SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
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REQUIRED USE AND INTERNET SAFETY AGREEMENT (RUA)

PURPOSE: The School Association for Special Education in DuPage County (SASED) provides its students and staff access to a variety of technological resources including, but not limited to, smartphones, desktops, laptops, iPads, and other end user devices. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through SASED's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

SASED intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, SASED establishes this agreement to govern student and employee use of SASED technological resources. This agreement applies regardless of whether such use occurs on or off SASED property, and it applies to all SASED technological resources, including but not limited to, computer networks and connections; the resources, tools, and learning environments made available by or on the networks; and all devices that connect to those networks. It also requires students and staff to abide by SASED Technology Use Guidelines (Appendix A), and that staff further abide by Board of Control Policy 6:235 – Access to Electronic Networks and 5:125 – Personal Technology and Social Media (Appendix B), which are incorporated into and made a part of this Agreement by reference. Additional rules may be added at any time as necessary and will become a part of this agreement.

TERMS OF THE REQUIRED USE AND INTERNET SAFETY AGREEMENT

Staff and students:

1. Will adhere to these guidelines each time the internet is used, regardless of location.
2. Will make available for inspection, upon request by the Executive Director or designee, any messages or files sent or received from any location. Files stored and information accessed, downloaded, or transferred on SASED-owned technology are not private.
3. Will use appropriate language in all communications, avoiding profanity, obscenity, and offensive or inflammatory speech. Cyberbullying such as personal attacks and/or threats on/against anyone made while using SASED-owned technology on the internet or local school networks are to be reported to responsible school personnel. Rules of netiquette should be followed in conducting oneself in a responsible, ethical, and polite manner.
4. Will follow copyright laws and download/import music or other files, only to SASED-owned technology that he/she is authorized and legally permitted to reproduce, or for which he/she has the copyright.
5. Will never reveal identifying information, files, or communications to others, through e-mail or by posting to the internet, that are not in compliance with SASED and HIPAA rules and regulations and personal internet safety guidelines.
6. Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
7. Will not share passwords, including sharing with other staff or substitute teachers, or attempt to discover passwords. Sharing a password could make you liable if problems arise from its use, and subject to disciplinary action.
8. Will not download and/or install any programs, files, or games from the internet or other sources onto any SASED-owned technology without SASED technology staff review and approval for compatibility and SOPPA compliance.

9. Will not tamper with computer hardware or software, attempt unauthorized entry into computers, or engage in vandalism or destruction of the computer or computer files. Damage to computers may result in felony criminal charges.
10. Will not attempt to override, bypass, or otherwise change the security filtering systems or other network configurations.
11. Will use SASED technology for school-related purposes only and will refrain from use related to commercial, political, or other private purposes.
12. Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials. The criteria for acceptability are demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all SASED-owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials (files).
13. Will not connect any personal technologies such as laptops, tablets, mobile devices, portable drives, personal assistant devices (e.g., Echo/Alexa), switches, and printers to a SASED-owned and maintained network. Connection of personal devices may be permitted but not supported by SASED technical staff. Home internet use is the responsibility of the staff member both in cost and configuration. Personal technologies will only be connected to the guest network.
14. SASED will at times perform maintenance on the laptops and other devices. Files can be deleted during these processes. Please backup files to the Google Drive when necessary.
15. Will keep technology devices secure and damage-free.

For SASED technology device use, please follow these general guidelines:

1. Do not loan your technology devices, charger, or cords.
2. Do not leave your technology devices in a vehicle.
3. Do not leave your technology devices unattended.
4. Do not eat or drink while using, or have food in close proximity to, technology devices.
5. Do not allow pets near your technology devices.
6. Do not place your technology devices on the floor or in a sitting area such as a chair or couch.
7. Do not stack objects on top of your technology devices.
8. Do not leave your technology devices outside or use near water such as a pool.
9. Do not leave your technology devices in checked luggage at the airport.

REQUIRED USE AND INTERNET SAFETY AGREEMENT (RUA)
APPENDIX A TECHNOLOGY USE GUIDELINES

A. EXPECTATIONS FOR USE OF SASED TECHNOLOGICAL RESOURCES

“SASED technological resources” means and includes SASED-owned or leased computers, tablets, mobile devices, infrastructure, and other SASED means of accessing SASED’s electronic network and the internet. SASED technological resources may only be used by students, staff, and others expressly authorized by the Technology Department. SASED’s electronic network, and its technological resources are part of its instructional program and curriculum and are not public forums for general use. Employees shall not load onto SASED’s electronic network or internet any student work or SASED work product without prior approval of the originator, his/her designee, or the Executive Director.

The use of SASED technological resources, including access to SASED’s electronic network and the internet, is a privilege, not a right. Individual users of SASED's technological resources are responsible for their behavior and communications when using those resources. Responsible use of SASED technological resources is use that is

ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the internet. Users are expected to abide by the generally accepted rules of netiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Student Code of Conduct, and other regulations and school rules, apply to use of SASED's electronic network, the internet, and other SASED technological resources.

In addition, anyone who uses any SASED electronic device, or who accesses SASED's network or the internet using SASED technological resources, must comply with the additional rules for responsible use listed in Section B below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Furthermore, all students must adhere to any guidelines set forth in the Student Code of Conduct.

As required by federal law and board policy, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response.

All students and employees must be informed of the requirements of this agreement and the methods by which they may obtain a copy of this agreement. Before using SASED technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including possible revocation of user privileges.

Willful misuse may result in disciplinary action and/or criminal prosecution under applicable conditions.

B. NETIQUETTE

The user is 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 be abusive in messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that email is not private. People should not have any expectation of privacy. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

C. RULES FOR USE OF SASED TECHNOLOGICAL RESOURCES

1. SASED technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of SASED technological resources for political purposes or for commercial gain or profit is prohibited.
2. Student personal use of SASED technological resources for amusement or entertainment is also prohibited. The board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with SASED business, and is not otherwise prohibited by board policy or procedure.
3. Staff and students shall have no expectation of privacy with respect to use of SASED's electronic network and SASED technological resources. As a condition of being allowed access to the internet and SASED's electronic mail communication through use of SASED technological resources, staff and students consent to monitoring and inspection by school administration of personal use of SASED technological resources, including any and all electronic mail communications made or attempted to be made or received by

personnel or students, and all materials accessed, uploaded, installed, downloaded or transmitted by personnel and students.

4. SASED technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.
5. Under no circumstance may software purchased by SASED be copied for personal use.
6. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Code of Conduct.
7. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other materials that are obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.
8. The use of anonymous proxies or other means to circumvent content filtering is prohibited.
9. Users may not install or use any internet-based file sharing program designed to facilitate sharing of copyrighted material.
10. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
11. All users of SASED's electronic network or SASED technological resources must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or others. In addition, SASED employees must not disclose on SASED websites or web pages, or elsewhere on the internet, any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Illinois School Student Records Act (ISSRA) and the Family Educational Rights and Privacy Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.
12. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to SASED technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages, or deliberately try to degrade or disrupt system performance.
13. Users may not create or introduce games, network communications programs, or any foreign program or software onto any SASED computer, electronic device, or network without the express permission of the Executive Director or designee.
14. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, devices, or accounts.
15. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from a teacher or other school official.
16. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
17. Employees shall not use passwords or user IDs for any data system for an unauthorized or improper purpose.
18. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

19. Teachers shall make reasonable efforts to supervise students' use of the internet during instructional time to ensure that such use is appropriate for the student's age, circumstances, and purpose of the use.
20. It is impractical for SASED to monitor its electronic network or SASED technological resources for improper or illegal activity at all times; therefore, employees and students shall be solely responsible for any improper or illegal activity and/or transaction resulting from their use of the same. SASED does not condone, authorize, or approve of use of its electronic network or SASED technological resources for any activity which is not related to the school curriculum or co-curricular activities sponsored by SASED.
21. Views may be expressed on the internet or other technological resources as representing the view of SASED only with prior approval by the Executive Director or designee.
22. Those who use SASED owned and maintained technologies to access the internet at home are responsible for both the cost and configuration of such use. SASED technical staff does not support home or public internet connections.
23. Students who are issued SASED owned and maintained laptops must also follow these guidelines:
    a. Keep the laptop secure and damage-free.
    b. Use the provided protective book bag or case at all times.
    c. Do not loan out the laptop, charger, or cords.
    d. Do not leave the laptop in a vehicle.
    e. Do not leave the laptop unattended.
    f. Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop. Do not allow pets near the laptop.
    g. Do not place the laptop on the floor or on a sitting area such as a chair or couch.
    h. Do not leave the laptop near a table or desk edges.
    i. Do not stack objects on top of the laptop.
    j. Do not leave the laptop outside.
    k. Do not use the laptop near water such as a pool.
    l. Do not check the laptop as luggage at the airport.
    m. Back up data and other important files regularly. SASED will at times perform maintenance on the laptops by re-imaging them.

D. RESTRICTED MATERIAL ON THE INTERNET

The internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the internet students may access or obtain. Nevertheless, SASED personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The Executive Director shall ensure that technology protection measures are used as provided for in the Children's Internet Protection Act (CIPA) and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the internet via their personal mobile device.

Email shall be used for educational or work purposes only. Personnel and students shall not be allowed to use SASED's email for anonymous messages or communications unrelated to the school program. Personnel and students shall not use email to create, communicate, repeat, or otherwise convey or receive confidential student information, any message or information which is illegal, indecent, obscene, harmful to minors, defamatory, likely to constitute harassment of another staff member, student, or any other individual, likely to cause disruption in the schools, or is otherwise inconsistent with SASED's curriculum and educational mission.

E. PARENTAL CONSENT

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the internet. The parent and student must consent to the student's independent access to the internet and to monitoring of the student's e-mail communication by school personnel.

F. PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created, or transmitted using SASED technological resources or stored on servers, services, or individual computers will be private. The Executive Director or designee may review files, monitor all communication, and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. SASED personnel shall monitor online activities of individuals who access the internet via a SASED-owned computer.

Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request, or as evidence of illegal activity in a criminal investigation.

G. SECURITY/CARE OF PROPERTY

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any SASED computer on a SASED network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access. Users of SASED technology resources are expected to respect SASED property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. SASED is responsible for any routine maintenance or standard repairs to SASED's computers.

H. PERSONAL WEBSITE

The Executive Director or designee may use any means available to request the removal of personal websites that substantially disrupt the school environment, or that utilize SASED or individual school names, logos, or trademarks without permission.

1. Students
Though SASED personnel generally do not monitor students' internet activity conducted on non-SASED devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.

2. Employees
Employees' personal websites are subject to Board of Control Policy 5:125 – Personal Technology and Social Media (Appendix B).

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with SASED may be terminated if the volunteer engages in inappropriate online interaction with students.

I. DISCLAIMER

SASED makes no warranties of any kind, whether express or implied, for the service it is providing. SASED will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries, or service interruptions, whether caused by SASED's or the user's negligence, errors, or omissions. Use of any information obtained via SASED's electronic network or the internet is at the user's own risk. SASED specifically disclaims any responsibility for the accuracy or quality of information obtained or transmitted through its electronic network or the internet. SASED denies responsibility for any information that may be lost, damaged, altered or unavailable when using SASED's electronic network or the internet. Staff and students shall be solely responsible for any unauthorized charges or fees resulting from their access to the internet. The user agrees to indemnify SASED for any losses, costs, or damages, including reasonable attorney fees, incurred by SASED relating to, or arising out of, any violation of these procedures.

REQUIRED USE AND INTERNET SAFETY AGREEMENT (RUA)

APPENDIX B BOARD OF CONTROL POLICY 5:125 PERSONAL TECHNOLOGY AND SOCIAL MEDIA

General Personnel

Personal Technology and Social Media; Usage and Conduct

Definitions
Includes - Means "includes without limitation" or "includes, but is not limited to."
Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes *Facebook*, *LinkedIn*, *Twitter*, *Instagram*, *Snapchat*, *TickTock*, *YouTube* and *blogs*.
Personal technology - Any device that is not owned or leased by SASED or otherwise authorized for SASED use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows® Phone), and other devices (e.g., iPod®).

Usage and Conduct
All SASED employees who use personal technology and social media shall:

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by policy 5:120, *Employee Ethics*; *Conduct*; and *Conflict of Interest* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes SASED employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics*; *Conduct*; and *Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.

2. Choose a SASED-provided or supported method to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting*.
6. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For SASED employees, proper approval may include implied consent under the circumstances.
7. Refrain from using SASED's logos without permission and follow Board policy 5:170, *Copyright*, and all SASED copyright compliance procedures
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate internet materials through SASED employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of SASED for any losses, costs, or damages, including reasonable attorney fees, incurred by SASED relating to, or arising out of, any violation of this policy.

The Executive Director shall:

1. Inform SASED employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Ethics*; *Conduct*; *Conflict of Interest*.
2. Direct SASED Administrators/Building Principals to annually:
    a. Provide their staff with a copy of this policy.
    b. Inform their staff about the importance of maintaining high standards in their school relationships.
    c. Remind their staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including termination.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither SASED, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS55/10; i.e., the *Facebook Password Law*.
5. Periodically review this policy and any procedures with SASED employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
775 ILCS 5/5A-102, Ill. Human Rights Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
23 Ill.Admin.Code §22.20, Code of Ethics for Ill. Educators.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

UPDATED: January 26, 2022

By signing this you agree to abide by the conditions listed above and assume responsibility for the care and proper use of SASED technology, including backing up personal data. SASED is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions, or reasons beyond SASED's control. Information obtained via the internet and other sources using SASED technologies is not guaranteed as to its accuracy or quality.

As a School Association for Special Education in DuPage County staff member, student, or parent/guardian, my signature indicates I have read or had explained to me and understand this Required Use Agreement and accept responsibility for abiding by the terms and conditions outlined and for using these resources for educational purposes.

I understand that should I fail to honor all the terms of this Agreement, future internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action, and if applicable, my technology device(s) may be recalled.

Staff Name: ____
(Please PRINT)

Program: ___________________________ Location(s): ______________________________
(Please PRINT)

Staff Signature: __________________________________ Date: _______________________

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Student Name: ____
(Please PRINT)

Program: ___________________________ Location(s): ______________________________
(Please PRINT)

Parent/Guardian Name: ____
(Please PRINT)

Parent/Guardian Signature: __________________________ Date: _______________________