

Urbana School District 116 Acceptable Use Policy

Purpose

To provide guidelines intended to assist Urbana School District 116 staff in following established policies, practices, and procedures to use technology in a responsible and productive manner.

Updates

- **Email**
- **Grants**
- **Web Bypass**

Email

Urbana School District 116 has transitioned to Google Apps for Education (GAFE) and all email users must comply with the rules set forth by the District and Google's email policies. Google domain users are encouraged to change their passwords at least twice a year. The password must have a minimum of 8 characters, and should contain at least one lowercase letter, one capital letter, one number, and one special character.

All students in grades 3-12 have a login for GAFE. Secondary student, with a signed parent consent form for those under the age of 13, have access to email via Google.

Grants

The school district must inventory all technology equipment purchased with grant funds regardless of the type of grant. In addition, all equipment must be engraved with a district inventory number indicating grant name, year of purchase, and school name. The grant recipient(s) should take responsibility for the management of the equipment and for monitoring its effective use within the school or classroom. Grant equipment should normally be kept in the school. The teacher may, with a completed Employee Equipment Agreement form on file, use the equipment at home for professional purposes. Transferring of technology equipment between schools will need approval by the building Principals and Director of Instructional Technology. After the grant has expired the equipment will remain the property of the District.

Web Bypass

A Web Bypass is used by district personnel to access sites that are normally blocked. Teachers requiring access to sites that are blocked need to complete a Web Bypass form. This form must indicate the purpose of access and must have and list a direct correlation to the Common Core State Standards, Illinois Learning Standards, or National Educational Technology Standards. All forms submitted by the teacher will need to have a signature from the building Technology Cadre member, Administrator or Dean, and submitted to the Director of Instructional Technology for approval.

- Faster processing and throughput than our old filter
- Individual filtering/bypass by username and password
- Designed with a focus on K-12 Education
- Ability to provide direct feedback to administrators when presented with a site block screen
- Ability to filter off-site devices such as laptops and ipads