

UCHICAGO MEDICINE ADVENTHEALTH GLENOAKS HOSPITAL POLICY PROFILE

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Title Acceptable Use of Technology for Students			
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Purpose

The purposes of the Acceptable Use of Technology Policy (AUP) are:

- **Section I:** For all students, employees, and other "users" of the School's "electronic resources," as those terms are defined in this AUP, defining authorized access to and acceptable use of the School's electronic resources; mitigating the risk of disclosure or unauthorized access to private and protected information through the School's electronic resources; and complying with requirements of federal laws protecting student's use of electronic resources in public schools.
- **Section II:** For all students, defining authorized use of personal technology
- **Section III:** For all students, defining authorized use of technology for personal purposes on School property and at related events and activities.
- **Section IV:** For all employees and students, defining the terms under which official School Internet and social media websites may be operated and when one may operate an Internet or social media website to conduct School business or for educational or extra-curricular purposes.
- **Section V:** Outlining the consequences of violating of the AUP.
- **Section VI:** Setting forth requirements regarding notification and acknowledgement of the AUP by students, employees, and users of the School's electronic resources.

Administrative Procedures

The Director or designee shall create administrative procedures implementing this policy which, along with UChicago Medicine AdventHealth policies, handbooks and guidelines issued at the school or department level, may supplement this policy.

Definitions

"Electronic resources": The School's "electronic resources" include, but are not limited to, the School's electronic networks and information systems, such as the Internet, Wi-Fi, electronic data networks, and infrastructure for oral, visual, and written electronic communication, including electronic mail, text messaging, instant messaging, and chat programs. "Electronic resources" also include technology owned or licensed by the School and provided by the School for use by its employees or students, and School and School-authorized webpages and social media or websites. If a user accesses the School's electronic resources, including Internet service or Wi-Fi, with a personal technology device, that use is also considered use of "electronic resources" that are covered by this AUP.

"Includes" or "Including": When used in this AUP and any related administrative procedures, handbooks, and guidelines implementing this AUP, "includes" means "includes, but not limited to" and "including" means "including, but not limited to" and reference a non-exhaustive list.

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"Personal purposes": Any uses other than uses for "School business," such as accessing personal cell or smart phones, email, and social media websites such as Twitter, Facebook, and others for purposes other than School business.

"Personal technology": All technology that is not owned or licensed by the School.

"Social media websites": Webpages that do not simply provide information, but rather allow users to comment, exchange or share content, collaborate, and/or interact. Also known as social networking websites. Examples of social media websites include Internet forums, weblogs (or "blogs"), video logs (or vlogs:), wikis, social networks (such as Facebook, Snap Chat, Twitter, and MySpace), podcasts, photograph and video sharing programs (such as YouTube and Instagram), rating websites, music-sharing websites, and crowdsourcing.

"Technology": Includes desktop computers, laptop computers, tablet computers, cell phones and smart phones, text messaging services, instant messaging services, and other technology, as well as any webpages or social media profiles, such as Internet forums, weblogs (or "blogs"), video logs (or "vlogs"), wikis, social networks and social media pages (such as Facebook, Twitter, and MySpace), podcasts, photograph and video sharing programs (such as YouTube and Instagram), rating websites, music-sharing websites, and crowdsourcing.

"User": A user of the School's electronic resources is any person who uses the School's electronic resources, with or without School authorization, and may include students, parents, employees, contractors, and volunteers of the School.

Section I: Acceptable Use of the School's Electronic Resources

Applicability

This section applies to all "users" of the School's electronic resources, including students and employees.

Acceptable Use - General

Only authorized users may access the School's electronic resources. This includes connecting personal technology devices to the School's electronic resources, including the Internet and Wi-Fi.

Access to the School's electronic resources is intended for educational and extra-curricular purposes and School business. Employees may use School electronic resources for incidental personal use during non-work times as long as that use complies with the other parameters of this AUP and any implementing procedures and does not interfere with the employee's job duties or the provision of education and services by the School. Students may only use the School's electronic resources for incidental personal use during non-instructional times if the student is authorized to use the particular electronic resource at the time used, the use complies with the other parameters of this AUP and any implementing procedures, and the use does not violate any other School policy or State or federal law.

Users must take reasonable steps to protect the security of the School's electronic resources. Among other things,

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users may not share passwords or allow others to access electronic resources using the user's password or profile. Any user who becomes aware of a security breach must notify a School administrator immediately.

Users are responsible for appropriately using the School's electronic resources. If a user has questions about whether a particular use is acceptable, the user is expected to speak to a supervisor (for employees) or teacher or administrator (for students and all other users) before engaging in the particular use.

Acceptable Use - School-Issued Technology

The School may issue technology to users, including students and employees, for educational or extra-curricular purposes and/or School business. Use of School-issued technology is governed by this AUP, including the Acceptable and Unacceptable Use provisions of this AUP, regardless of when, where, or for what purpose the use occurs.

The user is responsible for reasonable care of School technology at all times during which the technology is assigned to the user. Costs associated with repair or replacement of technology damaged as a result of a user's failure to exercise reasonable care shall be the responsibility of the user.

Unacceptable Use - General

Users are expected to conform to general expectations of norms outlined in this AUP and other School policies when using the School's electronic resources. This AUP sets forth some general examples of unacceptable use, but does not attempt to set forth all prohibited uses.

The following are examples of uses of the School's electronic resources that are strictly prohibited:

- Any use at a time or in a manner that is not authorized or approved, or in a manner that causes or reasonably could be foreseen to cause a substantial and material disruption to the educational environment or invasion of the rights of others;
- Knowingly or recklessly causing a security breach or disruption of service to an individual or system;
- Damaging School electronic resources or the electronic resources of others via School electronic resources, including accessing or attempting to access any content to which the user is not authorized, including "hacking", "jail breaking", etc.;
- Misrepresenting one's identity or using another person's password, user profile, or technology or allowing another to use one's identity, password, or technology without authorization;

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- Any use in a manner that violates State or federal law including using materials that are subject to intellectual property laws, such as copyright and trademark laws, without authorization;
- Any use that violates any school policy, including policies addressing bullying, harassment, and hazing.
- Publishing or transmitting private information, including photographic, video, and audio depictions of others, without authorization, including taking photographs.
- Accessing, publishing or transmitting information used to cheat, or otherwise violate student conduct rules;
- Any transmission, access, creation, or transmission of material that is sexually graphic or explicit, obscene, threatening, intimidating, abusive, harassing, or otherwise indecent, or that reasonably could be interpreted as promoting illegal activity, including illegal drug use;
- Accessing or participating in any games without authorization of supervising staff.
- Providing personal information, including photographs, about themselves or others
- Any attempt to do any of the above.

Internet Filtering, Safety, and Security Measures

The School will implement technology protection measures on each School computer with Internet access, including filtering devices, to the extent practical, to block user access to visual depictions of material that is obscene, pornographic, or otherwise harmful to minors as defined by the Children's Internet Protection Act (CIPA) while using the School's network. The procedures implemented by the director or designee for this AUP shall allow users to make a request to disable the filter for bona fide research or other lawful purposes.

The School also will take steps, to the extent practical, to promote the safety and security of users of its electronic resources. The steps taken shall include efforts to prevent inappropriate network use such as: (a) unauthorized access, including "hacking", "jail breaking", and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors. The steps taken also shall include efforts to protect student and employee privacy, safety, and security when using electronic communications.

The School and its employees shall take steps, to the extent practical, to educate, supervise, and monitor students' uses of electronic resources as required by CIPA and other federal and State laws.

Confidentiality of Private Information

Users of the School's electronic resources must comply with all policies and procedures that govern confidentiality of private information, including policies governing school student records and personnel records or information, when using the School's electronic resources. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the

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student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Maintenance of Records

Certain laws require the School to maintain business records, including public records, school student records, and personnel records, for certain periods of time. Users of the School's electronic resources are responsible for maintaining records as required by School policy, School procedures, and/or relevant laws. This may include maintaining school student records and local records as required by State and federal law.

Disclaimer, Limitation of Liability, and Indemnification

The School does not guarantee the quality of the services provided through its electronic resources. The School makes no guarantees about the accuracy of information accessed through its electronic resources. The School is not responsible for: (i) any loss or damages resulting from the unavailability or failure of its electronic resources; (ii) any information that is rendered unavailable because of its electronic resources or lack thereof; or (iii) any inaccurate information accessed through its electronic resources.

All users assume full responsibility for any costs, liabilities, or damages arising from their use of the School's electronic resources. All users will be responsible to indemnify, hold harmless, and defend the School, to the extent allowed by law, for any use of the School's electronic resources on School property, at school-related events or activities, or with members of the School community that violates this policy, and any other School policy, or any relevant law. The School is not liable for the actions of users of its electronic resources.

No Expectation of Privacy

Users of the School's electronic resources have no expectation of privacy with respect to use of the School's electronic resources, including access of the school's Internet or Wi-Fi using personal technology, or with respect to any material created, transmitted, accessed, or stored via School electronic resources. This includes material created, transmitted, accessed, or stored for personal use, including incidental personal use, on or through the School's electronic resources. The School reserves the right to monitor users' activities on School electronic resources at any time for any reason without prior notification; to access, review, copy, store, and/or delete any electronic information accessed or stored therein; and to disclose such information to others as it deems necessary and/or as required by law. The School will not monitor the activity of staff unless they have cause to do so.

Users should be aware that information may remain on the School's electronic resources even after it has been deleted by the user. This section of this policy may only be altered through amendment of this policy, and may not be altered or diminished by the verbal or written assurances of any employee or representative of the School.

The monitoring of devices can/may include the use of system log files, screen captures, key captures, or other connected devices, remote control and/or any other method that becomes available to ensure intended use and protect the School's assets or inventory control.

Section II:

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Student Use of Personal Technology for Educational Purposes

Applicability

This section applies to all students of the School.

Authorized Use of Personal Technology for Educational Purposes

The director or designee may authorize students to use personal technology for educational and/or extracurricular purposes, including for classroom instruction and extracurricular activities. Each student must return an agreement, signed by both the student and the student's parent/guardian, before utilizing school technology.

Students may use technology on School property or at related events and activities only at times, at places, and for purposes expressly permitted by school personnel. When a student uses personal technology at a time, at a place, in a manner, or for a purpose authorized by school personnel, the student's use of the personal technology is governed by this AUP, all other School policies, corporate policies, administrative procedures, handbooks and guidelines governing use of the School's electronic resources.

Section III: Student Personal Use of Technology

Applicability

This section applies to all students of the School when on School property and at school related events and activities.

Acceptable and Unacceptable Personal Use of Technology on School Property and at Related Events and Activities

Students may bring personal technology on School property and to school related events and activities, but must keep such technology powered off at all times except when using the technology with approval of supervising staff.

Student use of technology, including School electronic resources and personal technology, on School property and at school related events and activities must comply with the electronic device policy.

Section IV: Internet Publications and School Social Media

Applicability

This section applies to all students and employees of the School who establish and/or operate Internet publications and/or social media websites ("websites") for educational, extra-curricular, or other purposes related to School

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business, and any other individual operating or attempting to operate a website suggesting approval by or official affiliation with the School.

Official School Websites

Only the director or designee may operate or approve for operation by School employees official websites on behalf of the School, including the School's website, blogs, and social media accounts. No third-party website may suggest that it is an official School website without the express written authorization from the Superintendent or designee. No website shall be operated using the School's logos or other marks in a manner suggesting approval by or official affiliation with the School without express written authorization from the Superintendent or designee.

Other Websites

Employees and students who wish to establish websites for educational, extra-curricular, or other purposes related to School business, including websites for departments, student courses, field trips, fundraisers, and clubs and teams, must obtain prior written authorization from the director or designee. Administrative procedures implementing this policy shall set forth the manner by which authorization must be requested and the factors the director or designee will consider in addressing such requests. No students shall be authorized to establish or operate a website by the School unless an employee of the school agrees to supervise the website.

Confidentiality, Privacy, and Non-Discrimination

All School official websites and websites operated by students and/or employees for educational, extra-curricular, or other purposes related to School business shall comply with relevant confidentiality and privacy policies and laws, including laws governing educational or student records, and non-discrimination policies and laws. No personally identifying student information shall be posted on such websites unless written authorization has been obtained from the student's parent/guardian.

Section V: Consequences of Violating AUP

The activities covered by this policy are privileges, not rights. The School reserves the right to place reasonable limits and prohibitions on such privileges. Failure to comply with this AUP and any implementing administrative procedures, handbooks, or guidelines may lead to the loss of such privileges and may lead to other consequences including discipline, referral for civil and/or criminal prosecution, and any other consequence authorized by law.

The School's ability to impose consequences for violations of this AUP is not limited to conduct that occurs on School property, at school related events and activities, or during school/business hours. For example, student or employee misconduct on technology may lead to consequences under this AUP or other school policies and procedures if the conduct materially and substantially interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including conduct that may reasonably be considered

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to: (a) be a threat or an attempted intimidation of an employee; or (b) endanger the health or safety of students, employees, or school property, regardless of when or where that misconduct occurs.

Section VI: Notification of Policy and Acknowledgement

All students, employees, and users of the School's electronic resources are required to sign and return to the School an acknowledgement form indicating that the user has reviewed, understands, and agrees to abide by this AUP and any related administrative procedures, handbooks, and guidelines. A parent/guardian of each student must also sign and return an authorization form. Any person who fails to return a signed authorization forms as required by this section shall be refused the privileges of accessing or using the School's business, using personal technology on School property and at related events, and operating Internet and social media websites for the School or as a student or employee of the school. A signed authorization form shall remain valid and on file indefinitely, although the director or designee may require a new form be completed form time to time.

Even if there is no signed form on file, any person who accesses the School's electronic resources, uses personal technology to conduct School business, uses personal technology on School property and at related events, or operates Internet and social media websites for the School or for educational, extra-curricular, or other School business purposes agrees by that conduct to abide by the terms of this AUP and any implementing administrative procedures, handbooks, or guidelines.

Students shall be provided age-appropriate training regarding the standards and acceptable use of the School's electronic resources; Internet safety; appropriate behaviors while online, on social networking websites, and in chat rooms; cyberbullying awareness and response; and other requirements for compliance with CIPA and other federal and State laws before use of the School's electronic resources or technology for educational purposes begins. The School shall communicate to students regarding this AUP and any implementing administrative procedures, handbooks, and/or guidelines each year through a training or the curriculum.

The School shall communicate to employees this AUP and any implementing administrative procedures, handbooks, and/or guidelines each year at an in-service training and student orientation.