



Woodridge Local School District

Acceptable Use Policy (AUP) for Technological Resources

Information for Employees

The Woodridge Local School District provides technological resources to facilitate growth in productivity, communication, and collaboration. Use of technology, whether district owned or personal property, must support education, academic research, and be consistent with the educational objectives of the Woodridge Local School District. Any other use is unacceptable.

The Woodridge Local School District's classrooms, libraries, and offices are connected into a network which provides access to the Internet and other educational resources. Additional technological resources may be used as a part of the educational process, including but not limited to computers, communication devices, recording/storage/playback units, and assistive technologies.

The goals of this Acceptable Use Policy are to maximize the benefits of these technological resources for our school district, to encourage responsible behavior, and to protect students, staff and the community from potential harm.

Acceptable Uses of the Woodridge Computer Network or the Internet

1. First, do no harm.
2. Use technology...
 - To complete educational tasks.
 - To support academic research.
 - In a manner consistent with the educational objectives of the district.
 - In a manner consistent with student handbooks, staff handbooks, and Board Policy and Guidelines.
3. Respect and Protect...
 - Privacy of self and others.
 - Hardware, software and network resources.
 - Intellectual property rights.

Unacceptable Uses of the Computer Network or Internet

1. Causing harm to others or damage to their property. Examples may include, but are not limited to:
 - Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
2. Using technology in a manner inconsistent with the educational objectives of the district. Examples may include, but are not limited to:
 - Using the network or internet for personal commercial purposes.
 - Using impolite, profane, or abusive language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
 - Violating or permitting others to violate any state or federal law or municipal ordinance, such as accessing or transmitting pornography of any kind, obscene depictions, harmful materials.
 - Using proxy sites to bypass internet filtering.
3. Using technology to violate privacy and property rights of others. Examples may include, but are not limited to:
 - Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
 - Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws.
 - Using copyrighted materials without giving credit to sources.



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4. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
- Using another's account password(s) or identifier(s).
 - Interfering with other users' ability to access their account(s).
 - Disclosing anyone's password to others or allowing them to use another's account(s).

Internet Safety

Be aware that technology use leaves an electronic trail that may be accessible even if files have been deleted.

- Be cautious about sending and opening email.
- Be cautious about sharing private information about yourself or others when online.
- Don't do anything that you would be embarrassed about if someone were looking over your shoulder.

When in the workplace, protect your professional reputation and personal privacy.

Systems Monitoring

Use of technology resources may be monitored by district, school, and network administrators and their authorized employees to protect the integrity of district technological resources as well as individual compliance with this policy. Administrators may examine and use data in disciplinary actions; evidence of crime will be provided to law enforcement officials.

Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse will result in disciplinary action appropriate to the seriousness of the offense and according to district disciplinary policy.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts.

I have read, understand, and agree to abide by the provisions of the
Acceptable Use Policy of the Woodridge Local School District.

Date: _____ School: _____
Employee Name: _____ Employee Signature: _____

*Please return this form to the Board Office where it will be kept on file.
It is required for all employees that will be using a computer network and/or Internet access.*

AUP revised Spring 2007 by the Woodridge Technology Committee.