

# Northwest Suburban Special Education Organization Network Access Agreement

## Purpose

Computer use has become an essential part of many school activities. Computers are used to support learning and to enhance instruction and computer networks allow people to interact with many computers. The Northwest Suburban Special Education Organization (NSSEO) has the ability to enhance students' education through the use of computers. Network access is available to students and staff members at NSSEO. We believe this offers vast, diverse and unique resources to both students and staff. Our goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With this opportunity comes responsibility. Proper use of technology resources is a joint responsibility of students, parents, and employees of NSSEO. It is a general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy and guidelines may result in the revocation of the user's access privilege or other disciplinary action. Access to computing resources is a privilege to which all faculty, staff, and students are entitled. Certain responsibilities accompany that privilege. Understanding these responsibilities is important for the users. It should be noted that NSSEO complies with CIPA (Children's Internet Protection Act) requirements, which includes enforcing an Internet Safety Policy and that includes a Technology Protection Measure, including monitoring the online activities of minors.

- NSSEO blocks and filters Internet Access to pictures that are: (a) obscene, (b) child pornography, or (c) harmful to minors.
- Online activities of minors are monitored by staff members.
- Access by minors to inappropriate matter in the Internet is monitored through the use of filters/blocking software and supervision of students by staff members.
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications is provided through the use of filters/blocking software and staff supervision.
- Unauthorized access, including so-called "hacking," and other unlawful activities by minors online are prohibited.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors are prohibited.
- Access to harmful materials on the internet is restricted through use of filtering/blocking software and through supervision of students by staff members.

## Use of Local Area Network, Wide Area Network and Internet

### Definitions

The Northwest Suburban Special Education Organization (NSSEO) provides access to educational and informational resources for Users through computers connected to local area networks (LANs). These networks may be connected to the district's wide area network (WAN) and to the internet. The internet is a worldwide network of computers and provides access to electronic mail (e-mail), databases, software, discussion groups, and other informational services. Internet service is provided through a third party service provider. In addition to the LAN/WAN system, access to the internet may also be provided via dial access modems. For the purpose of this document, the LAN/WAN/Internet system is referred to as the "Network", whether accesses via a direct LAN/WAN connection or modem from within or outside the District facility. The term "User" applies to anyone accessing the Network for any purpose.

## **User Responsibility**

The following guidelines have been established to help ensure responsible and productive Network usage.

1. All use of the Network must be in support of educational and research consistent with the mission of NSSEO.
2. Private information about students and school staff is not to be transmitted over the internet, including social security numbers or credit card numbers.
3. Accessing, submitting, posting, publishing, or displaying any abusive, profane, discriminatory, offensive, obscene, harassing, threatening, intimidating, or disruptive messages or images to any User or other person is prohibited. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religion or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.
4. Any use of a Network for commercial or for-profit purposes is prohibited.
5. Extensive use of the Network for personal and private business is prohibited.
6. Any use of the Network for product advertisement, political lobbying, religious activities, gambling, chain letters, or pyramid schemes is prohibited.
7. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on a network.
8. All communication and information accessible on the Network should be assumed to be public information that would be accessible via the Freedom of Information Act.
9. No use of a network shall serve to disrupt the use of the Network by others; hardware or software shall not be destroyed, modified, or abused in any way.
10. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
11. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the Network.
12. The illegal installation, duplication, or distribution of copyrighted software on a school district computer or the illegal transfer of software over a network is prohibited
13. Unauthorized downloading of software, files, or images is prohibited. This includes downloading any program, partial program or game without the express approval of the NSSEO Coordinator of Technology or NSSEO Network Manager
14. Use of the Network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the Network is prohibited.
15. Transmission of any material in violation of any U.S. or state regulation is prohibited (e.g. copyrighted material, threatening or obscene material, or material protected by trade secrets).
16. NSSEO reserves the right to log Network/Internet use and to monitor file server space utilized by Users.
17. Using the Network while access privileges are suspended or revoked is prohibited.

## **Network Etiquette**

You are expected to abide by the generally accepted rules of Network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any inappropriate language.
3. Illegal activities are strictly prohibited.
4. Do not reveal the personal addresses or telephone numbers of students or employees.
5. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of inappropriate activities will be reported.

6. Do not use the Network in any way that would disrupt its use by others.
7. Consider all communications and information accessible via the Network to be private property of NSSEO.

### **Disclaimer**

NSSEO is providing a conduit to information and is not responsible for the information that is retrieved from outside sources. This includes the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by the User's negligence, errors, or omissions. Use of information obtained via the Internet is at your own risk. NSSEO denies any responsibility for the accuracy or quality of information obtained, or for any unauthorized financial obligations resulting from the use of school resources and accounts to access the Internet.

This Authorization does not attempt to state all required or prescribed behavior by users. **The failure to follow the terms of the Network Access Agreement will result in the loss of privileges, disciplinary action and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party that signed has read the terms and conditions carefully and understands their significance.



## Employee Authorization For Network Access

Employees have the privilege to use computer workstations in order to facilitate student growth in technology skills, information gathering skills, and communication skills, and to perform administrative tasks. These workstations may provide access to the Internet. Only those employees with prior experience and instruction shall be authorized to use the network and Internet access. Employees have a professional responsibility to ensure appropriate use of technology by students. Employees will monitor all students' Internet use as thoroughly as possible. Each classroom should have a dedicated computer area. This area is to be used strictly for computer equipment. Failure to keep this area organized could result in removal of complete computer equipment.

I have read the Northwest Suburban Special Education Organization's Network Access Agreement document and agree to abide by it, and to uphold my responsibilities as an employee user of NSSEO's computers and networks. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action, up to and including dismissal from employment, and/or appropriate legal action may be taken. In consideration for using NSSEO's Internet connection and having access to public networks, I hereby release the Northwest Suburban Special Education Organization and its Board members, and agents from any claims and damages arising from my use, or inability to use the Internet.

Employee Name:

Building:

Employee Signature:

Date: