

## **STUDENTS**

### **Attendance and Truancy**

#### **Compulsory School Attendance**

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because of religious reasons, including to observe a religious holiday, or religious reasons, or because his or her religion forbids secular activity on a particular day(s) or time of day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health, or other reason as approved by the Superintendent or designee. For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students absent for a valid cause may make up missed homework and classwork in a reasonable timeframe.

#### **Absenteeism and Truancy Program**

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound Taps at a military honors funeral held in Illinois for a deceased veteran.
3. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.

4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in ~~the School Code, Section 105 ILCS 5/26-2a.~~
5. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
6. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, and information about available community services relevant to such students' needs. See policy 6530 *Programs for Students At Risk of Academic Failure and/or Grade Retention*.
7. A process for the collection and review of chronic absence data and to:
  - A. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - B. Encourage the habit of daily attendance and promote success.
8. Reasonable efforts to provide ongoing professional development to ~~teachers, administrators~~ all school personnel, Board members, and school resource officers, ~~and staff~~ on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 5600, Student Records as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a ~~chronic~~-truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support posting.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
- 13.14. An approval process for students to attend activities allowed under 105 ILCS 5/10-19.05(k), including provisions for making up missed coursework that do not penalize students.

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Under certain circumstances, schools may require parents or guardians at their expense to present medical documentation of physical or emotional conditions causing a student's absence.



The District discourages parents or guardians from taking students on vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning and create educational problems. Schools will attempt to provide written assignments covering such vacation periods, but cannot guarantee that these assignments will accurately reflect ~~what's~~what ~~is~~ covered in class.

#### Updating

Pursuant to State law and policy 7410, *Board Policy Development*, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

#### Tardiness

Prompt attendance shall be the responsibility of the student and his/her parent(s)/~~or~~-guardian(s). Because it reflects a student's concern for the rights of others, the Board shall consider promptness as a necessity in school. If a student becomes chronically tardy to school, it shall be the responsibility of the Superintendent or designee to confer with the student and his parents in an attempt to implement corrective measures.

Legal Ref.: 105 ILCS ~~5/10-19.05(k)~~, 5/22-92, ~~and~~ 5/26-1 through 5/26-3, 5/26-5 through 5/26-16, ~~and~~ 5/26-18, and 5/26A.  
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.  
23 Ill.Admin.Code §§1.242 and Part 207.

Adopted: Board of Education  
Woodridge School District  
October 25, 1999

Amended: ~~August 18, 2025~~ January 12, 2026

Reviewed: ~~August 18, 2025~~ January 12, 2026

## **INSTRUCTION**

### **Class Size**

Recognizing that class size is an important factor in providing a quality education, the Board will strive within budgetary limitations to maintain class sizes which provide the best opportunities for all the children of the district to develop their fullest potential. In establishing guidelines for class size the administration and the Board will consider the grade level, the financial condition of the district and available facilities.

The maximum class size shall be as follows:

Kindergarten	25 students
Grades 1 - 3	28 students
Grades 4 - 6	30 students

When any K-6 class exceeds the maximum enrollment before the beginning of winter break, a new class shall be added unless the principal and teachers recommend to the Superintendent or designee, a new class not be created. Special circumstances, such as pending student transfers may necessitate a delay in authorization or result in a decision not to authorize the teacher.

When any grade level exceeds the maximum enrollment after the beginning of winter break, an Enrollment Teaching Assistant will be employed in the grade level for the remainder of the school year.

Adopted:	Board of Education Woodridge School District 68 June 26, 2000
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Amended:	January 14, 2019
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Reviewed:	January <del>13, 2025</del> <u>12, 2026</u>
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## **INSTRUCTION**

### **Wellness**

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent or designee will ensure each school building complies with this policy, the policy is available to the community on an annual basis on the District website and distributed to students and parents through the student handbook, and that the community is informed about the progress of this policy's implementation.

#### **Goals for Nutrition Education and Nutrition Promotion**

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum.

#### **Goals for Physical Activity**

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages health habits and attitudes for a healthy lifestyle.
- Unless otherwise exempted, all students will be required to engage in a physical education course-a minimum of 3 days per 5-day week.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and health as established by the Illinois Board of Education.

#### **Goals for Other School-Based Activities**

The goals for school-based activities include the following:

- Schools will support and promote a healthy eating environment for students.
- Schools will promote and participate in wellness activities.
- Schools will offer other school-based activities to support student health and wellness, including coordinated events and clubs.

### Nutrition Guidelines for Foods Available in Schools During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day consistent with Board policy 3700, *Food Services* (requiring compliance with the nutrition standards specified in the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture's Smart Snacks rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall restrict the sale of competitive foods, as defined by the USDA, in the food service areas during meal periods, comply with all ISBE rules, and prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 3700 *Food Services*, i.e. in-school marketing of food and beverage items must meet competitive foods standards.

*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches.

### Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

### Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

### Unused Food Sharing Plan

In collaboration with the District's local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students.
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District's community. *Properly* means in accordance with all federal regulations and State and local health and sanitation codes.

### Guidelines for Food Items at Birthday Celebrations, Holidays and Other Student Recognition

To promote overall wellness and the safety of students with health issues, only non-edible items will be used for birthday celebrations and other student recognition. In addition, only non-edible items may be used for rewards and incentives in the classroom. Options beyond food items are encouraged for holiday celebrations, or to support curricular purposes, and any food or beverage used for this purpose shall follow the intent of this wellness policy.

### Monitoring

At least every three years, the Superintendent or designee shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

### Community Input

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community.

### Recordkeeping

The Superintendent, or designee, shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

### Legal Ref.

Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204  
 Child Nutrition Act of 1966, 42 U.S.C. §1771 et. seq.  
 National School Lunch Act, 42 U.S.C. §1758  
 41 U.S.C. Sec. 1779, as implemented by 7 C.F.R. §210.11  
 105 ILCS 5/2-3.139  
 23 Ill.Admin.Code Part 305, Food Program

Adopted: Board of Education  
 Woodridge School District 68  
 July 31, 2006

Reviewed: January ~~13, 2025~~ 12, 2026

Amended: January 22, 2024



## INSTRUCTION

### Access to Electronic Networks ~~and Information Services~~

Electronic networks including the Internet are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The District shall develop and maintain a technology plan.

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

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

The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District 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-media center materials. As required by federal law and Board policy 6040 Curriculum, 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 the District's technology plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Use

All use of the District's electronic network, must be: (1) in support of education and/or research, and be in furtherance of the Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Users of the District's networks have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Access to Electronic Network ~~and Information Services~~* contains the appropriate uses, ethics, and protocols. All electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials in accordance with district, state and federal regulations.

### Internet Safety

Technology protection measures shall be used on each District 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, (3) harmful, or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent 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 Superintendent or system administrator. The Superintendent 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 restricting access to 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.

### Use of Artificial Intelligence (AI)-Enabled Tools

The Board recognizes that AI-enabled tools are important to enhance student learning, educator effectiveness, and school operations. The use of AI-enabled tools in the District shall be implemented in a safe, ethical, and equitable manner and in accordance with Board policies 6000, *Educational Philosophy and Objectives*, and 5605, *Use of Educational Technologies; Student Data Privacy and Security*.

To implement the use of AI-enabled tools in the District, the Superintendent or designee shall:

1. Develop a District-wide AI Plan that addresses the District's approach to the integration of AI;
2. Based on the District-wide AI Plan, establish AI Responsible Use Guidelines to address the responsible use of AI in the District by students and staff;
3. Ensure that AI-enabled tools comply with State and federal law;
4. Ensure that staff receive training and students receive instruction on the use of AI, as appropriate; and
5. Review the District's AI Plan and AI Responsible Use Guidelines on an annual basis and update them as needed.

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### Authorization for Electronic Network Access

All approved users must sign the District's *Authorization for Access to Electronic Network and Information Services* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

### Confidentiality



All users of the District's computers or other means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against inappropriate 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 *Authorization for Access to Electronic Network and Information Services*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Leg. 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.

Adopted:        Board of Education  
                      Woodridge School District 68  
                      January 28, 2002

Reviewed:       ~~January 13, 2025~~ January 12, 2026

Amended:       ~~January 23, 2023~~ January 12, 2026



## INSTRUCTION

### Acceptable Use of the District's Electronic Networks and Technology

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

#### Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

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

**Acceptable Use** - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - Use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the networks. Some examples of unacceptable uses are:

- a. Using the networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;

- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the networks to be private property.

**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 damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

**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 Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.



**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

**Software Regulations and Procedures** – The schools and district offices of Woodridge 68 license the use of computer software from a variety of third parties. The software developer normally copyrights such software. Unless expressly authorized to do so, Woodridge 68 has no right to make copies of the software except for backup or archival purposes. The purposes of the regulation are to prevent copyright infringement and to protect the integrity of District 68's computer environment.

**Guidelines** – It is the position of the District to respect all computer software copyrights and to adhere to the terms of all software licenses to which the district is a party. The Director of Technology is the district's software manager, and is charged with the responsibility for enforcing these guidelines.

District employees may not duplicate any licensed software or related documentation for use either on the District premises or elsewhere unless the District is authorized to do so by the agreement with the licensor. Unauthorized duplication of software may subject employees and/or the District to both civil and criminal penalties under the United States Copyright Act. Employees may not give standalone software to any other employee or any software to non-employees including students, parents, and others. District employees may use software on local area networks or on multiple machines only in accordance with applicable license agreements.

**Acquisition of Software** – All software acquired by the District must be purchased using the school or district accounts. Software acquisition procedures are restricted to ensure that the District has a complete record of all software that has been purchased and can register, support, track and upgrade such software accordingly.

**Registration of Software** – The schools and district must register every software package. Software must be registered in the name of the district or school/department in which it is used. Because of

personnel turnover, software should never be registered in the name of the individual user. IT will keep a record of all district-purchased licenses.

These records shall include the following information:

- Title and publisher of all software including freeware and public domain
- Date and source of the software acquisition
- Location of each installation as well as the serial number of the hardware on which each copy of the software is installed
- Name of the authorized user(s) – as applicable
- Existence and location of backup copies
- The software product's serial number.

Non-District Owned Software – Only software purchased through the District may be used on District computers. Employees are not permitted to install non-district owned software on district computers. Generally, district-owned software cannot be installed on non-district owned computers. However, if an employee requests to use software on a non-district owned computer, after appropriate approval, the District may purchase a separate package and record it in the software catalog.

Some software companies provide in their license agreements that home use is permitted under certain circumstances. Before installing any software, the license must be reviewed.

Software Audits – The IT team reserves the right to conduct an audit at any time. Any non-licensed or unapproved software found on district/school computers will be uninstalled or the computer will be ghosted and returned to stand settings and programs.

Consequences of Inappropriate Use – All students, staff, and other users of the district computers will be subject to the penalties and reprimands as defined in Board Policy if they are found to be in violation of the Acceptable Use Standards or any law or statute under which the district operates.

**Use of Artificial Intelligence (AI)-Enabled Tools** – The District may approve certain AI-enabled tools for use by students and staff. Students and staff shall comply with the District's AI Responsible Use Guidelines when using AI-enabled tools. The Superintendent or designee shall inform students and staff of the District's AI Responsible Use Guidelines and any updates made to them by including them on the District's website, in the Student Handbook(s), and/or employee handbooks.

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**Internet Safety** - Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is almost assured if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet Access.



**Authorization for Access to the District's Electronic Networks Form**

**Students must have a parent/guardian read and agree to the following before being granted unsupervised access:**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of the District's Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *Acceptable Use of the District's Electronic Networks* with my child. I hereby request that my child be allowed access to the District's electronic networks, including the Internet.

Parent/Guardian Name (*please print*) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Students must also read and agree to the following before being granted unsupervised access:**

I understand and will abide by the *Acceptable Use of the District's Electronic Networks*. I understand that the District and/or its agents may access and monitor my use of the District's electronic networks, including the Internet, my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic networks, including the Internet.

Student Name (*please print*) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Woodridge School District 68  
Google Workspaces Permission Form**

Dear Parents/Guardians,

Woodridge School District 68 supports the use of Google Workspace accounts for students and teachers. The use of Google Workspaces supports our desire to have students create, collaborate, communicate, and use critical thinking skills in the learning process. The most important aspect of Google Workspaces for our current work with students is access to Google Docs. Google Docs allows students to create and share word processing, presentation, and spreadsheet documents online, and to collaborate with both peers and teachers on projects. Students are able to log into their Woodridge Google Workspaces account at home, the library, or anywhere where Internet access is available. Teachers are able to log into their accounts to provide feedback to students at anytime and anywhere an Internet connection is available.

The following services are included but not limited to each student and hosted by Google as part of Woodridge School District 68's online presence in Google Workspaces:

- **Email** - an individual email account for students in grades 2-8 for school use managed by Woodridge School District 68. Students only have the ability to send/receive email to/from their teachers.
- **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- **Docs/Drive** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- **Sites** - an individual and collaborative website creation tool

Using these tools, students collaboratively create, edit and share files and websites for school related projects. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs outside of school. Students are responsible for their own behavior at all times. Examples of student use include; showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

**Technology use in Woodridge School District 68 is governed by federal laws including:**

**Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Woodridge School District 68's presence in Google Workspaces. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

<https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>



## **Guidelines for the responsible use of Google Workspaces by students:**

1. **Official Email/Google User Account.** All students will be assigned a username@stu.woodridge68.org user account.
2. **Conduct.** Students are responsible for good behavior just as they are in a traditional school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Communication with others should always be school related. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated, and the privacy of others should be respected at all times. All provisions of the Parent/Student Handbook, including the Authorization for Electronic Network Access Form, apply to student use of Google Workspaces, whether access through the District or outside of school.
3. **Access Restriction.** Access to, and use of, student account is considered a privilege accorded at the discretion of Woodridge School District 68. The District maintains the right to immediately withdraw the access and use of these services when there is reason to believe that violations of the law or District policies have occurred. In such cases, the alleged violation will be referred to a building administrator for further investigation and adjudication. All use of the Google Workspaces Account must be limited to legitimate educational purposes consistent with the District's curriculum.
4. **Security.** Students should never share their login information with anyone.
5. **Privacy.** Woodridge School District 68 and all electronic users should treat electronically stored information in individuals' files as confidential and private. Users of student accounts are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the user's Google account, including current and archival files of user data, at will of when deemed appropriate by administrators.

Please return page three of this document to Woodridge School District 68.

**Students will not be able to access a Google Apps Account without your permission.**





**Woodridge School District 68  
Google Workspaces Permission Form**

**Student's School:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

By signing below, I confirm that I have read and understand the following:

I understand that by participating in Google Workspaces, information about my child will be collected and stored electronically. I have read the privacy policies associated with the use of Google Apps for Education (<https://policies.google.com/privacy?hl=en>). I understand that I may ask for my child's account to be removed at any time.

\_\_\_\_\_ **YES**, I give permission for my child to be assigned a full Woodridge School District 68 Google Workspaces account. This means my child will receive an email/user account, access to Google Docs, Calendar, Videos and Sites and Google Chromebook.

\_\_\_\_\_ **NO**, I do not give permission for my child to be assigned a full Woodridge School District 68 Google Workspaces account. This means my child will **NOT** receive a user account or access to Docs, Calendar, Sites, and Google Chromebook and will have to complete assignments differently than the rest of the class. As a result, my child will achieve curricular goals without the use of this technology.

**Parent/Guardian Name (PRINT):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Your initial agreement and signature for Google Workspaces will apply for the duration of your child's enrollment in District 68.**

Administrative Adopted: January 1, 2022

Review: January ~~13, 2025~~ 12, 2026

## INSTRUCTION

### Development of an Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines.

Use this procedure to develop a plan for the use of artificial intelligence (AI) in the District and guidelines for the responsible use of AI in support of student learning, educators, and/or District operations, and to facilitate compliance with existing law.

#### Glossary of Terms

**Artificial Intelligence** – a machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. *Artificial intelligence* includes *generative artificial intelligence*.

**Generative Artificial Intelligence** – an automated computing system that, when prompted with human prompts, descriptions, or queries, can produce outputs that simulate human-produced content, including, but not limited to, the following: (1) textual outputs, such as short answers, essays, poetry, or longer compositions or answers; (2) image outputs, such as fine art, photographs, conceptual art, diagrams, and other images; (3) multimedia outputs, such as audio or video in the form of compositions, songs, or short-form or long-form audio or video; and (4) other content that would be otherwise produced by human means.

**U.S. Dept. of Education AI Toolkit (AI Toolkit)** – refers to *Empowering Education Leaders: A Toolkit for Safe, Ethical, and Equitable AI Integration (Oct. 2024)*, published by the U.S. Department of Education's Office of Education Technology, available at: [http://downloads.microscribepub.com/il/press/federal\\_resources/FINAL-ED-OET-EdLeaders-AI-Toolkit-10.29.24\\_20250221.pdf](http://downloads.microscribepub.com/il/press/federal_resources/FINAL-ED-OET-EdLeaders-AI-Toolkit-10.29.24_20250221.pdf).

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<b><u>Actor</u></b>	<b><u>Action</u></b>
Superintendent or Designee	<p>Convenes with Teaching and Learning for the purposes of: (1) developing, implementing, monitoring, and updating a District-wide AI Plan consistent with Board policy 6000, <i>Educational Philosophy and Objectives</i>, which addresses the District's approach to the integration of AI; (2) developing, implementing, monitoring, and updating District guidelines for the ethical, equitable, and sustainable use of AI to enhance student learning, support educators, and/or contribute to District operations; and (3) responding to issues that arise as students and educators use AI for learning. (See AI Toolkit, p. 37).</p> <p>Ensures that any specific AI-enabled tools considered for use in the District are vetted.</p> <p>Makes recommendations to the Board about vendor contracts for AI-enabled tools, as needed and in alignment with Board policies 3310, <i>Purchases and Contracts</i>, and 5605, <i>Use of Educational Technologies; Student Data Privacy and Security</i>.</p>



<u>Actor</u>	<u>Action</u>
	Provides professional development opportunities/resources, as appropriate, to staff members who may utilize AI in their work.
<u>Teaching and Learning Department</u>	<p>Identifies specific goals regarding AI. Goals include (AI Toolkit, p. 38):</p> <ul style="list-style-type: none"> <li>• <u>Identify current and potential uses of AI for student learning in the District.</u></li> <li>• <u>Gather evidence on the uses both from published research and from experience in the District.</u></li> <li>• <u>Collect information on topics related to the risks of these uses of AI including data privacy, algorithmic bias, incorrect or misleading results (also referred to as <i>hallucinations</i>), content moderation that impacts learning, and equity risks.</u></li> <li>• <u>Create an initial risk management plan based on the information collected in the previous bullet point.</u></li> <li>• <u>Recommend professional development opportunities for educators and staff regarding use of AI to support student learning.</u></li> </ul> <p>Identifies the opportunities and risks/challenges of the use of AI in the District:</p> <ol style="list-style-type: none"> <li>1. <u>Opportunities for effective use of AI in the District may include, but are not limited to (AI Toolkit, p. 5-6; see also Teach AI's <i>AI Guidance for Schools Toolkit</i>, at: <a href="http://www.teachai.org/toolkit">www.teachai.org/toolkit</a>, p. 18-23, and <a href="https://online.flippingbook.com/view/476927943/22/">https://online.flippingbook.com/view/476927943/22/</a> for further examples):</u> <ul style="list-style-type: none"> <li>• <u>Enhancement of student assessment</u></li> <li>• <u>Addressing learning variability</u></li> <li>• <u>Adaptation of academic content through personalization, differentiation, or individualization</u></li> <li>• <u>Reduction of administrative burdens</u></li> <li>• <u>Assistance with lesson planning</u></li> <li>• <u>Improvement of classroom materials, including language translations</u></li> <li>• <u>Improved professional learning for educators</u></li> <li>• <u>Increased efficiency in operations (e.g., through data analysis)</u></li> </ul> </li> <li>2. <u>Risks/challenges of AI use in the District, may include, but are not limited to (AI Toolkit, p. 6-9; see also Teach AI's <i>AI Guidance for Schools Toolkit</i>, at: <a href="http://www.teachai.org/toolkit">www.teachai.org/toolkit</a>, p. 18-23, and <a href="https://online.flippingbook.com/view/476927943/22/">https://online.flippingbook.com/view/476927943/22/</a> for further examples):</u> <ul style="list-style-type: none"> <li>• <u>Lack of transparency about AI tools and how they function and collect data</u></li> <li>• <u>Privacy and data security concerns</u></li> <li>• <u>Bias and unfairness</u></li> <li>• <u>Discrimination concerns</u> (see <a href="https://files.eric.ed.gov/fulltext/ED661946.pdf">https://files.eric.ed.gov/fulltext/ED661946.pdf</a> for potential examples)</li> <li>• <u>Harmful content that perpetuates stereotypes</u></li> </ul> </li> </ol>

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Actor	Action
	<ul style="list-style-type: none"> <li>• <u>Malicious use for cyberbullying, including the generation of fabricated images or videos (also referred to as "deep fakes")</u></li> <li>• <u>Use of AI for cheating</u></li> <li>• <u>Hallucination risk and wrong information</u></li> <li>• <u>Overreliance on AI-enabled tools and/or not including a human in the loop of decision making</u></li> <li>• <u>Pressure to adopt AI-tools before adequate guidance is available</u></li> <li>• <u>Cost and resources</u></li> <li>• <u>Access to technology</u></li> <li>• <u>Lack of AI literacy</u></li> <li>• <u>Resistance to change</u></li> </ul> <p><u>Note: The AI Toolkit (p. 7) provides examples of where the use of AI may pose enhanced risks to the safety, privacy, or rights of students.</u></p> <p><u>Develops the District's AI Plan and AI Responsible Use Guidelines for the ethical, equitable, and sustainable use of AI to enhance student learning, support educators, and/or contribute to District operations:</u></p> <p style="padding-left: 40px;"><u>When developing an AI plan for the District, considers working within the structure of the framework suggested in the AI Toolkit at p. 54-58:</u></p> <ul style="list-style-type: none"> <li>• <u><b>Govern</b> – assess opportunities that align with the <b>Use of Artificial Intelligence (AI)-Enabled Tools</b> subhead in Board policy 6420, <i>Access to Electronic Networks</i>.</u></li> <li>• <u><b>Map</b> – (1) recognize how opportunities are specific to different members of the District's learning community, (2) identify and document how AI-enabled tools might help to promote equity so that all students have the opportunity to learn, and (3) anticipate existing and potential risks posed by each type of use of AI.</u></li> <li>• <u><b>Measure</b> – (1) establish relationships with vendors that are able to measure the strength of an opportunity and quality of risk mitigation, advocating for more transparency and accountability from vendors, (2) gather and use evidence to measure the efficacy and risk mitigation of an AI-enabled system.</u></li> <li>• <u><b>Manage</b> – (1) strengthen capacity to manage implementation of new uses of technology so all members of the District's learning community can benefit, (2) increase professional learning opportunities for educators so that they can manage the risks of using AI-enabled tools.</u></li> </ul> <p><u>The District AI Plan should communicate how the District intends to coordinate its staff, students, resources, and activities to realize strategic educational benefits while mitigating the most consequential risks. (AI Toolkit, p. 54.)</u></p> <p style="padding-left: 40px;"><u>When establishing AI guidelines for staff and students, considers the following key elements (AI Toolkit, p. 51):</u></p> <ul style="list-style-type: none"> <li>• <u>Definitions to support AI literacy, including an understanding of how AI-related tools can impact well-being.</u></li> </ul>

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Actor	Action
	<ul style="list-style-type: none"> <li>• <u>Specific responsibilities and expectations regarding academic behavior (for both educators and students), for example, how to cite sources, how to represent one's own work, how to respect copyright and avoid plagiarism, and protecting privacy and security.</u></li> <li>• <u>Allowable or prohibited uses of AI, such as allowing the use of AI to generate initial ideas and prohibiting cyberbullying.</u></li> <li>• <u>High-risk uses of AI, such as the use of AI to make decisions which may impact the rights or safety of students and staff.</u></li> <li>• <u>Consequences for misuse that align with administrative procedure 6420R1, <i>Acceptable Use of the District's Electronic Networks</i>, which specifies how the District will monitor use and respond to misuse.</u></li> <li>• <u>Recognition that students and staff with disabilities may have unique needs and may require support beyond what the guidelines provide, and that their needs will be considered consistent with the Individuals with Disabilities Education Act, Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973.</u></li> </ul> <p><u>For sample guidance resources, see Teach AI's <i>AI Guidance for Schools Toolkit</i>, pp. 29-39, at: <a href="http://www.teachai.org/toolkit">www.teachai.org/toolkit</a>.</u></p> <p><u>Regularly, monitors the AI plan and guidelines and updates them as needed to meet the District's needs and to comply with updates to the law and technology.</u></p>
Staff Members	<p><u>Participate in professional development regarding AI, as appropriate.</u></p> <p><u>Understand and abide by Board policies.</u></p>
<p><b><u>K-12 Artificial Intelligence Resources:</u></b></p> <p><a href="https://tech.ed.gov/education-leaders-ai-toolkit/">https://tech.ed.gov/education-leaders-ai-toolkit/</a></p> <p><a href="https://www.ltcillinois.org/">https://www.ltcillinois.org/</a></p> <p><a href="https://www.cosn.org/ai/">https://www.cosn.org/ai/</a></p> <p><a href="https://www.teachai.org/">https://www.teachai.org/</a></p> <p><a href="https://www.edsafeai.org/safe">https://www.edsafeai.org/safe</a></p> <p><a href="https://iste.org/ai">https://iste.org/ai</a></p> <p><a href="https://online.flippingbook.com/view/476927943/">https://online.flippingbook.com/view/476927943/</a></p> <p><a href="https://crpe.org/responsive-systems-policies/ai-in-education/">https://crpe.org/responsive-systems-policies/ai-in-education/</a></p>	

Administrative Adoption: January 12, 2026