

**AMEND BOARD REPORT 00-0126-PO1 RESCIND BOARD REPORT 97-0326-PO1 AND
ADOPT THE CHICAGO PUBLIC SCHOOLS' POLICY ON THE USE OF THE INTERNET, THE
CPS INTRANET, ELECTRONIC MAIL, AND COMPUTER ACCESS BY AUTHORIZED USERS**

PURPOSE:

This policy sets forth the standards governing Chicago Public Schools' authorized users' access to local, state, national and international sources of information through the Internet, the Chicago Public Schools' Intranet, and computer and electronic mail access. This policy also sets forth the rules under which authorized users may continue their access to and use of these resources. This policy promotes the ethical, legal, and work-related use of the Internet, Intranet, electronic mail and computer access. Amendments to the policy bring the Chicago Public Schools in compliance with the Children's Internet Protection Act.

Pursuant to this policy, use of information resources must be consistent with the purposes for which these resources have been provided. Access to the Internet, Intranet, and computer and electronic mail access is a privilege that which is provided to authorized users to help transact Chicago Public Schools' business through job-related functions. These resources provide the means with which users may communicate effectively with schools, central service center departments, region offices, the public, other government entities, and the business sector. These resources are to be used to respond to work-related inquiries, to research CPS-related information, and to inform the public about district programs and services, among, other uses, in a manner which does not violate the public trust, and which is in accordance with this policy and regulations established from time to time by the Chicago Board of Education.

POLICY TEXT:

I. GENERAL PROVISIONS

A. Authorized Users

All authorized users (defined as Chicago Public Schools' employees, consultants, parent- or community-volunteers under the supervision of a school principal, and non-Board employees such as interns) are to adhere to the provisions of this policy. Use of Internet, Intranet, computer access, and CPS electronic mail must be in compliance with federal and state laws, City ordinances, and Chicago Board of Education Board Rules, policies, and procedures including, but not limited to, the Ethics Policy, personnel procedures, and policies prohibiting discrimination in all forms.

The Internet, Intranet, computer access, and electronic mail resources are to be used only for business pertaining to the Chicago Public Schools, with allowance made for modest amounts of incidental personal use that is not prescribed by this policy.

Department supervisors, the principals of attendance centers, the Region Education Officers, and the Chief ~~Information~~ **Technology** Officer of the Chicago Public Schools have the authority to enroll and terminate use privileges of the Internet, Intranet, computer access, and electronic mail.

B. Disclaimer

The Chicago Public Schools uses filtering software to screen Internet sites for offensive material. The Internet is a collection of thousands of worldwide networks and organizations that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material, included, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personals/Dating; Lingerie/Swimsuit; Racism/Hate; Tasteless; and Illegal/Questionable. In general it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk and the Board of Education of the City of Chicago is not responsible for material viewed or downloaded by users from the Internet. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the Board of Education of the City of Chicago will not be liable. To minimize these risks, your use of the Internet, Intranet, computer access and electronic mail is governed by this policy.

II. SECURITY

Security issues which impact use of these resources include, but are not necessarily limited to, the following:

1. All authorized users are to report promptly any breaches of computer security, and violations of acceptable use and the e-mail address of sites containing inappropriate material (as outlined in Section B. 4. of this policy) to their supervisor, the principal of the attendance center, the Region Education Officer, or the Chief Information Technology Officer of the Chicago Public Schools. Failure to report any incident promptly may subject the user to corrective action consistent with Chicago Public Schools' personnel rules, Board Rules, policies, and the discipline policies for employees. Corrective actions may range from suspension of access privileges up to and including discharge and prosecution.
2. Users may not use a modem to dial into any online service provider, or Internet Service Provider (I.S.P.) or connect through a Digital Subscriber Line (DSL) while connected to the CPS network, as this poses a security risk to the CPS network through these connections.
3. Users must not disclose the contents or existence of CPS computer files, electronic mail, or other information to anyone other than authorized recipients.
4. Users must not distribute their password(s) and unauthorized information regarding other users' passwords or security systems.
5. Users must not distribute confidential documents, files, or correspondence without taking appropriate steps such as encryption to prevent unauthorized access.
6. Users are not to engage in "hacking" of any kind, including, but not limited to, the unlawful entry into an electronic system to access information.

III. USE OF INTERNET, COMPUTER ACCESS, AND ELECTRONIC MAIL

A. ACCEPTABLE USES

Users are to conduct themselves in a professional manner, as representatives of the Chicago Public Schools. Users are to respect privacy and are not to represent themselves as another user, unless explicitly authorized to do so by that user. Acceptable uses of the Internet, computer access, and electronic mail include, but are not necessarily limited to, the following:

1. Use of these resources must not disrupt service to other authorized users.
2. Users may access appropriate technologies related to job-related functions, such as effective communications with schools, central service center departments, region offices, the public, other government entities, and the business sector. These resources are to be used to respond to work-related inquiries, to research CPS-related information, and to inform the public about authorized programs and services.
3. Materials, including Public Domain materials, may be downloaded or uploaded using the network as long as these materials are related to business functions only. Users may distribute authorized materials in the Public Domain. The user assumes all responsibility regarding the determination of whether the materials are in the Public Domain; further, the user assumes all responsibility regarding his or her decision to place unauthorized materials in the Public Domain. The Board of Education is not liable for copyright violations that may occur.
4. Due to systemwide standardization, users may not be able to download stand-alone applications from the Internet.
5. Some materials on the global Internet are termed "Shareware." These materials may be downloaded and used, but they are copyrighted materials. The copyright holder usually gives permission to use the material for examination. If users choose to continue using these materials, the copyright holder often requests that the user register his/her usage and may ask that a license fee be paid. The user assumes responsibility for all license fees charged for the utilization of Shareware materials. The Board of Education of the City of Chicago is not liable for license fees that may occur in the use of Shareware materials.

B. UNACCEPTABLE USES

Unacceptable uses of the Internet, Intranet, computer access, and electronic mail include, but are not necessarily limited to, the following:

1. No outgoing message on the Internet, Intranet, or via electronic mail may purport to make a statement of policy, either expressly or by implication, except for messages that quote policies, Board Rules, procedures, documents published by the Chicago Public Schools, or other official sources. Non-work related uses - - including but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, political lobbying, or religious activities - - are prohibited under this policy.
2. Unauthorized advertising of Chicago Public Schools' projects or programs is prohibited.

3. Soliciting or distributing information with the intent to cause personal harm, bodily injury, harassment, or which describe or promote the use of weapons or devices associated with terrorist activities, or which is likely to or intended to incite violence, is prohibited.

4. Accessing information which may contain sexually explicit images or information in violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle, or which could be considered to be harassing or disparaging of others on the basis of, but not necessarily limited to, race, national origin, sex, sexual preference, marital status, age, disability, religion, ancestry, parental status, military discharge status, or lawful source of income is prohibited.

5. Use of the Internet, Intranet, computer access, or electronic mail for the purpose of intentionally spreading computer viruses or programs which loop repeatedly, or for the purpose of infiltrating a computer system without authorization, or for damaging or altering without authorization the software components of a computer or computer system is prohibited.

6. Seeking to gain or gaining unauthorized access to information sources including, but not limited to, information obtained in violation of the Illinois School Student Records Act (105 ILCS 10/1) is prohibited.

7. Destruction, alteration, dismantlement, disfigurement, prevention of rightful access to or interference with the integrity of critical computer-based information and/or information resources, without authorization, is prohibited. Interference with the privacy rights of individuals or entities that which are creators, authors, users, or subjects of the information resources, without authorization, is prohibited.

8. Providing access to unauthorized individuals is prohibited.

9. Use of copyright or proprietary information without permission of the author is prohibited. As provided by federal law and international treaties, copyrighted materials shall not be uploaded without prior permission of the copyright holder.

10. Except as expressly permitted, copyrighted materials shall not be distributed to others. Copyrighted materials shall not be altered, nor shall the author's attribution or copyright notices be modified.

IV. USER CONDUCT

~~User conduct while on the Internet, Intranet, or the electronic mail system should reflect standards of use for public interaction with other users.~~

~~Users are to conduct themselves in a professional manner, as representatives of the Chicago Public Schools. Users are to be clear and cogent in all communications, and are to read and spell-check all documents before sending.~~

~~Users are to respect privacy and are not to represent themselves as another user, unless explicitly authorized to do so by that user.~~

IV. V. ASSUMPTION OF RISK

The Chicago Public Schools will make a good faith effort to keep the system and its available information accurate. However, authorized users acknowledge that there is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or

information available. For example, and without limitation, the Chicago Public Schools does not warrant that the network will be error free or free of computer viruses. In making use of these resources, the user agrees to release the Board of Education of the City of Chicago from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of the CPS network.

The user further acknowledges that the information available through interconnecting networks may be inaccurate. The Chicago Public Schools' network has no ability to maintain such information and has no authority over these materials. The Chicago Public Schools makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of the data and/or information residing on or passing through the network from outside networks. Use of the Chicago Public Schools' network is at the risk of the authorized user.

V. VI. POLICY MODIFICATIONS

It is not the responsibility of the Chicago Public Schools to update authorized users regarding changes to this policy. Use of the network shall constitute acceptance of this policy and acceptance of all future amendments ~~that~~ which may be adopted. Any user who determines that he or she cannot comply with all terms and conditions of this policy must request in writing that the Chief ~~Information~~ Technology Officer of the Chicago Public Schools terminate his or her access.

VI. VII. INDEMNIFICATION

The authorized user indemnifies and holds harmless the Board of Education of the City of Chicago from any claims, including attorney's fees, resulting from the user's activities while utilizing the Chicago Public Schools' network that cause direct or indirect damage to the user, the Chicago Public Schools, or third parties.

VII. VIII. UNRESTRICTED INTERNET ACCESS

Users may apply for unrestricted access to the Internet to conduct bona fide research or other lawful business purpose of the Chicago Public Schools. Application for unrestricted access or limited restricted access shall be made to the Chief of Staff for approval by the CEO. If approved, the Chief of Staff will contact the Office of technology Services to grant the unrestricted Internet access.

Users having received approval for unrestricted Internet access from the Chief of Staff may connect a CPS stand alone computer to the Internet through a modem or through a DSL connection as long as the equipment is not connected to the Network. Unrestricted or limited access to the Internet may also be granted through eCPS Network. Users must ensure that minors do not have access to computers that have been approved for unrestricted Internet access.

VIII. VIII. WAIVER OF PRIVACY, MONITORING AND ENFORCEMENT

Users do not have a personal privacy interest in anything created, received or stored on the Internet, Intranet, or electronic mail systems, as these systems are neither secure nor private.

User expressly waives any right of privacy in anything they create, store, send or receive using the Chicago Public Schools' computer equipment or Internet access. User consents to allow the Chicago Public Schools' personnel access to and review of all materials created, stored, sent or received by the User through any of the Chicago Public Schools' network or Internet connections.

The Chicago Public Schools has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring internet sites visited by users, monitoring chat newsgroups, monitoring file downloads, and all communications sent and received by users.

The Chicago Public Schools has the right to monitor Internet, intranet, and electronic mail use to ensure that these resources are being used for business purposes, consistent with this policy.

When inappropriate use is determined by the supervisor of an authorized user, the supervisor will notify, in writing, the Chief Information Technology Officer of the Chicago Public Schools, who is authorized to terminate the user's access privileges. An employee may appeal this decision through discipline procedures for employees in Board Reports 95-1025-PO1 and 95-1025-PO2; a consultant may appeal this decision directly to his or her supervisor; and the parent- or community-volunteer may appeal this decision directly to the school principal.

Inappropriate use of these resources in violation of this policy may subject the user to corrective action consistent with Chicago Public Schools' personnel rules, Board Rules, policies, and the discipline policies for employees. Corrective actions may range from suspension of access privileges up to and including discharge and prosecution.

Noted:

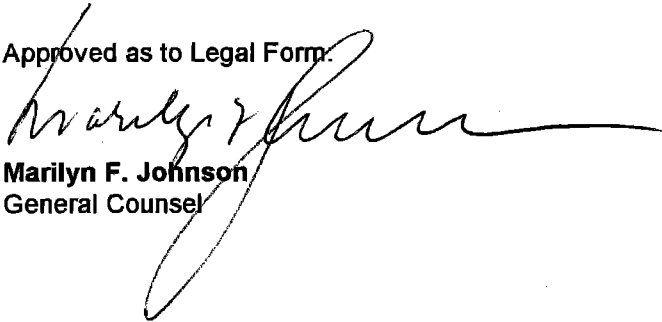


Barbara Eason-Watkins
Chief Education Officer



Arne Duncan
Chief Executive Officer

Approved as to Legal Form:



Marilyn F. Johnson
General Counsel