

**ACCEPTABLE USE OF DISTRICT TECHNOLOGY
WEBSITE POLICY
MOBILE ELECTRONIC/COMPUTING DEVICES**

I. D161NET

Introduction

The primary purpose of the District 161 electronic communications network (D161net) and related technologies that attach to it is to support and enhance learning and teaching that prepares students for success in an information society. The D161net includes all computer hardware, software, and network infrastructure owned or operated by District 161 including its internal network, portals, and/or online resources. Use of the system is defined as obtaining access to any District 161 technology, software, or services regardless of the technical device, and regardless of whether or not the device is owned or operated by the District. Students, staff, and guests in District 161 who are provided with access to networks (including the Internet), D161net, and other technologies by the District shall be governed by the following policy.

The Internet enables worldwide connection to e-mail, discussion groups, databases, software, file storage and other information resources, such as libraries and museums. District 161 provides network access to promote educational excellence in District 161 schools by facilitating resource sharing, innovation, and communication. District 161 firmly believes that the value of information and interaction available on networks far outweigh the possibility that users may procure material that is not consistent with the educational goals of District 161. The use of D161net is a privilege, not a right, it may be revoked at any time for inappropriate behavior.

Users have no expectation of privacy in their use of D161net. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any digitally recorded information stored in, or passed through D161net, regardless of the initial intentions or expectations of the user. District 161 has the right and responsibility to monitor the use of D161net by its users including tracking of internet, network, hardware, and software use. Employees should be aware that any digitally recorded information, even that of personal nature, can be subject to disclosure under the *Illinois Freedom of Information Act*. Users assume responsibility for understanding the policy and guidelines as a condition of using the network. Staff members are accountable to use the network responsibly. Use of the network that is inconsistent with this policy may result in loss of access as well as other disciplinary or legal action. Any use of D161net by any student, staff member, or guest that disrupts the educational process or goals of Flossmoor School District 161 is prohibited. Nothing in this policy is intended to infringe upon any rights existing under the *Illinois Educational Labor Relations Act*.

Philosophy

Flossmoor School District 161 makes available computing and network resources for students, faculty, staff, and community/guest users. The resources exist solely for educational purposes to carry out the legitimate business of the District, the Board of Education and the District 161 PTO. All users of D161net are responsible for using these resources in an effective, ethical and lawful manner, and in accordance with federal, state, and local laws. The District's technology resources and the data entered, created, received, viewed, accessed, stored or transmitted by the District's technology resources are District property with the exception of certain student-created work stored on network drives or unless stipulated otherwise. **Acceptable and unacceptable uses of resources are outlined in related procedures.** Users

should:

- Exercise personal responsibility for understanding limits and privilege of computing resources;
- Use resources legally and ethically;
- Understand related privacy and ownership issues;
- Conserve and protect resources.

Risk

It is impossible to control all materials on the network. Sites accessible via D161net, particularly networks not under District control, might contain material that is illegal, defamatory, obscene, inaccurate or controversial. With global access to computers and people, there is a risk that students may access material that might not be considered to be of educational value in the context of the school setting. No technology is guaranteed to be 100% error free or dependable. The District makes no warranties of any kind for the service it is providing. The District 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.

Users responsibility

Students and staff should use District technology in a responsible, efficient, ethical, and legal manner in accordance with the District 161 mission. Network users, like traditional library users, are responsible for their actions in accessing available resources. The user shall make no attempt to receive pornographic or indecent material, material inconsistent with the values and mission of District 161, inappropriate language, or files that are potentially dangerous to the integrity of the hardware/software on school premises, including but not limited to disabling filtering devices. Any such material or files received by a user must be immediately reported to the Administration. Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the *Children's Internet Protection Act* and as determined by the Superintendent or designee. The user is not permitted to install any software that may be used to circumvent network or computer security or to violate any of Board policies or break any law.

A. Acceptable Uses

All users of the D161net must comply with this policy, as amended periodically, as well as any related administrative procedures.

D161net access may be used to improve learning and teaching consistent with the educational mission of District 161. District 161 expects legal, ethical, and efficient use of the D161net.

1. Access

District 161 may issue network accounts to provide access to network resources. The use of the D161net is a part of the curriculum and not a public forum for general use. Incidental personal use of D161net should be infrequent and sporadic event, and must at all times comply with this Policy. Personal use of D161net during working hours is prohibited for staff members.

2. Privilege

Use of a personal D161net account, once issued, is a privilege, not a right.

3. Subject to System Administration

All D161net account usage is subject to examination or investigation as needed without prior notification or consent of the user. All users of D161net should recognize that mail use, storage capacity or evening/night/weekend access might be limited for technical reasons. Network administrators may review files and communications to maintain system integrity and to ensure that users, including students and staff members, are using the system responsibly. Users should not expect that e-mail or files stored on District servers will be private. Employees should be aware that any digitally recorded information, even that of a personal nature, and/or documented use of D161net may be inspected and could be subject to public disclosure under the *Illinois Freedom of Information Act*. All users of D161net are guaranteed no level of privacy for any digital information stored or passed through D161net. The content of any digitally recorded information might be cause for disciplinary proceedings.

4. Retention

The District may retain all digital information indefinitely, including all e-mail correspondence. This does not guarantee the storage or integrity of all digitally recorded information.

B. Inappropriate Uses

Inappropriate use includes, but is not limited to, those uses that violate the law, are inconsistent with District 161's educational mission, disrupt the educational process, interfere with an employee's performance or work responsibility, that are not in accord with this policy, or that hamper the integrity or security of D161net or any external networks to which D161net are connected. D161net shall not be used by anyone, including students, staff, or guests, in any manner that disrupts the educational environment or violates the rights of others, including using the D161net devices to take photographs in locker rooms or bathrooms, to cheat, for unlawful purposes, or to bully, harass, or otherwise violate staff or student conduct rules. Prohibited conduct also specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of an electronic computing device, mobile or otherwise. Any use of a mobile computing device on school grounds at any time, by any student, staff member, or guest that disrupts educational process, goals of Flossmoor School District 161, or violates this policy is prohibited.

The use of personal electronic devices that connect (wired or wirelessly) to D161net is only permitted in the following instances:

The Technology Department must pre-approve any device before an attempt is made to connect it to D161net. Approval will be at the District's sole discretion, subject to the following minimum considerations:

1. Is the device needed for an educational purpose that cannot be provided with District equipment;
2. Can the device be properly inspected for worms/viruses, hacker software and software or files that in any way violate federal or state law or other provisions of this policy;

3. The device must be provided to the Technology Department at least one week prior to its planned use so that it can be evaluated. This regulation applies to any device that is capable of connecting to D161net, including but not limited to cellular telephone, video recording device, personal digital assistant (PDA), electronic paging device, portable gaming system, digital audio or video system, or any other tethered or mobile electronic computing device;

Commercial Use

Use of D161net for non-school sponsored private or commercial, income-generating, financial gain or "for-profit" activities, product advertisement solicitation purposes, or fraud is prohibited.

Harassment

Harassing, threatening, intimidating, bullying, or demeaning an individual or group of individuals, through D161net because of any of the bases set forth in 105 ILCS 5/27-23.7(a), as amended is prohibited.

Profanity or Obscenity

Users are not allowed to access, retrieve, send, intentionally receive, or view obscene, pornographic, profane, or indecent materials. All users shall at all times use language appropriate for school situations when using D161net.

Offensive or Inflammatory Speech

Users must respect the rights of others, both in the local community and the network at large. Sharing personal information or personal attacks are unacceptable uses of D161net. If a user is the victim of an inappropriate communication, the incident shall be brought to the attention of a teacher or system administrator.

Vandalism/Mischief

Vandalism and mischief are prohibited. Vandalism is defined to include damage or any attempt to harm or destroy any portion of D161net or the data of another user, whether on the network or on any networks that are connected to D161net. This includes, but is not limited to, the deliberate creation and/or propagation of computer viruses. Mischief includes interference with the work of other users and is prohibited. Any action that disrupts or interferes with the ability of the D161net to carry out its intended function may be considered mischief.

User ID violations

Once an account is issued to a user, that user is responsible for all actions taken while using that account. Sharing an account with another person, or disclosing any user's password, is prohibited. Concealing or misrepresenting one's identity while using D161net is prohibited. Every user may be held responsible for all inappropriate uses of the user's account by any other person. All users must exercise extreme caution with their passwords (exclude simple words or names and anything easily guessed). Passwords that use two words separated by a non-alphanumeric character are best i.e. cub\$anto. Logging on, or attempting to log on, in the name or account of another person or entity is prohibited. If a user suspects that any account on the D161net has been compromised it is their responsibility to immediately contact the network manager.

Electronic Mail Violations

Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users is prohibited. Sending e-mail that is unsolicited junk, rumor, harassment, obscene, or chain letters is prohibited. E-mail that is used to promote an event or a cause for profit or charity must be approved by a Building or District Administrator. The use of mass mailing should be minimized and pre-approval by the Superintendent or designee for mass messages is required for mass messages sent by anyone other than a District administrator.

File/Data Violations

Users are not allowed to access, retrieve, view, or disseminate any material in violation of any federal or state laws or regulation or District 161 policy or rules. This includes, but is not limited to: improper use of copyrighted material; improper use of files or information on D161net to commit fraud, or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the home address, or phone number of any District employee, student, or user. All users of D161net are responsible for protecting personal records held in an electronic format. All users of D161net are not allowed to download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these guidelines.

Non-Academic Use

District technology is a valuable, scarce resource. D161net is not to be used for non-academic purposes unless approved by the Superintendent or the Superintendent's designee. Unauthorized intentional downloads to a computer, network drive or external media of movies or video files; MP3s; shareware; freeware; pirated software; or other .exe or application files (unless a part of the curriculum) are not allowed.

System Interference/Alteration

Attempts to exceed, evade or change established resource quotas are prohibited. Quotas are limits on local hard drive storage space or network time or storage space which are designed to allow all users an equitable opportunity to access resources. Causing network congestion through mass consumption of system resources is prohibited. Any attempt to circumvent security on desktop machines or mobile computing devices is prohibited. Transfer of software to or from D161net is not allowed without authorization by the Director of Technology or designee.

Electronic Communication

Any use of D161net as a forum for communicating by e-mail or other medium with other school users or outside parties to solicit, proselytize, advocate, advertise, or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or non-profit, are all prohibited. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students, and/or their families for non-school purposes. Any communication that represents personal views as those of the school system or any school unit or that could be misinterpreted as such is not allowed. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from their immediate supervisor.

Software Licensing

The District must own and maintain a license, or have on record evidence of acceptable use, for any software installed on a school owned computer. Users of District owned computing devices may not install any software, applications (“apps”), licensed or otherwise, without permission from the Director of Technology or designee.

Websites and Social Networks

D161net shall not be used to access social networking services or websites (e.g. Facebook, Twitter, etc.) unless pre-approved by District administration in connection with student instruction. Under no circumstances will a District employee use D161net to communicate with District students for any reason unrelated to the employee’s professional duties or responsibilities.

Educational Process

Any action that takes place on D161net that may disrupt the educational process, including use that is reasonably foreseeable to result in disruption, or interfere with the rights of others at any time, either during the school days or outside school hours, is prohibited.

Violation of Law

Transmission of any material in violation of any international, U.S., or state law is prohibited. This includes, but is not limited to: copyrighted material; music; software; threatening, harassing or obscene material; or material protected by trade secret. Any attempt to break the law while using D161net may result in prosecution or litigation against the offender. If such an event should occur, District 161 will fully cooperate to the extent permitted by law with the authorities to provide any information necessary in connection with prosecution.

Consequences of Policy Violation

A user's network access privileges may be interrupted or terminated for any violation or attempted violation of this policy.

A user's network privileges may be interrupted or suspended by a technology department staff member, administrator, or the Director of Technology while a suspected violation is being investigated and while determination of any appropriate discipline is in progress. During such an investigation and determination, alternative opportunities for the user to complete assignments will be made available where appropriate and reasonably possible. Before termination of network privileges, the user will be advised of the suspected violation and given an opportunity to respond.

Violators will also be subject to disciplinary measures, such as suspension from school or expulsion for students or appropriate penalties for staff in accordance with any applicable collective bargaining agreement, applicable Board policies, or applicable staff handbooks. Guests that violate the acceptable use policy may be barred from using D161net or from being present on school grounds.

C. Duty to Report Security Problems

If a user identifies a security problem on the network it is expected that he or she will notify the Director of Technology or a designee. The user must not share the security problem with other users.

D. D161net Net Filtering and Monitoring

District 161 has the right to filter any content from D161net that is deemed inappropriate by the administration. District 161 may monitor any D161net users, and the information gathered may become public under the *Illinois Freedom of Information Act*.

E. Security Risks Denied Access

Any user identified as a security risk or having a history of violations with other computer systems may be denied access to D161net through District 161 facilities. It is the intent of District 161 to prohibit access to such persons.

Disclaimer

District 161 makes no warranties of any kind, whether expressed or implied, for the network facilities it is providing. District 161 will not be responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. District 161 is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the network is at the user's risk. District 161 specifically denies any responsibility for the accuracy or quality of information obtained through its network facilities. The District is not responsible for any user's intentional or unintentional access of material through D161net which may be obscene, indecent, or of an inappropriate nature.

II. FLOSSMOOR DISTRICT 161 WEBSITE

Introduction

District 161 web sites provide information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our schools and our District's mission. The District reserves the exclusive right to determine the content permitted on its web site (www.sd161.org), including any links posted thereto, and to remove any content, including links, inconsistent with this Policy, or with the educational mission and values of Flossmoor School District 161. This policy refers to both "Internal" and "External" websites which are defined as:

Internal Sites: Any networked or online resource that allows publishing of content in any format that is accessible to students, staff, or the public where accounts and access are created and maintained by the District.

External Sites: Any online resource (including social networks) that allows publishing of content in any format that is accessible to students, staff, or the public where accounts and access are not created and maintained by the District.

The term "sites" in this policy refers to both Internal and External web pages and any site created by an employee, volunteer, or student that identifies the content author or contributor as an employee, volunteer, or student associated with Flossmoor 161, any Flossmoor 161 school, or any activity associated with Flossmoor 161 or links back to any internal site.

Creators of sites made part of or linked to www.sd161.org need to familiarize themselves with and adhere to this and other Board policies and administrative procedures. Failure to follow these policies and

procedures may result in the loss of authoring privileges or other more stringent disciplinary measures including student suspension or expulsion, employee termination, or legal action.

Philosophy

1. Risk

As with other technology, the District cannot guarantee that the development and use of web pages will be error-free or completely dependable. While the District will strive to ensure that web pages created by District staff are accurate and appropriate, the District 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 of information on District web pages; (3) breaches of confidentiality; or (4) the unauthorized use of or access to District web pages.

2. Subject Matter

All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the District, or the schools within the District. The District 161 website may not include personal home pages or home pages for other individuals or organizations not directly affiliated with the District. Staff or students may publish work only as part of a department or school-sponsored organization.

3. Quality

All web page work must be free of spelling and grammatical errors. Regarding the question of quality or propriety of web page material, appearance, or content, the judgment of the building or District administrators will prevail.

4. Ownership

All web pages on the District's servers are the property of the District 161. All work created on District time, using District equipment, and/or within the scope of employment may be considered "work for hire" and ownership of physical or virtual products will be surrendered by the creator of the work to a Building or District administrator upon request. Any online material created to be used with students for instructional or co-curricular purposes must be associated with a District 161 email account and access to or ownership of these resources must be given to a Building or District Administrator upon request.

Student Safeguards

1. In general, documents may not include a student's full name or phone number or address unless parents and the District's Administrative Council grant permission.
2. Published e-mail addresses are restricted to a department or school-sponsored organization.
3. Students or parents may select to not have their image in District publications or websites pictures (video or still) and audio clips by submitting the following form:

FLOSSMOOR SCHOOL DISTRICT 161
41 E. Elmwood Drive
Chicago Heights, Illinois 60411



**21ST CENTURY LEARNERS TODAY,
LEADERS TOMORROW**

REQUEST TO WITHOLD PUBLISHING

We are requesting that Flossmoor 161 not release our child’s image to a media outlet, publish the student’s image in any form (including websites) or publish it to any internal webpage.

Child’s Name: _____

Student ID# : _____

Parent Signature: _____ Date: _____

Compliance With Other District 161 Policies

All documents on the Flossmoor District 161 web server(s) must conform to all other School Board Policies and Procedures as well as established school guidelines. Copies of School Board Policies are available in all school offices and online at www.sd161.org. Persons developing or maintaining content on the District’s website are responsible for complying with these and other policies as well as the procedures outlined in this document. All content and links to external sites should support the learning process and relate to curriculum and instruction, extracurricular activities or information about the school system. Information posted on D161net must be accurate and fair, may not harm the reputation of an individual, and must follow the guidelines outlined in this policy.

1. No one may use audio, pictures, or videos of current or former students if they have requested to withhold publishing. The building administration will keep documentation of any requests on file.
2. Documents created for District 161 web and contained on, or linked to, internal site pages will meet the criteria for use as instructional resources. The District may remove or delete any information on a District or school webpage at any time without providing reason to the page’s creator. The District maintains the right to publish, not to publish, remove and require removal of any content.
3. Any links to District web pages that are not specifically curriculum-related will meet the criteria established in this Policy. Any other non-curricular materials should be limited to information about school-sponsored activities. Web page links may not include entities whose primary purpose is commercial or political advertising without administrative and possibly Board of Education approval.
4. All communications via the District web pages will comply with Board policies, administrative procedures, and all local, state, and federal laws.
5. Any student information communicated via the District web pages will comply with Flossmoor District 161’s policies on Student Records and all laws considering student records.

6. Home pages must be in accordance with the guidelines established by the District Administrative Council.

7. Pages and online content not located on the District web server but residing on a school District computer must still meet all of the guidelines set forth in this policy.

Copyright

1. Electronic transmission of materials is a form of copying. No one may produce or transmit unlawful copies of copyrighted materials via the District's equipment or services. Home page creators will only post materials to the web that to the best of their knowledge are not copyrighted, trademarked or used without the permission of the author. For material used with the permission of the trademark or copyright holder, documentation verifying the granting of permission should be included. No one should use photographs, drawings, video clips or sound clips on a web page without permission of the person who created them or the person who owns the rights to them.

2. All pages of the Flossmoor School District 161 web sites are copyrighted and the sole property of Flossmoor School District 161.

3. All links that take users to sites outside District 161 pages should be identified as taking the user to a site not created or regulated by District 161.

Web Page Guidelines and Procedures

Teachers, staff, and students are expected to use appropriate professional judgment in the materials they upload to their web space. If doubt arises, the Assistant Superintendent of Learning and Instruction should be consulted prior to placing the materials on the web. If there is still a question about material, it will be brought before the District's Administrative Council chaired by the Superintendent. This committee is responsible for approving any material where questions remain regarding materials to be included on District related online resources.

Technical Standards

Each web page added to the District web site(s) must contain certain elements that will provide general consistency for District web pages:

1. There must be an indication of the name and contact information of the person(s) responsible for the page or update(s). It shall be their responsibility to keep the web page current;

2. At the bottom of the web page, there must be a link that returns the user to the appropriate point(s) in the District web pages. A template will be available for all users. The links will include the following: District 161 shield for District 161 office and/or the mascots for each school;

3. No computers other than the assigned building web servers, or those services approved by the District administration, shall be configured as web/FTP servers;

4. Users must exhibit care when creating web pages with extensive tiled backgrounds or large graphics and should seek to create pages that load quickly;

5. Web pages may not contain links to other web pages not yet completed. If additional pages are anticipated, but not yet developed, the text that will provide such a link should be included. However, the actual link to said page(s) may not be made until the final page is in place on the District server(s);
6. All web pages must contain names that clearly identify the pages;
7. Any graphics, sounds, or video used on web pages must conform to the format currently approved by the District;
8. Web pages may not contain any student e-mail address links or information that would allow a visitor from outside the school District to contact a student directly;
9. Final decisions regarding active web pages will rest with the District Administrative Council;
10. The District Administrative Council will regularly review links to external sites.

Use of Sites

The following must be adhered by employees, volunteers, and students when using or authoring on any site, internal or external:

1. All sites must adhere to all state, Federal, and local laws and District policies;
2. Sites created by staff, volunteers, or students that violate the law, are inconsistent with District 161's educational mission, disrupt the educational process, interfere with an employee's performance or work responsibility, that are not in accord with this policy, or that hamper the integrity of the District are prohibited, will be removed upon request of the administration, and may result in disciplinary action;
3. Nothing will be posted on a site that is discriminatory, confidential, threatening, libelous, disparaging, obscene, indecent, or makes slanderous comments about the District, its employees, students, or parents. Posters are personally liable for their own commentary;
4. Any internal or external site that is found to interfere with the educational process, work performance, results in unproductive use of time, violates any District policy, or is unlawful may be blocked using the District's content filters even if the content on that site is not produced, posted, or controlled by anyone associated with Flossmoor School District 161;
5. Failure to follow these policies and procedures may result in the loss of authoring privileges or other more stringent disciplinary measures including student suspension or expulsion, employee termination, or legal action.

General Guidelines for Publishing to Sites

The following guidelines should be practiced and modeled by staff and be expected of students when publishing to sites:

1. Review District Technology Policies;
2. Develop and test your content, including graphics. To the best of your ability ensure usability for visitors and check that the content reflects yourself, the school, and/or the District appropriately;
3. Review the page for errors and mistakes. Determine if it is appropriate to place on the web by checking it against this policy and the District's policies.

External Web Content and Social Networking Sites

There are many resources provided online for publishing content in a variety of formats offering a variety of methods for communication and contact. Some of these external sites may be appropriate for instructional purposes. However, the following points must be followed when working with content on external sites and social networking sites:

1. All laws and District policies must be followed, especially those concerning privacy, and records.
2. An employee, volunteer, or student that posts, creates, or modifies content on external sites that is used to represent District 161 schools, instructional, co-curricular, or athletic activities, school related business, or represents District 161 must:
 - a. register with a D161 email address;
 - b. allow access to these sites through a D161 email address password reset;
 - c. provide access to these sites to an administrator immediately upon request;
 - d. be aware that Flossmoor 161 has the right to require access and may monitor these sites and that the content on these sites is still subject to FOIA and legal discovery;
3. Teachers who require the use of external sites in their classrooms must inform parents of this requirement before external sites will be used to author or host content by or from students. Parents will have the right to opt their students out of working on external sites and appropriate alternative assignment(s) will be offered to the student without penalty;
4. Direct communication between staff and students or parents may not take place through any external site unless the communication is automatically and completely copied to the D161 email system;
5. Sites created by staff or students that violate the law, are inconsistent with District 161's educational mission, disrupt the educational process, interfere with an employee's performance or work responsibility, that are not in accord with this policy, or that are inconsistent with the District's educational mission are prohibited, will be removed upon request of the administration, and may result in disciplinary action;
6. Employees who wish to maintain sites for personal use should refrain from posting work or school related information on these sites. If the site identifies the staff member as an employee of Flossmoor 161, any Flossmoor 161 school, or any activity associated with Flossmoor 161 or links back to any internal site, it must include a disclaimer clearly evident that states: "INFORMATION ON THIS SITE IS THE AUTHOR'S PERSONAL OPINION AND DOES

NOT NECESSARILY REPRESENT THE VIEWS OF FLOSSMOOR SCHOOL DISTRICT 161.

III. MOBILE ELECTRONIC/COMPUTING DEVICES

Using a cellular telephone, video recording device, personal digital assistant (PDA), electronic paging device, portable gaming system, digital audio or video system, mobile phone, or any other mobile electronic computing device by anyone, including students, staff, or guests, in any manner that disrupts the educational environment, violates this Policy, or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, to cheat, for unlawful purposes, or to bully, harass, or otherwise violate staff or student conduct rules, is prohibited.

Prohibited conduct also specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of an electronic computing device, mobile or otherwise.

All mobile computing devices brought on to school grounds are done so at the user's own risk and District 161 is not responsible for any loss or damage of a personal device.

Unless otherwise banned under this policy, or by the Building Principal, all student electronic devices must be kept silenced and out-of-sight and stored in a locker during the regular school day unless:

- a) use of the device is provided in a student's individualized education program (IEP);
- b) it is being used in an area and manner determined acceptable by the Building Principal;
- c) it is needed in an emergency that threatens the safety of students, staff, guests, or other individuals;
- d) the supervising staff member allows for use of mobile computing devices in the classroom or in other areas being used to conduct instruction, including school trips, and the devices are being used for instructional purposes.

Students and guests must comply with staff directives, including but not limited to, ending phone conversations for face-to-face interaction, using appropriate voice volume, and appropriate device volume. When in use, mobile phones, or any mobile computing device that can be used for verbal communication, must be on vibrate or silent mode so that no audible ring, notification, or audible tone of any kind is heard. Use of mobile computing devices by students, staff, or guests is not to be disruptive to any activity or event associated with the School District.

Violations of this policy by students may result in confiscation of the equipment by any school employee who will then turn the equipment over to the designated building administrator(s) as soon as possible. Arrangements must be made by the student's parent(s) or legal guardian to retrieve the equipment from the appropriate building administrator. The student may be suspended for violation of this Policy, and may be expelled for egregious or multiple violations.

LEGAL REFERENCES:

- 11 105 ILCS 5/10-21.10
- 105 ILCS 5/10-20.28
- 47 U.S.C. §§301, 302a, and 333
- 47 U.S.C. §§501-510
- 47 U.S.C. §524.

720 ILCS 5/26-4
705 ILCS 405/3-40, added by P.A. 96-1087, eff. 1-1-11).

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SCHOOL DISTRICT 161
Flossmoor, Illinois