



DISTRICT 89

MAYWOOD | MELROSE PARK | BROADVIEW

Technology Use Policies & Guidelines

PURPOSE OF TECHNOLOGY USE

District 89 provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the District by facilitating equity and accessibility to high quality technology resources for all students, teachers, and staff.

PRIVILEGES AND RESPONSIBILITIES

The District's electronic network is part of the curriculum and is not a public forum for general use. Students may access technology for educational purposes only. The actions of student accessing networks through the District reflect on the District; therefore, students must conduct themselves accordingly by exercising good judgment and complying with District policies (2:262, 6:235, 6:236; 7:180) and guidelines (refer to the Student Code of Conduct). Students are responsible for their behavior and communications using the District's computers and networks.

TITLE/OWNERSHIP:

District 89 maintains legal title to any technology issued to students. Students are authorized to possess and use the technology so long as they comply with the Acceptable Use Policy and other related guidelines, but they do not have any ownership rights with the technology.

DISTRICT DEVICE USE:

Devices (and their components) issued by District 89 are the property of District 89. Once a device has been given to a student, the student and the student's parents or guardians are responsible for the device (and its components) for the duration of time it is assigned to their student. Students and their parents or guardians must take reasonable care to protect and properly use the device. This includes, but is not limited to:

- Students are to use technology or access District 89's network for educational purposes only.
- Devices (and other District 89 technology) should be transported in the case that is distributed with the device. Using the case will minimize accidents from occurring.
- The student is the only authorized user of the student's assigned device (or other District 89 technology). Devices (or their components) should not be traded with other students or individuals.
- The student is the only authorized user of the student's network or software logins and is expected to comply with rules regarding confidentiality and protection of login information.
- The student must take care to maintain the integrity of technological resources from potentially damaging messages or viruses.
- If a problem occurs, the student is expected to bring their device to the Technology Department upon discovery. A loaner device will be issued while the problem is being diagnosed.
- Students are not to tamper with any settings or hardware on the device.



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Technology Use Policies & Guidelines (Cont.)

- District 89 applied labels, asset tags and other identifiers may not be removed from devices or other District 89 technology.
- Devices (and other District 89 technology) must not be marked with markers, stickers, or other similar materials.
- The district is not responsible for providing internet access to any families with children in District 89 schools, however the district may be able to provide hot spot device when families are facing extreme hardship.

NO EXPECTATION OF PRIVACY

Students have no expectation of privacy with respect to District technology (including District devices, email accounts, internet, servers, networks, or systems). The District reserves the right to access and/or monitor students' use of District technology and information stored on or transmitted through District technology. In addition, the District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion.

DISCIPLINARY ACTION:

Violations of policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, and/or other appropriate disciplinary action. Violations of local, state, or federal law may subject students to prosecution by appropriate law enforcement authorities.

DAMAGE TO DEVICE:

Manufacturer defect and accidental damage coverage are included with the devices. District 89 will be responsible for repairs that fall into these categories. Damage will be assessed on a case-by-case basis. District 89 reserves the right to inspect the devices at any time. If damage is determined to be intentional, the family will be financially responsible for the replacement or repair of the device, its components, or other monetary damages.



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Technology Acceptable Use Policy

The parent and the student agree to comply with the District's technology use policies, procedures, rules, and guidelines, including the following:

- This document (Technology Use Policies and Guidelines);
- [Board Policy 6:235, Access to Electronic Networks](#);
- [Administrative Procedure 6:235-AP1, Acceptable Use of the District's Electronic Networks](#); and
- [Board Policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment](#).

For purposes of the agreements set forth herein, the documents listed above are referred to collectively as the District's "Acceptable Use Policy."

STUDENT EXPECTATIONS

I have read, understood, and will follow the District's Acceptable Use Policy. If I break this agreement, the consequences could include suspension of device privileges and/or disciplinary action. I also understand the school devices, network and email accounts are owned by Maywood, Melrose Park, Broadview School District 89 and that Maywood, Melrose Park, Broadview School District 89 has the right to access and monitor my use of District technology and information stored on or transmitted through District technology, at any time.

PARENT/GUARDIAN ACCEPTABLE USE SIGNATURE

Parent collaboration and consent working together is a crucial focus of Maywood, Melrose Park, Broadview School District 89. We encourage you to have your children guide you through their work so you will see their work as it develops.

As parents, students and teachers work together, we become a strong learning community, therefore, creating more opportunities for our students to become successful. As the parent or guardian of this student, I have read the Maywood, Melrose Park, Broadview School District 89 Acceptable Use Policy. I understand that technology is provided for educational purposes in keeping with the academic goals of Maywood, Melrose Park, Broadview School District 89, and that student use for any other purpose is inappropriate. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network or devices.

I understand that children's device activities at home should be supervised as they can affect the academic environment at school. I understand and will support my student in adhering to the District's Acceptable Use Policy. I am aware that if my child breaches this agreement, the consequences could include suspension of device privileges and/or disciplinary action. I also understand the school network, devices, and email accounts are owned by Maywood, Melrose Park, Broadview School District 89 and that Maywood, Melrose Park, Broadview School District 89 has the right to access and monitor my child's use of District technology and information stored on or transmitted through District technology, at any time. I hereby give permission for my child to use District technology as defined herein (i.e., District devices, email accounts, internet, servers, networks, and systems).



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Technology Acceptable Use Policy (Cont.)

PARENT/GUARDIAN STUDENT IMAGES FOR EDUCATIONAL PURPOSES

Maywood, Melrose Park, Broadview School District 89 attempts to provide students with the best educational practices and resources. District 89 schools will also attempt to recognize student achievement and success by publishing student names and/or pictures in the newspaper, school-based web pages or blogs, school newsletters, and video/cable access television. The information which may be released for publication includes only the student's name, class, participation in officially recognized activities and sports, degrees, honors, and awards. Photographs and video recordings may also be taken during school activities for use on Maywood, Melrose Park, Broadview School District 89 web pages, blogs, newsletters, yearbooks, and newspaper articles. Maywood, Melrose Park, Broadview School District 89 owns photographs and video recordings and all rights to them.



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Student's Authorization for Internet Access 2022-2023

We, the undersigned, agree to abide by the terms and conditions of the District's Acceptable Use Policy. The District's Acceptable Use Policy is posted in each building's computer lab, school office and the District website at www.maywood89.org. We understand that any unacceptable use shall be grounds for the denial, revocation, or suspension of the student's Internet privilege; may result in additional discipline up to and including expulsion from school and may result in criminal or civil penalty.

We understand that the District makes no warranties of any kind, whether express or implied, regarding the Internet, and bears no responsibility for accuracy or quality of information or services or the loss of data. I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my child's use of, or inability to use, District technology. In addition, we agree to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of the Acceptable Use Policy or any unauthorized charges or fees.

Put an X or ✓ next to the statement below when you have viewed all three documents above as the parent:

_____ I have read & understand the *Technology Use Policies and Guidelines, Technology Acceptable Use Policy, and Student's Authorization for Internet Access 2022-2023*.

Parent Signature: _____

Date: _____

Put an X or ✓ next to the statement below when you have viewed all three documents above as the student:

_____ I have read & understand the *Technology Use Policies and Guidelines, Technology Acceptable Use Policy, and Student's Authorization for Internet Access 2022-2023*.

Student Signature: _____

Date: _____



Student/Parent Device Contract and Home Use Agreement

Parent/Guardian and Student Agree to the Following:

1. Parent/Guardian and student will review all aspects of the District 89's *Technology Use Policies and Guidelines, Technology Acceptable Use Policy, and Student's Authorization for Internet Access 2022-2023*. These documents apply to the use and care of the Student Device both at school and outside of school.
2. The Student Device will be designated for use by the undersigned student.
3. Accessing the internet via the Student Device shall be used for instructional purposes and not for recreational or employment activities.
4. District 89 has the right to recall and review the contents of the reports produced by the installed filtering software, which tracks usage data, time of day of access and captures internet browsing history.
5. District 89 has the right to recall and review the contents of the Student Device at any time including any personal information that may be stored on or accessible by the device.
6. Device use unrelated to the District 89 educational program (including but not limited to downloading of personal games or music and installing additional applications) are prohibited. Students or family members should not try to change anything on the issued Student Devices. This includes, but is not limited to, commands, copying or installing software, setting pass code locks, or copying files of any type. Each one should remain in the district specifications.
7. Damaging or vandalizing hardware, keyboard, screen, software, or data will not be accepted. Students attempting to unlock the district devices or change device settings is also not allowed. It is each student's responsibility to check the device before and after use and to report problems to the teacher when needed. Students must handle the devices with care when using and transporting them.
8. Once the Student Device is returned, data the student may have stored on the device will no longer be accessible.
9. The Student Device comes equipped with an Internet content filtering service configured and other management and monitoring tools and software to limit student access to harmful and inappropriate Internet sites or applications, software, or hardware that put personal student information at risk and comply with state and national student data privacy laws. Nevertheless, by signing below, you acknowledge that it is impossible for the District to restrict access to all controversial and inappropriate material. Parents and guardians are still responsible for monitoring their students' use of the Device.
10. The Student Device and accessories will be surrendered immediately upon request of the instructor or other school official.
11. The district is not responsible for providing internet access to any families with children in District 89 schools.
12. Parent/Guardian and/or student accepts full responsibility for the Student Device. Parent/Guardian agrees to reimburse the school for any damage caused because of student negligence or misconduct regardless of where the damage occurs.

Student/Parent Device Contract and Home Use Agreement (Cont.)

If a student does not follow the device rules above, they will be subject to one or more of the following consequences:

- Students may be assigned to an older device.
- Students may be required to complete the assignment using paper and pen.
- Students may lose the privilege to use a new device to complete schoolwork until the student demonstrates appropriate responsibility.
- Students who continue to cause damage or attempt to change district provided devices will meet with their administrator and/or technology director to determine appropriate consequences.
- Discipline may be imposed when warranted.

Students will follow expectations and the written consequences will be applied if the contract is not followed. Parents signing this contract agree to abide by the expectations.

- I give my child permission to participate in live virtual lessons if needed. I as a parent will make sure that the live lessons will not be recorded; nor will pictures or videos of the screen be recorded by me or my child(ren). I also agree that only my child will participate in the live virtual instruction if needed.
- Under some circumstances of financial hardship mobile hotspots may be provided as a courtesy; but the district is not responsible for the speed, connectivity, or other aspects of the hotspots and the devices must be returned to the district.

Parent /Guardian will reimburse District 89 for up to the cost of the device as a replacement should the Student Device be lost, stolen or damaged. Replacement cost for a damaged laptop or iPad is \$50.00. The cost of a lost laptop or iPad is \$150. In the case of lost, stolen, or damaged equipment, the parent/student agrees to contact the school within **five** business days so that appropriate procedures can be put into action to ensure a replacement. If a device is damaged, lost or stolen and the replacement cost creates a financial hardship, the parent/guardian must contact the student's administration to determine a solution to this difficulty.

By signing below, you acknowledge that you understand and agree to the terms set forth above.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____