



Guidelines for Responsible Use of Technology for Employees¹

Antioch Community Consolidated School District #34 recognizes that access to technology in a school setting gives students greater opportunities to learn, engage, communicate, collaborate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills. With that in mind, we provide the privilege of access to technologies and our electronic network for student and staff use.

The use of technologies and our **electronic network** should be responsible, respectful, safe, legal, appropriate, and for educational purposes, and should follow the guidelines outlined in this document, the Board of Education's policies on "Access to Electronic Networks" and "Personal Technology and Social Media; Usage and Conduct," the District's administrative procedures on "Acceptable Use of Electronic Networks," and the "Staff Authorization for Electronic Network Access" document. This applies to the use of all school-related technologies for educational purposes, whether provided by the school or brought in by any individual.

The Guidelines for Responsible Use of Technology for Employees do not attempt to state all required or prescribed behavior by users; however, some specific examples may be found in the District's administrative procedures on Acceptable Use of Electronic Networks. The failure of any user to follow the terms of this document, the Board of Education's policies on "Access to Electronic Networks" and "Personal Technology and Social Media; Usage and Conduct," the District's administrative procedures on "Acceptable Use of Electronic Networks," or the "Staff Authorization for Electronic Network Access" document could result in disciplinary action and/or appropriate legal action.

The signature at the end of this document is legally binding and indicates that the party who signed has read the terms and conditions carefully and understands their significance.

¹Bold terms are defined in the "Glossary of Terms for Guidelines for Responsible Use of Technology for Students and Employees."

**Antioch
School District 34**

964 Spafford Street
Antioch, IL 60002
847-838-8401

**Antioch
Elementary
School**

817 N. Main Street
Antioch, IL 60002
847-838-8901

**Hillcrest
Elementary
School**

433 E. Depot Street
Antioch, IL 60002
847-838-8001

**Oakland
Elementary
School**

818 E. Grass Lake Road
Lake Villa, IL 60046
847-838-8601

**W.C. Petty
Elementary
School**

850 Highview Drive
Antioch, IL 60002
847-838-8101

**Antioch Upper
Grade School**

800 Highview Drive
Antioch, IL 60002
847-838-8301



Be Responsible

- Care for District Technologies - Antioch Community Consolidated School District #34 has decided to provide employees with district technologies inside and outside the school to enhance, enrich, and facilitate teaching and administrative duties as well as school communication. Responsible care should be taken at all times to ensure the upkeep of the device, both hardware and software.
- Etiquette - The employee is expected to abide by generally accepted rules of network etiquette. As an employee, the expectation is to:
 - Be polite.
 - Use appropriate language.
 - Maintain confidentiality, particularly of student information.
 - Understand that all electronic communications and any data on District **technologies** or transmitted via the District's **electronic network** may be monitored by district administration.
 - Respond to electronic communications in a timely manner.
- Social Media - Employees are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as they would offline. Posts, chats, tweets, sharing, and messaging may be monitored. Employees should take precaution not to share personally-identifiable information online, including information about students and/or colleagues. Employees should not interact with students on personal social media. For further information on use of social media, see Board Policy 5:125, "Personal Technology and Social Media; Usage and Conduct."
- Software/Hardware/Removable Media - Employees may be given administrative rights over technologies and should be responsible when installing software on their assigned device provided they have legally acquired a license to the software and must be prepared to provide proof of such license. For removable media, it is the responsibility of the employee to ensure that the device is free of any viruses that could cause harm to the district's network or technologies.

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Be Respectful

- Copyright
 - Copyright law prohibits the republishing of text, graphics, or other Digital Media found on the Web without explicit written permission.
 - Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material might not be considered a source of permission.
 - For further details on the scope of copyright restrictions in the District, please see the Copyright Law Guide and FAQ memo that was sent to staff on Jan. 8th, 2014 and also place on the district website.
 - Student work may only be published outside the school if there is written permission from both the parent/guardian and student.
 - Read more about Fair Use here:
<http://www.copyright.gov/fls/fl102.html>
- Privacy
 - Files stored on District computers and communications via e-mail, Internet browsers, or voice mail are not private. Administrators, faculty, or network personnel may review files and messages to maintain system integrity and, if necessary, to ensure that users are acting responsibly.
 - Employees should also be aware that data and other material and files maintained on the school district system may be subject to review, disclosure, or discovery. Antioch Community Consolidated School District #34 will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.
 - All personally-identifiable information about students that is maintained by the school, school district, or by persons acting

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for the school district is private and may be accessed or shared only with those having an educational need to know, except as authorized by law.

- Social Media
 - The importance of employees engaging, collaborating, learning and sharing in these digital environments is a part of 21st Century Learning. Employees are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as they would offline. Posts, chats, tweets, sharing, and messaging may be monitored. Employees should take precaution not to share personally-identifiable information online, including information about students and/or colleagues.
 - Before posting digital media, employees must follow the “Do Not Publish” list for students and staff, or written permission must be obtained.

Be Safe

- Antioch Community Consolidated School District #34 shall implement technology protection measures consistent with the Children’s Internet Protection Act (CIPA), Children’s Online Privacy Protection Act (COPPA), and their implementing regulations.
- Federal mandates require Antioch Community Consolidated School District #34 to filter Internet access to block inappropriate web sites. However, it is impossible to block 100% of these sites.
- As educators, our primary responsibility to the students is their safety. Therefore, expectations for any student use of technology must follow all guidelines for responsible use.
- Employees have the responsibility:
 - To monitor student use of all technology devices.
 - To protect students against cyberbullying and harassment activities using electronic devices.
 - To avoid cyberbullying and/or harassment activities with any other individual.
 - To ensure that student and staff personal information is not shared online.
- Any speech that is considered inappropriate in the classroom is also inappropriate when using technology devices. This includes, but is not limited to, profanity and racist, sexist or discriminatory remarks.

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ANTIOCH SCHOOL DISTRICT 34

Inspiring personal excellence.

Dr. Jay Marino, Superintendent

No Warranties

Antioch CC School District #34 makes no warranties of any kind regarding employees' use of District **technologies** or its **electronic network** and will not be responsible for any damages suffered. This includes but is not limited to any loss of data, interruption of internet service, or inaccurate or incorrect information obtained via the internet.

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I have received, read and understand, and agree to abide by the provisions of the Antioch District #34 “Guidelines for Responsible Use of Technology for Employees,” the Board of Education’s policies on “Access to Electronic Networks” and “Personal Technology and Social Media; Usage and Conduct,” the District’s administrative procedures on “Acceptable Use of Electronic Networks,” and the “Staff Authorization for Electronic Network Access” document. I understand that any violations of these documents may result in disciplinary action, the revoking of my user account, and/or appropriate legal action.

Employee Name: _____

Employee Signature: _____

Date: _____

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