

## INSTRUCTION

### **6:235 Access to Electronic Networks**

P.A.E.C. provides electronic networks to support the educational mission of P.A.E.C. and its member districts.

Electronic networks are a part of P.A.E.C.'s instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term *electronic networks* includes all of P.A.E.C.'s technology resources, including, but not limited to:

1. P.A.E.C.'s local-area and wide-area networks, including wireless networks (Wi-Fi), P.A.E.C.-issued Wi-Fi hotspots, and any P.A.E.C. servers or other networking infrastructure;
2. Access to the Internet or other online resources via the P.A.E.C.'s networks or to any P.A.E.C.-issued online account from any computer or device, regardless of location;
3. P.A.E.C.-owned or P.A.E.C.-issued computers, laptops, tablets, phones, or similar devices.

P.A.E.C.'s electronic networks are not a public forum for general use. The use of these electronic networks is a privilege, not a right, that is extended to staff, students, parents, and other members of the P.A.E.C. community. Violations of this Policy may result in a loss of privileges, discipline, or legal actions at the discretion of the Executive Director or designee. The Executive Director shall develop an implementation plan for this Policy and appoint system administrator(s).

#### Application of Policy

For purposes of this Policy, "electronic networks" includes all P.A.E.C. hardware, software, communication systems, networks, electronic equipment, data and other technologies, including any access to the Internet using such resources.

Individuals covered by this Policy include, but are not limited to, students, employees, Administration, parents, and visiting guests who have access to P.A.E.C.'s electronic systems. Except as otherwise provided herein, the provisions of this Policy shall apply to the use of technology in any P.A.E.C. school building, on school grounds, at a school-sponsored activity, and at any location in any manner that would otherwise violate this Policy. P.A.E.C.'s code of conduct applies to the use of P.A.E.C.'s electronic networks.

#### Responsibilities and Rights

The Governing Board owns the contents of P.A.E.C.'s electronic networks and reserves the right to inspect the contents of the electronic networks. Individuals using the electronic networks have no expectation of privacy in any material stored, transmitted, or received via the electronic networks, including but not limited to P.A.E.C. e-mail accounts. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. P.A.E.C. is not responsible for any information, including its accuracy or quality, obtained or transmitted through use of the Internet (except for P.A.E.C.'s website). P.A.E.C. is not responsible for any information that may be lost or damaged, or become unavailable when using the electronic networks, or for any information that is retrieved or transmitted via the Internet. Furthermore, P.A.E.C. will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

#### Curriculum and Appropriate Online Behavior

The use of P.A.E.C. electronic networks shall: (1) be consistent with the curriculum adopted by P.A.E.C. as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law, 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. Staff members may, consistent with Executive Director's implementation plan, use the Internet throughout the curriculum.

### Acceptable Use

All use of P.A.E.C.'s electronic networks must be: (1) in support of education and/or research, and be in furtherance of the educational mission of P.A.E.C. and its member districts, or (2) for a legitimate school business purpose. General rules for behavior and communications apply when using the electronic networks. P.A.E.C.'s *Authorization for Access to the District's Electronic Network* contains the appropriate uses, ethics, and protocol.

Uses of the electronic networks that are NOT acceptable include, but are not limited to, the following:

1. Installing, modifying, uploading or downloading programs or software without approval of the Administration.
2. Engaging in acts of vandalism, which is defined as any malicious attempt to harm or destroy data of another user or P.A.E.C., including the creation or use of computer viruses.
3. Accessing, submitting, posting, publishing, transmitting or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing or illegal material; this includes using the electronic networks to engage in bullying as defined by State law.
4. Posting P.A.E.C. or member district work product (e.g., test materials, Department procedures, P.A.E.C. publications) on the Internet for public access without prior approval from the Executive Director or designee.
5. Posting, publishing, transmitting, receiving or displaying material for commercial gain.
6. Accessing data maintained by P.A.E.C. in which the individual has not been given proper authorization.
7. Accessing the electronic networks when such privilege has been suspended or revoked by P.A.E.C.
8. Using the electronic networks in violation of State or federal law.

### Internet Safety

Technology protection measures shall be used on each P.A.E.C. computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Executive Director or designee. The Executive Director or designee shall enforce the use of such filtering devices. An Administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Executive Director or designee. The Executive Director or designee shall include measures in this Policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,

4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

#### DISCLAIMER:

In compliance with the federal Children's Internet Protection Act, P.A.E.C. endeavors to protect users of P.A.E.C.'s electronic networks from websites containing material that is illegal for minors, including, but not limited to, pornography. P.A.E.C. also endeavors to address the safety and security of minors when using electronic mail and other forms of direct electronic communications through the electronic networks. However, the use of employee-provided and student-provided technology to access the Internet network cannot be subjected to measures used by P.A.E.C. such as content filters, blocking lists, or monitoring of Internet website traffic for patterns of usage that could indicate inappropriate network usage. Accordingly, employees and students who provide their own technology and/or access to the Internet shall assume any risk associated therewith. P.A.E.C. expressly disclaims any responsibility for imposing content filters, blocking lists or monitoring of employee or student-provided technology and/or devices.

#### Electronic Mail

P.A.E.C. provides electronic mail ("e-mail") accounts to aid employees and students in fulfilling their duties and responsibilities in the learning environment. The Executive Director or designee will develop and implement procedures for the use of P.A.E.C. e-mail that shall, at a minimum, address acceptable uses, P.A.E.C. monitoring, data retention, and confidentiality issues.

#### Authorization for Electronic Network Access

Each staff member must sign P.A.E.C.'s *Authorization for Electronic Network Access* as a condition for using P.A.E.C.'s electronic networks. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

#### Confidentiality

All users of the P.A.E.C.'s computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

#### Violations

The failure of any user to follow the terms of the P.A.E.C.'s administrative procedure, *Acceptable Use of P.A.E.C.'s Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action

at the discretion of the Executive Director or designee. In the case of employees, violation of the *Authorization for Electronic Network Access* or this Policy may result in suspension without pay or dismissal of employment. In the case of students, violation of the *Authorization for Access to P.A.E.C.'s Electronic Network* or this Policy may result in out-of-school suspension or expulsion.

#### LEGAL REF.:

20 U.S.C. §7131, Elementary and Secondary Education Act.

47 U.S.C. §254(h) and (l), Children's Internet Protection Act.

47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.

115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

720 ILCS 5/26.5.

CROSS REF.: 2:250 (Access to Cooperative Public Records), 5:100 (Staff Development Program), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 6:40 (Programs and Curriculum Development), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Conduct), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: October 20, 2021

**Proviso Area for Exceptional Children (P.A.E.C.)**

---