



Guidelines for Responsible Use of Technology for Students¹

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 policy on "Access to Electronic Networks," the District's administrative procedures on "Acceptable Use of Electronic Networks," and the "Student Acceptable Use Policy" 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 policy on "Access to Electronic Networks," the District's administrative procedures on "Acceptable Use of Electronic Networks," or the "Student Acceptable Use Policy" 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.

**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

www.antioch34.com

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



Be Responsible

- Care for District Technologies
 - Students should care for District **technologies**, keeping them clean and safe from damage, and reporting them to their teachers anytime they notice that a **technology** is not working properly
- Etiquette - The student is expected to follow generally accepted rules of **Network** etiquette. As a student, the expectation is to:
 - Be polite
 - Use appropriate language
 - Anything done with any District **technologies** or on the District's **electronic network** may be monitored by staff and district administration.
- Social Media
 - **Posts**, chats, **tweets**, sharing, messaging, etc. may be monitored by parents, staff and/or administration.
 - Students should take precaution and keep all personally-identifiable information to themselves, including information about other students and/or district employees.
- Student email accounts may be provided to students for academic purposes only, and students are responsible for maintaining their account.
- **Software/Hardware/Removable Media** - For **removable media**, it is the responsibility of the student to ensure that the device has no viruses that could cause harm to the district's **Network** or **technologies**.
- If you become aware of any misuse of District **technologies** or its **electronic network**, report it to a staff member.

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Be Respectful

- Copyright
 - All works must be created using your own words, pictures, audio, video, etc.
 - Label anything you borrow from any media source
- Privacy
 - All media activities at school can be viewed by adults and accessed at any time
 - Keep all of your documents and other **Digital Media school-appropriate**
- **Hardware and Software**
 - Students must ask staff permission if settings changes are needed
 - Students must respect all digital devices: school, personal, others, etc.
- Social Media
 - Students should use school-sponsored **social media** for academic purposes only
 - Students should keep social etiquette at all times with all media and devices
 - Before posting **Digital Media**, students must follow the “**Do Not Publish**” List for students and staff, or written permission must be obtained. This should be done by checking with the student’s teacher before **posting**.

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Be Safe

- The District has protected our students by following the Children’s Internet Protection Act (**CIPA**), Children’s Online Privacy Protection Act (**COPPA**), and their implementing regulations.
- Our district has an **Internet filter** to block web sites that are not **school-appropriate** and keep you safe. However, it is impossible to block 100% of these sites so if you accidentally access an inappropriate website or see others doing so, report it to a staff member.
- Student safety is a primary responsibility of the District; therefore, student use of District **technologies** and its **electronic network** must follow all guidelines for responsible use.



- To stay safe students should:
 - use technology devices for intended educational purposes
 - keep passwords, personal information, and personal work secure
 - always get teacher permission before publishing any personal information or photos online
 - avoid and/or report **cyber-bullying** and harassment activities
 - send or **post** appropriate information, comments, images, video, or audio
 - protect the privacy and rights of others
- Any speech or content that is considered inappropriate in the classroom is also inappropriate when using technology devices. This includes, but is not limited to, inappropriate content, profanity, and racist, sexist, or discriminatory remarks.

No Warranties

Antioch CC School District #34 makes no warranties of any kind regarding students' 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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ANTIOCH SCHOOL DISTRICT 34

Inspiring personal excellence.

Dr. Jay Marino, Superintendent

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 Students,” the Board of Education’s policy on “Access to Electronic Networks,” the District’s administrative procedures on “Acceptable Use of Electronic Networks,” and the “Student Acceptable Use Policy” document. I understand that any violations of these documents may result in disciplinary action, the revoking of my child’s user account, and/or appropriate legal action.

Student Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

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