

## Overview of Changes for 2012-13 Parent/Student Handbook

*Beginning with the 2009-10 school year, the Parent/Student Handbook became accessible only on the district's website. There is an electronic signature page that parents sign acknowledging that they have read and/or are aware of the handbook and have discussed or will discuss important items with their child (ren). The office staff in both schools are responsible for keeping track of the parents who have signed and following up on those who have not.*

Changes to be made based on the meetings of the Handbook Advisory Committee held in April and May 2012, organized and directed by the Director of Curriculum and attended by parents, staff, and administrators, are as follows:

### 1. Updated Intro Page

#### **INTRODUCTION**

Please use the Parent-Student Handbook as a reference when questions concerning District 24's policies and procedures arise.

All staff members are also available to aid parents in understanding their student's educational and social needs. We encourage you to follow the common process of "Communication Chain" when you have a question or concern about your child's education.

Millburn School District believes that education is a team effort of teachers, parents and community and that accomplishing this task is our common goal.

In our ever-changing and increasingly complicated world, children remain our most precious possessions.

District Offices including the Superintendent, Business Offices, Special Services and Technology Offices are located at:  
18550 Millburn Road, Wadsworth, IL 60083 Phone: 847-356-8331

Web Site: [www.millburn24.net](http://www.millburn24.net)

Mr. Jason Lind, Superintendent  
Dr. Stephen Johns, Business Manager  
Ms. Joanne Rathunde, Director of Technology  
Ms. Elizabeth Keefe, Director of Special Services

Ms. Marybeth DeLaMar, Principal  
Millburn Elementary School  
18550 Millburn Road  
Wadsworth, IL 60083

Phone: 847-356-8331  
Fax: 847-356-9722

Mr. Jake Jorgenson, Principal  
Millburn Middle School  
640 Freedom Way  
Lindenhurst, IL 60046

Phone: 847-245-1600  
Fax: 847-265-8198

Ms. Nancy Stream, Gifted Education Coordinator  
Ms. Amber Stewart, Transportation Coordinator

## 2. Updated Board of Education, District Assessed Valuation, and Facts Page

### **BOARD OF EDUCATION**

The Board of Education is responsible for the establishment of all school District policies and for the provision of a quality education for all children in the Millburn School District. Board of Education meetings are conducted at 7:00 P.M. on the third Monday of each month alternating between the two school buildings (see calendar). Any additional and special meetings of the Board of Education will be advertised and posted in the school building as required by law. Part of each regular Board of Education meeting is devoted to "Public Comments," a section of the agenda where you may address the Board with general concerns regarding District 24. Specific concerns regarding a child or employee will be addressed in closed session only. To address the Board in closed session, arrangements should be made with the Superintendent and Board President at least one week prior to the regular meeting.

*Robert Reding, President*  
*Lisa Scanio, Vice President*  
*Chris Stream, Secretary*

*Diane Campbell, Member*  
*Jane Gattone, Member*  
*Scott Miller, Member*  
*Joseph Pineau, Member*

Every two years the voting citizens of the school elect Board Members to the Board of Education. A full term in office is currently four years. The only exception to the length of term is when resignations occur on the Board. To become a candidate for Board membership, interested citizens should contact an incumbent Board of Education Member or the Superintendent for details.

Membership on the Board of Education is a rewarding experience. Political scientists refer to the Board of Education as "The last bastion of pure democracy in action." With other governments becoming larger, and representing increasing larger numbers of people, the Board of Education remains a group of citizens who represent their neighbors in the governing of the education of their children.

### **DISTRICT ASSESSED VALUATION**

2003	\$ 210,030,407
2004	227,797,303
2005	255,334,783
2006	273,522,605
2007	287,345,846
2008	295,596,148
2009	295,460,340
2010	282,912,210
2011	253,776,843

### **FACTS ABOUT MILLBURN SCHOOL DISTRICT 24**

*(As of June 10, 2012)*

Early Childhood through Eighth Grade

15.5 Square Mile Area

1,468 Students enrolled

Five Administrators

Certified Personnel 94 full-time, 2 part-time)

Estimated teacher to pupil ratio of **28:1**

### **MISSION STATEMENT**

**In cooperation with our communities, District 24 is committed to efficiently preparing students to become productive, responsible members of a changing world by providing a nurturing environment that stimulates a voluntary desire to learn and education experiences that rigorously promote the realization of individual potential and excellence in achievement.**

### 3. Added Information about PBIS

#### Positive Behavioral Interventions and Support (PBIS)

##### What is PBIS?

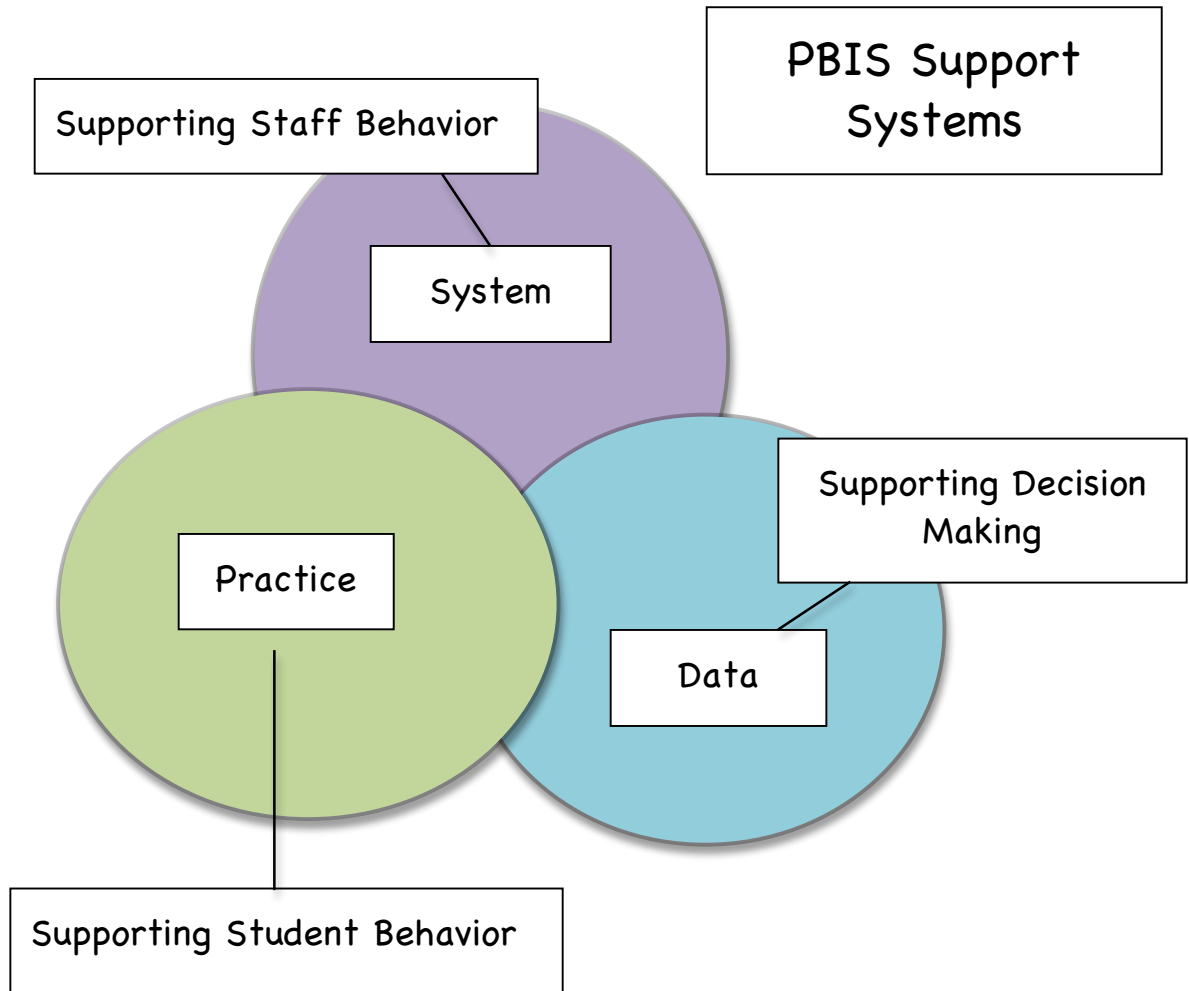
PBIS is a proactive, organized and data-driven system of interventions, strategies, and supports that positively impact the creation and maintenance of safe and effective learning environments in schools, and ensures that all students have the social/emotional skills needed to ensure their success at school and beyond.

The PBIS Universal Team at Millburn School District 24 has determined our goal is to provide a positive, safe, healthy, nurturing, and respectful environment in which all students have the opportunity to become productive members of society. We will provide this through the implementation of PBIS, which promotes the following:

1. Development of clearly defined and consistent student expectations and accountabilities, which reflect Millburn themes. Do your PART: Prepared And Respectful Together for self and others.
2. Communication and collaboration between administration, staff, families and community.
3. Maintenance of an open-ended flexible approach through the use of a data-driven informational system.
4. Educationally sound methods that foster student character, safety, academic excellence and individual citizenship.

For more information on PBIS, please visit the following websites:

- Millburn Website – [www.millburn24.net](http://www.millburn24.net)
- FirstClass – PBIS Green Apple site
- Illinois PBIS Network
- OSEP Center on PBIS
- School Wide Information System – SWIS Data Collection
- Illinois State Board of Education Special Programs



## 5. Added information describing SchoolMessenger

### School Messenger

SchoolMessenger is the provider the District uses when it is necessary to send important and timely messages to our parents, community, and staff. Messages can be sent via phone and/or email. Alerts may be for a school closing due to weather or a power outage. Regular weekly emails are sent by the building principals using SchoolMessenger. Information that is entered into our student information system - PowerSchool, is updated in School Messenger overnight. It is important that parents inform the school of any change in phone numbers or email addresses.

## 6. Added Visitor Conduct Section

### Visitors to and Conduct on School Property

The following definitions apply to this policy:

**School property** - School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

**Visitor** - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
11. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;

12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
14. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

#### Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

#### Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

## **7. Added Home and Hospital Instruction**

### **Home and Hospital Instruction**

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Elizabeth Keefe, Director of Special Services 847-245-2777.

## 8. Updated Student Discipline

### Student Discipline

#### Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
18. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.<sup>1</sup>
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school study or Saturday study provided the student's parent/guardian has been notified.

### Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

(1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion



period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### Gang & Gang Activity

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

## **9. Added Concussions and Head Injury Section**

### Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

## **10. Updated Drop Off Procedures at Millburn Middle School**

### Millburn Middle School - Special Procedures for Walking, Drop Off, and Morning Supervision

Millburn Middle School has many students who walk to school. Crossing guards are located at two neighborhood intersections to monitor students as they cross streets to get to school. Crossing guard locations are Independence/Heritage and Franklin/Independence. Parents should encourage their students to use these locations to cross. *If students are late to school, they will be marked tardy, and this tardy will become part of their permanent record.*

Supervision for students at Millburn Middle School begins at -30 MINUTES BEFORE THE START OF THE DAY- 8:00 a.m. Please make sure students do not get to school before 8:00 a.m. as there is no supervision earlier than 8:00 a.m. Supervision is located at the Main Entrance, the playground, and the Cafeteria Entrance starting at 8:00 a.m. Students must report to one of these locations if they arrive to school before the doors open at 8:20 AM. If earlier supervision is needed, please make arrangements for private childcare.

Parents who plan to drop students off at Millburn Middle School should enter the school from Independence Boulevard. There is a drop off lane that runs along the Main Entrance by the school Office. This drop off lane will work best for quick drop offs. If you need to get out of the car, park in the Main Entrance parking lot, and walk your child across the drop off lane to the Main Entrance. Students cannot be dropped off before 8:00 a.m.

## **12. Updated two sections under Achievements and Awards**

### Athletic Awards

Athletic awards are presented to recognize eighth grade students who participate in interscholastic sports.

### Millburn Foundation Scholarship Awards

A \$2,000 scholarship is offered to former Millburn District 24 graduates who are high school seniors. Applications and instructions are on the website and are made available to the following high schools: Antioch, Warren, Grayslake, and Carmel.

## **13. Updated Internet Policy**

### **Acceptable Use of District 24 Technology Network For Students, Parents and Staff**

All users of the District Technology Network (“System”) must comply with the District’s Acceptable Use Guidelines, as amended from time to time.

The System shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District web site, and the District online services and access to the Internet. “Use” of the System shall include use of or obtaining access to the System from any computer whether owned or operated by the District.

Users have no expectation of privacy in their use of the System. The District (defined as the Superintendent and/or its designee) has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District’s electronic mail system. The District has the right to and does monitor use of the System by users, including user’s access to the Internet, as part of the System maintenance to determine whether the use is consistent with federal and state laws and District policies and guidelines.

Users should be aware that their personal computer files or System use may be subject to public disclosure under the *Illinois Freedom of Information Act*.

The use of the District’s network, including the Internet, is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. The System is to be used primarily for academic and administrative purposes and not as a public forum, or for general use.

### **Terms and Conditions**

**Acceptable/Appropriate Use** – Access to the District’s network including the Internet must be for the purpose of education or research and be consistent with the educational objectives of the District. Including, but not limited to:

1. Curricular and instructional activities or in support of such activities.
2. Research consistent with the goals and purposes of the District.
3. Communications between students, faculty, staff and the local and global communities.
4. Development and implementation of the curricula.
5. Professional development of staff members.
6. Administrative or managerial record keeping, reporting data access or research.
7. Limited personal use by employees not to interfere with job responsibilities.

**Unacceptable/Prohibited Use** – Individuals are responsible for individual actions and activities involving the network.

Examples of unacceptable use include, but are not limited to:

1. Engage in activities, which are inconsistent with the District's educational mission or which interferes with an employee's performance of work responsibilities.
2. Access, retrieve, or view obscene, profane or indecent materials. ["Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as whole do not have any serious literary, artistic, political or scientific value.]
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to: improper use of copyrighted material; improper use of the System to commit fraud, or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or personal phone number of any student, district employee, or user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
7. Engage or participate in any activity against another person which constitutes "Cyber-Bullying" or "Cyber-Harassment".
8. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
9. Disrupt or interfere with the System.
10. Gain unauthorized access to or vandalize the data or files of another user.
11. Gain unauthorized access to or vandalize the System, or the technology system of any other individual or organization.
12. Forge or improperly alter electronic mail messages, use an account owned by another user without authorization, or disclose the user's individual password or that of another user.
13. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
14. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
15. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
16. Send mass electronic mail to multiple users without prior authorization by the appropriate District administrator.
17. Conceal or misrepresent the user's identity while using the System.
18. Post material on the District's web site without the authorization of the appropriate District administrator.
19. Wastefully using resources, such as file space.
20. Posting anonymous messages.
21. Using the network while access privileges are suspended or revoked.

**E-mail Communications as Student Records** — Employees must be aware that according to the Federal Family Educational Rights and Privacy Act and the Illinois School Student Records Act, electronic mail communications which "concern a student and by which a student may be individually identified", can qualify as the creation of a student record. Parents and/or students over age 18 exercising their statutory right to obtain access to their student files, by law, can be allowed access to this information. Employees should handle any email containing information about identifiable students in a confidential manner.

1. Care must be used in addressing such email communications, to ensure that they are sent only to authorized and intended recipients.
2. Distribution lists should be updated to keep addresses of intended recipients current, and to limit distribution only to people who are authorized to receive communication about particular students.

**The Children's Internet Protection Act** — Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are:

1. Obscene.
2. Pornographic.
3. Harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the District.

The District 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 purposes, provided the person receives prior permission from the District or system administrator. The District shall include measures to address the following:

1. Restricting student access to inappropriate matter and harmful materials.
2. Student safety and security when using electronic communication.

3. Limiting unauthorized access, including “hacking” and other unlawful activities.
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

**Network Etiquette** – Individuals are 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 become abusive in the messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal personal address or telephone numbers of students or colleagues.
4. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. All messages may be monitored or read by school officials.
5. Do not use the network in any way that would disrupt its use by other users.
6. All communications and information accessible via the network should be considered private property unless listed as public domain.

**No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damage you suffer. This includes loss of or damage to data resulting from delays, nondeliveries, missed deliveries, or service interruptions caused by its negligence, personal errors, or omissions. The District will not be responsible for any charges or fees resulting from unauthorized use of the Internet. Use of any information obtained via the network including the Internet is at your own risk. The District specifically denies any responsibilities for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees 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 breach of procedures.

**Security** – Network security is a high priority. If an individual can identify a security problem on the network including the Internet, the individual must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep the individual account and password confidential. Do not use another individual’s account without written permission from the individual or the classroom teacher. Attempts to log-on to the network including the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the network including the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.