusal to follow an administrative direction and may be an intentional violation of Board policy, and/or legal referral. All employees in possession of District electronic equipment are expected to protect the electronic equipment from loss, damage or theft. Vandalism would also include attempts to disable or remove tracking capability on any District equipment that is equipped with that technology.

Section VIII

**DATING YOUR ACCOUNT: I will let the Technology Department know of any changes in my information or employment.**

Notify the Technology Department of any changes in your account information or employment status immediately. Upon resignation, termination of employment, or at any time upon request, the employee may be asked to produce any issued equipment for return or inspection. Employees unable to present the equipment in good working condition within the time period requested (i.e. 24 hours) may be expected to bear the cost of a replacement. In addition, an employee may also face legal action relating to the loss of the equipment.

**Record your E-mail information below (copy from signature page) and retain for your personal records:**

EMAIL INFORMATION		
Your Employee Email account follows the format below: First name initial, Last name@zion6.org (zion6.com, zion6.net, zion.k12.il.us will also work)		
Jane Doe would become JDoe@zion6.org	Jim Doe would become JDoe2@zion6.org	John Doe would become JDoe3@zion6.org
<b>Username:</b> <span style="float: right;"><i>(First name initial, Last name)</i></span>		
<b>Initial Password*:</b>  7 or more characters with at least 1 uppercase letter and at least 1 number. It cannot contain your username, first name or last name.		<i>*This initial password can be changed by you at any time.</i>