



TO: Dr. Charles Johns  
FROM: Rosanne Williamson  
RE: FOIA Requests

### **FOIA Response:**

Please see the attached email response. Responsive documents can be found online at <http://il.glenbrook.schoolboard.net/board>. (Responsive documents will not be attached to the all documents pdf, but can be found under the FOIA agenda item.)

### **Background:**

The Freedom of Information Act (FOIA - 5 ILCS 140/1 et seq.) is a state statute that provides the public the right to access government documents and records. A person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure (for example: records containing information concerning student records or personal privacy).

A public body must respond to a FOIA request within 5 business days after the public body receives the request or 21 business days if the request is for commercial purpose. That time period may be extended for an additional 5 business days from the date of the original due date if:

- The requested information is stored at a different location;
- The request requires the collection of a substantial number of documents;
- The request requires an extensive search;
- The requested records have not been located and require additional effort to find;
- The requested records need to be reviewed by staff who can determine whether they are exempt from FOIA;
- The requested records cannot be produced without unduly burdening the public body or interfering with its operations; or
- The request requires the public body to consult with another public body who has substantial interest in the subject matter of the request.

If additional time is needed, the public body must notify the requester in writing within 5 business days after the receipt of the request of the statutory reasons for the extension and when the requested information will be produced.



**Re: Request for graduation rates**

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

Fri, Jan 31, 2020 at 1:28 PM

To: "Kim, Anna" <akim@chicagotribune.com>

Bcc: Elaine Geallis <egeallis@glenbrook225.org>, Charles Johns <cjohns@glenbrook225.org>, Karen Geddeis <kgeddeis@glenbrook225.org>

Dear Ms. Kim,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 1/24/20 we received your request for the following information:

- Graduation rates for students enrolled in Glenbrook Evening High School from the 2015-2016 school year until the latest data available.

**District Response:**

Because of how graduation rates are required to be calculated, which ties back to grade 9 enrollment at the serving school, graduation rates cannot truly be calculated for GBE since there were no Grade 9 students attending in the years requested and GBE is routinely comprised exclusively of transfer in students in grades 11 and grade 12 who are excluded from the calculation of graduation rate.

If we consider students who attended GBN and GBS in Grade 9 who then transferred to GBE, we can determine a graduation rate:

Grad Rate calculation	Number of Students Graduated who attended Grade 9 at GBN or GBS*
2016 -100%	11*
2017- 84.21%	16*
2018 - 87.50%	14*
2019- 57.14%	8*

\* Does not necessarily equal the total number of GBE graduates

I am happy to speak with you to clarify how graduation rates are determined; however, the main point is that graduation rates are tied back to Grade 9 student enrollment at the serving school matriculating to graduation in Grade 12 at that same serving school. This is not a condition that exists for GBE.

Included in the calculation:

- drop out
- transfer to GED
- moved not known to be continued

Excluded from the calculation

- transfer ins (after grade 9)
- transfer out to another school in and out of IL
- transfer to a private school
- moved out of the USA

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
Glenbrook High School District 225  
3801 West Lake Avenue  
Glenview, IL 60026

On Fri, Jan 24, 2020 at 10:51 AM Kim, Anna <[akim@chicagotribune.com](mailto:akim@chicagotribune.com)> wrote:

January 24, 2020

Dear Dr. Rosanne Williamson or FOIA officer,

Please consider this a request under the Illinois Freedom of Information Act.

I am seeking records related to the Glenbrook Evening High School:

- Graduation rates for students enrolled in Glenbrook Evening High School from the 2015-2016 school year until the latest data available.

If the records are available electronically, please provide them that way. Please note that we believe all the records are public. These records are being sought as part of research by the news media intended to enlighten the public.

If your agency believes any parts of any records are exempt from disclosure, please provide me an explanation to justify the redaction or withholding, and then provide the rest of the records. If the requested records cannot be produced within five working days, please notify us in writing of the reason for the delay and the date by which the requested records will be available.

Please e-mail the information to [akim@chicagotribune.com](mailto:akim@chicagotribune.com). If you cannot e-mail the records, please let me know when and where to pick them up.

Contact me with any questions at (312) 439-2123.

Thank you,

Anna Kim

Chicago Tribune / Pioneer Press

[akim@chicagotribune.com](mailto:akim@chicagotribune.com) / (312) 439-2123



Elaine Geallis <egeallis@glenbrook225.org>

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## Re: FOIA Request from NBC Chicago

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>  
To: "Kim, Katie (NBCUniversal)" <katie.kim@nbcuni.com>  
Bcc: egeallis@glenbrook225.org

Thu, Feb 6, 2020 at 11:01 AM

Dear Ms. Kim,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 1/30/20 we received your request for the following information:

- Any and all written agreements and/or contracts between Glenbrook/Northfield Township High School District 225 and companies that provide content filtering and monitoring software for school district-issued devices for students, including (but not limited to) Bark, Securly, Go Guardian, etc.; and documents sufficient to show policies and guidelines for school district-issued devices for students.

**District Response:** Please see attached.

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
[Glenbrook High School District 225](#)  
[3801 West Lake Avenue](#)  
[Glenview, IL 60026](#)

On Thu, Jan 30, 2020 at 11:58 AM Kim, Katie (NBCUniversal) <katie.kim@nbcuni.com> wrote:



A Division of National Broadcasting Company, Inc.

[454 North Columbus Drive](#)

[Chicago, Illinois 60611-5555](#)

312-836-5555

[www.nbcchicago.com](http://www.nbcchicago.com)

January 30, 2020

Rosanne Williamson

Freedom of Information Officer

Glenbrook/Northfield Township High School District 225

[3801 West Lake Avenue](#)

[Glenview, IL 60026-1292](#)

Sent via email to: [foia@glenbrook225.org](mailto:foia@glenbrook225.org)

Dear Dr. Williamson:

This is a request under the Illinois Freedom of Information Act. I am sending this request to all Chicago-area public school districts, including Glenbrook/Northfield Township High School District 225, to learn more about each district's education technology program as it relates to student learning on school-issued devices such as an iPad or Chromebook.

I am requesting any and all written agreements and/or contracts between Glenbrook/Northfield Township High School District 225 and companies that provide content filtering and monitoring software for school district-issued devices for students, including (but not limited to) Bark, Securly, Go Guardian, etc.; and documents sufficient to show policies and guidelines for school district-issued devices for students.

Please send all requested documentation to me at [katie.kim@nbcuni.com](mailto:katie.kim@nbcuni.com). If you are not able to send these records electronically, please contact me as soon as possible, so that I can arrange another way to get these records from you. And if there is any way in which I can help in gathering this material, I would be happy to do so.

Because these records are in the public interest, I ask that you waive any reproduction fee. And if you deny this request, please tell me on what grounds, and to whom I should appeal.

If you have any questions or need any additional information, please don't hesitate to contact me at [katie.kim@nbcuni.com](mailto:katie.kim@nbcuni.com), or at 312-836-5577.

Thank you so much for your time and consideration in this matter.

Sincerely,

Katie Kim

Reporter, NBC5 Chicago

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**2 attachments**

 **CDW #QXP8656.pdf**  
317K

 **7220-Purpose-and-Use-of-Technology-and-Network-Resources.pdf**  
166K

REMIT PAYMENT TO:

**INVOICE**

ACH INFORMATION:  
 THE NORTHERN TRUST  
 50 SOUTH LASALLE STREET  
 CHICAGO, IL 60675

E-mail Remittance To: gachremittance@cdw.com  
 ROUTING NO.: 071000152  
 ACCOUNT NAME: CDW GOVERNMENT  
 ACCOUNT NO.: 91057



**CDW Government**  
 75 Remittance Drive, Suite 1515  
 Chicago, IL 60675-1515



RETURN SERVICE REQUESTED

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
QXP8656	02/04/19	215494
<b>SUBTOTAL</b>	<b>SHIPPING</b>	<b>SALES TAX</b>
\$60,180.00	\$0.00	\$0.00
<b>DUE DATE</b>		<b>AMOUNT DUE</b>
03/06/19		<b>\$60,180.00</b>

823 1 MB 0.428 E0030X I0040 D4488844274 S2 P6118934 0001:0001



NORTHFIELD TOWNSHIP HSD 225  
 DBA GLENBROOK SCHOOL DIST. 225  
 3801 W LAKE AVE STE 300  
 GLENVIEW IL 60026-5807



CDW Government  
 75 Remittance Drive  
 Suite 1515  
 Chicago, IL 60675-1515

**PLEASE RETURN THIS PORTION WITH YOUR PAYMENT**

INVOICE DATE	INVOICE NUMBER	PAYMENT TERMS			DUE DATE	
02/04/19	QXP8656	Net 30 Days			03/06/19	
ORDER DATE	SHIP VIA	PURCHASE ORDER NUMBER			CUSTOMER NUMBER	
01/18/19	ELECTRONIC DISTRIBUTION	1701900062			215494	
ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
5292479	LIGHTSPEED RELAY FILTER MONITOR PROT Manufacturer Part Number: RLY-3 This includes a swap out of your old appliance for a new appliance which will be handled directly through Lightspeed. Electronic distribution - NO MEDIA	5100	5100	0	11.80	60,180.00

**GO GREEN!**

CDW is happy to announce that paperless billing is now available! If you would like to start receiving your invoices as an emailed PDF, please email CDW at [paperlessbilling@cdw.com](mailto:paperlessbilling@cdw.com). Please include your Customer number or an Invoice number in your email for faster processing.

**REDUCE PROCESSING COSTS AND ELIMINATE THE HASSLE OF PAPER CHECKS!**

Begin transmitting your payments electronically via ACH using CDW's bank and remittance information located at the top of the attached payment coupon. Email [credit@cdw.com](mailto:credit@cdw.com) with any questions.

ACCOUNT MANAGER	SHIPPING ADDRESS:	SUBTOTAL	\$60,180.00
DAVID FRIEDMAN 847-371-7097 davifri@cdwg.com	NORTHFIELD TOWNSHIP HSD 225 TARIQ BAIG 3801 W LAKE AVE STE 300 GLENVIEW IL 60026-5806	SHIPPING	\$0.00
<b>SALES ORDER NUMBER</b>		SALES TAX	\$0.00
KJRQ103		<b>AMOUNT DUE</b>	<b>\$60,180.00</b>

Cage Code Number 1KH72  
 DUNS Number 02-615-7235

ISO 9001 and ISO 14001 Certified  
 CDW GOVERNMENT FEIN 36-4230110

**HAVE QUESTIONS ABOUT YOUR ACCOUNT?**  
 PLEASE EMAIL US AT [credit@cdw.com](mailto:credit@cdw.com)  
 VISIT US ON THE INTERNET AT [www.cdwg.com](http://www.cdwg.com)



THE TERMS AND CONDITIONS ARE LIMITED TO THOSE CONTAINED HEREIN AND THE ADDITIONAL TERMS AND CONDITIONS CONTAINED IN THE "TERMS AND CONDITIONS" LINK AT WWW.CDW.COM INCORPORATED HEREIN BY REFERENCE. ANY TERMS NOT DEFINED HEREIN ARE DEFINED AT WWW.CDW.COM. ANY ADDITIONAL OR DIFFERENT TERMS OR CONDITIONS IN ANY FORM DELIVERED BY YOU ("CUSTOMER") ARE HEREBY DEEMED TO BE MATERIAL ALTERATIONS AND NOTICE OF OBJECTION TO THEM AND REJECTION OF THEM IS HEREBY GIVEN.

BY ACCEPTING DELIVERY OF THE PRODUCTS OR BY ENGAGING THE CDW AFFILIATE IDENTIFIED ON THE INVOICE, STATEMENT OF WORK OR OTHER CDW DOCUMENTATION ("SELLER") TO PROVIDE PRODUCT OR PERFORM OR PROCURE ANY SERVICES, CUSTOMER AGREES TO BE BOUND BY AND ACCEPTS THESE TERMS AND CONDITIONS UNLESS CUSTOMER AND SELLER HAVE SIGNED A SEPARATE AGREEMENT FOR THE PROVISION OF PRODUCT OR PERFORMANCE OF SERVICES, IN WHICH CASE THE SEPARATE AGREEMENT WILL GOVERN.

#### Important Information About These Terms and Conditions

These Terms and Conditions constitute a binding contract between Customer and Seller and are referred to herein as either "Terms and Conditions" or this "Agreement". Customer accepts these Terms and Conditions by making a purchase from or placing an order with Seller or shopping on Seller's Website (the "Site") or otherwise requesting products (the "Products") or engaging Seller to perform or procure any Services (as this and all capitalized terms are defined herein).

Customer may issue a purchase order for administrative purposes only. Additional or different terms and conditions contained in any such purchase order will be null and void. This Agreement including the terms contained in the "Terms and Conditions" link at [www.cdw.com](http://www.cdw.com) which Customer acknowledges and agrees are incorporated herein by reference contains the entire understanding of the parties with respect to the matters contained herein and supersedes and replaces in its entirety any and all prior communications and contemporaneous agreements and understandings, whether oral, written, electronic or implied, if any, between the parties with respect to the subject matter hereof.

#### Governing Law

THESE TERMS AND CONDITIONS, ANY STATEMENTS OF WORK, THE SERVICES HEREUNDER AND ANY SALE OF PRODUCTS HEREUNDER WILL BE GOVERNED BY THE LAWS OF THE STATE OF ILLINOIS, WITHOUT REGARD TO CONFLICTS OF LAWS RULES. ANY ARBITRATION, ENFORCEMENT OF AN ARBITRATION OR LITIGATION WILL BE BROUGHT EXCLUSIVELY IN COOK COUNTY, ILLINOIS, AND CUSTOMER CONSENTS TO THE JURISDICTION OF THE FEDERAL AND STATE COURTS LOCATED THEREIN, SUBMITS TO THE JURISDICTION THEREOF AND WAIVES THE RIGHT TO CHANGE VENUE. CUSTOMER FURTHER CONSENTS TO THE EXERCISE OF PERSONAL JURISDICTION BY ANY SUCH COURT WITH RESPECT TO ANY SUCH PROCEEDING. Except in the case of nonpayment, neither party may institute any action in any form arising out of these Terms and Conditions more than one (1) year after the cause of action has arisen. The rights and remedies provided Seller under these Terms and Conditions are cumulative, are in addition to, and do not limit or prejudice any other right or remedy available at law or in equity.

#### Title, Risk of Loss

If Customer provides Seller with Customer's carrier account number or selects a carrier other than a carrier that regularly ships for Seller, title to Products and risk of loss or damage during shipment pass from Seller to Customer upon delivery to the carrier (F.O.B. Origin, freight collect). For all other shipments, title to Products and risk of loss or damage during shipment pass from Seller to Customer upon delivery to the specified destination (F.O.B. Destination, freight prepaid and added). Notwithstanding the foregoing, title to software will remain with the applicable licensor(s), and Customer's rights therein are contained in the license agreement between such licensor(s) and Customer. A purchase money security interest is retained in the Products to secure payment in full. Customer authorizes Seller to file a financing statement reflecting such security interest and, if requested, Customer will record such purchase money security interest on its books.

#### Payment

Orders are not binding upon Seller until accepted by Seller. Customer agrees to pay the total purchase price for the Products plus shipping (to the extent shipping is not prepaid by Customer), including shipping charges that are billed to Seller as a result of using Customer's carrier account number. Terms of payment are within Seller's sole discretion. In connection with Services being performed pursuant to a Statement of Work, Customer will pay for the Services in the amounts and in accordance with any payment schedule set forth in the applicable Statement of Work. If no payment schedule is provided, Customer will pay for the Services as invoiced by Seller. Invoices are due and payable within the time period specified on the invoice, measured from the date of invoice, subject to continuing credit approval by Seller. Seller, or any of its Affiliates on behalf of Seller may issue an invoice to Customer. Seller may invoice Customer separately for partial shipments, and Seller may invoice Customer for all of the Services described in a Statement of Work or any portion thereof. Customer agrees to pay interest on all past-due sums at the lower of one and one-half percent (1.5%) per month or the highest rate allowed by law. In the event of a payment default, Customer will be responsible for all of Seller's costs of collection, including, but not limited to, court costs, filing fees and attorneys' fees. In addition, if payments are not received as described above, Seller reserves the right to suspend Services until payment is received.

#### Export Sales

If this transaction involves an export of items (including, but not limited to commodities, software or technology), subject to the Export Administration Regulations, such items were exported from the United States by Seller in accordance with the Export Administration Regulations. Diversion contrary to United States law is prohibited.

#### Warranties

Customer understands that Seller is not the manufacturer of the Products purchased by Customer hereunder and the only warranties offered are those of the manufacturer, not Seller or its Affiliates. In purchasing the Products, Customer is relying on the manufacturer's specifications only and is not relying on any statements, specifications, photographs or other illustrations representing the Products that may be provided by Seller or its Affiliates. SELLER AND ITS AFFILIATES HEREBY EXPRESSLY DISCLAIM ALL WARRANTIES EITHER EXPRESS OR IMPLIED, RELATED TO PRODUCTS, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF TITLE, ACCURACY, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WARRANTY OF NON-INFRINGEMENT, OR ANY WARRANTY RELATING TO THIRD PARTY SERVICES. THE DISCLAIMER CONTAINED IN THIS PARAGRAPH DOES NOT AFFECT THE TERMS OF ANY MANUFACTURER'S WARRANTY. Customer expressly waives any claim that it may have against Seller or its Affiliates based on any product liability or infringement or alleged infringement of any patent, copyright, trade secret or other intellectual property rights (each a "Claim") with respect to any Product and also waives any right to indemnification from Seller or its Affiliates against any such Claim made against Customer by a third party. Customer acknowledges that no employee of Seller or its Affiliates is authorized to make any representation or warranty on behalf of Seller or any of its Affiliates that is not in this Agreement.

Seller warrants that the Services will be performed in a good and workmanlike manner. Customer's sole and exclusive remedy and Seller's entire liability with respect to this warranty will be, at the sole option of Seller, to either (a) use its reasonable commercial efforts to reperform or cause to be reperformed any Services not in substantial compliance with this warranty or (b) refund amounts paid by Customer related to the portion of the Services not in substantial compliance; provided, in each case, Customer notifies Seller in writing within five (5) business days after performance of the applicable Services. EXCEPT AS SET FORTH HEREIN OR IN ANY STATEMENT OF WORK THAT EXPRESSLY AMENDS SELLER'S WARRANTY, AND SUBJECT TO APPLICABLE LAW, SELLER MAKES NO OTHER, AND EXPRESSLY DISCLAIMS ALL OTHER, REPRESENTATIONS, WARRANTIES, CONDITIONS OR COVENANTS, EITHER EXPRESS OR IMPLIED (INCLUDING WITHOUT LIMITATION, ANY EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, DURABILITY, TITLE, ACCURACY OR NON-INFRINGEMENT) ARISING OUT OF OR RELATED TO THE PERFORMANCE OR NON-PERFORMANCE OF THE SERVICES, INCLUDING BUT NOT LIMITED TO ANY WARRANTY RELATING TO THIRD PARTY SERVICES. ANY WARRANTY WITH RESPECT TO THE PERFORMANCE OF ANY HARDWARE OR SOFTWARE USED IN PERFORMING SERVICES AND ANY WARRANTY CONCERNING THE RESULTS TO BE OBTAINED FROM THE SERVICES, THIS DISCLAIMER AND EXCLUSION SHALL APPLY EVEN IF THE EXPRESS WARRANTY AND LIMITED REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE. CUSTOMER ACKNOWLEDGES THAT NO REPRESENTATIVE OF SELLER OR ITS AFFILIATES IS AUTHORIZED TO MAKE ANY REPRESENTATION OR WARRANTY ON BEHALF OF SELLER OR ANY OF ITS AFFILIATES THAT IS NOT IN THIS AGREEMENT OR IN A STATEMENT OF WORK EXPRESSLY AMENDING SELLER'S WARRANTY.

Customer shall be solely responsible for daily back-up and other protection of its data and software against loss, damage or corruption. Customer shall be solely responsible for reconstructing data (including but not limited to data located on disk files and memories) and software that may be lost, damaged or corrupted during the performance of Services. SELLER, ITS AFFILIATES, AND ITS AND THEIR SUPPLIERS, SUBCONTRACTORS AND AGENTS ARE HEREBY RELEASED AND SHALL CONTINUE TO BE RELEASED FROM ALL LIABILITY IN CONNECTION WITH THE LOSS, DAMAGE OR CORRUPTION OF DATA AND SOFTWARE, AND CUSTOMER ASSUMES ALL RISK OF LOSS, DAMAGE OR CORRUPTION OF DATA AND SOFTWARE IN ANY WAY RELATED TO OR RESULTING FROM THE SERVICES.

Seller will not be responsible for and no liability shall result to Seller or any of its Affiliates for any delays in delivery or in performance which result from any circumstances beyond Seller's reasonable control, including, but not limited to, Product unavailability, carrier delays, delays due to fire, severe weather conditions, failure of power, labor problems, acts of war, terrorism, embargo, acts of God or acts or laws of any government or agency. Any shipping dates or completion dates provided by Seller or any purported deadlines contained in a Statement of Work or any other document are estimates only.

#### Pricing Information; Availability Disclaimer

Seller reserves the right to make adjustments to pricing. Products and Service offerings for reasons including, but not limited to, changing market conditions, Product discontinuation, Product unavailability, manufacturer price changes, supplier price changes and errors in advertisements. All orders are subject to Product availability and the availability of Personnel to perform the Services. Therefore, Seller cannot guarantee that it will be able to fulfill Customer's orders. If Services are being performed on a time and materials basis, any estimates provided by Seller are for planning purposes only.

#### Credits

Any credit issued by Seller to Customer for any reason must be used within two (2) years from the date that the credit was issued and may only be used for future purchases of Products and/or Services. Any credit or portion thereof not used within the two (2) year period will automatically expire.

#### Limitation of Liability

UNDER NO CIRCUMSTANCES AND NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF ANY REMEDY SET FORTH HEREIN, WILL SELLER, ITS AFFILIATES OR ITS OR THEIR SUPPLIERS, SUBCONTRACTORS OR AGENTS BE LIABLE FOR: (A) ANY INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL DAMAGES INCLUDING BUT NOT LIMITED TO, LOSS OF PROFITS, BUSINESS REVENUES OR SAVINGS, EVEN IF SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR IF SUCH DAMAGES ARE OTHERWISE FORESEEABLE, IN EACH CASE, WHETHER A CLAIM FOR ANY SUCH LIABILITY IS PREMISED UPON BREACH OF CONTRACT, WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHER THEORY OF LIABILITY; (B) ANY CLAIMS, DEMANDS OR ACTIONS AGAINST CUSTOMER BY ANY THIRD PARTY; (C) ANY LOSS OR CLAIM ARISING OUT OF OR IN CONNECTION WITH CUSTOMER'S IMPLEMENTATION OF ANY CONCLUSIONS OR RECOMMENDATIONS BY SELLER OR ITS AFFILIATES BASED ON, RESULTING FROM, ARISING OUT OF OR OTHERWISE RELATED TO THE PRODUCTS OR SERVICES; OR (D) ANY UNAVAILABILITY OF THE PRODUCT FOR USE OR ANY LOST, DAMAGED OR CORRUPTED DATA OR SOFTWARE. IN THE EVENT OF ANY LIABILITY INCURRED BY SELLER OR ANY OF ITS AFFILIATES, THE ENTIRE LIABILITY OF SELLER AND ITS AFFILIATES FOR DAMAGES FROM ANY CAUSE WHATSOEVER WILL NOT EXCEED THE LESSOR OF: (A) THE DOLLAR AMOUNT PAID BY CUSTOMER FOR THE PRODUCT(S) GIVING RISE TO THE CLAIM OR THE SPECIFIC SERVICES GIVING RISE TO THE CLAIM; OR (B) \$50,000.

#### Confidential Information

Each party anticipates that it may be necessary to provide access to information of a confidential nature of such party, the Affiliates or a third party (hereinafter referred to as "Confidential Information") to the other party in the performance of this Agreement and any Statement of Work. "Confidential Information" means any information or data in oral, electronic or written form which the receiving party knows or has reason to know is proprietary or confidential and which is disclosed by a party in connection with this Agreement or which the receiving party may have access to in connection with this Agreement, including but not limited to the terms and conditions of each Statement of Work. Confidential Information will not include information which: (a) becomes known to the public through no act of the receiving party; (b) was known to the receiving party; or becomes known to the receiving party from a third party having the right to disclose it and having no obligation of confidentiality to the disclosing party with respect to the applicable information; or (c) is independently developed by agents, employees or subcontractors of the receiving party who have not had access to such information. To the extent practicable, Confidential Information should be clearly identified or labeled as such by the disclosing party at the time of disclosure or as promptly thereafter as possible, however, failure to so identify or label such Confidential Information will not be evidence that such information is not confidential or protectable.

Each party agrees to hold the other party's Confidential Information confidential for a period of three (3) years following the date of disclosure and to do so in a manner at least as protective as it holds its own Confidential Information of like kind but to use no less than a reasonable degree of care. Disclosures of the other party's Confidential Information will be restricted (i) to those individuals who are participating in the performance of this Agreement or the applicable Statement of Work and need to know such Confidential Information for purposes of providing or receiving the Products or Services or otherwise in connection with this Agreement or the applicable Statement of Work, or (ii) to its business, legal and financial advisors, each on a confidential basis. Each party agrees not to use any Confidential Information of the other party for any purpose other than the business purposes contemplated by this Agreement and the applicable Statement of Work. Upon the written request of a party, the other party will either return or certify the destruction of the Confidential Information of the other party.

If a receiving party is required by law, rule or regulation, or requested in any judicial or administrative proceeding or by any governmental or regulatory authority, to disclose Confidential Information of the other party, the receiving party will give the disclosing party prompt notice of such request so that the disclosing party may seek an appropriate protective order or similar protective measure and will use reasonable efforts to obtain confidential treatment of the Confidential Information so disclosed.

#### Return Privileges

To obtain Seller's return policy, Customer should contact CDW Customer Relations at 866.SVC.ACDW or email at [CustomerRelations@cdw.com](mailto:CustomerRelations@cdw.com). Customer must notify CDW Customer Relations of any damaged Products within ten (10) days of receipt.

#### Arbitration

Any claim, dispute, or controversy (whether in contract, tort or otherwise, whether preexisting, present or future, and including, but not limited to, statutory, common law, intentional tort and equitable claims) arising from or relating to the Products, the Services, the interpretation or application of these Terms and Conditions or any Statement of Work or the breach, termination or validity thereof, the relationships which result from these Terms and Conditions or any Statement of Work (including, to the full extent permitted by applicable law, relationships with third parties who are not signatories hereto), or Seller's or any of its Affiliates' advertising or marketing (collectively, a "Claim") WILL BE RESOLVED, UPON THE ELECTION OF ANY OF SELLER, CUSTOMER OR THE THIRD PARTIES INVOLVED, EXCLUSIVELY AND FINALLY BY BINDING ARBITRATION. If arbitration is chosen, it will be conducted pursuant to the Rules of the American Arbitration Association. If arbitration is chosen by any party with respect to a Claim, neither Seller nor Customer will have the right to litigate that Claim in court or to have a jury trial on that Claim or to engage in pre-arbitration discovery, except as provided for in the applicable arbitration rules or by agreement of the parties involved. Further, Customer will not have the right to participate as a representative or member of any class of claimants pertaining to any Claim. Notwithstanding any choice of law provision included in these Terms and Conditions, this arbitration agreement is subject to the Federal Arbitration Act (9 U.S.C. §§ 1-16). The arbitration will take place exclusively in Chicago, Illinois. Any court having jurisdiction may enter judgment on the award rendered by the arbitrator(s). Each party involved will bear its own cost of any legal representation, discovery or research required to complete arbitration. The existence or results of any arbitration will be treated as confidential. Notwithstanding anything to the contrary contained herein, all matters pertaining to the collection of amounts due to Seller arising out of the Products or Services will be exclusively litigated in court rather than through arbitration.

#### Miscellaneous

Seller may assign or subcontract all or any portion of its rights or obligations with respect to the sale of Products or the performance of Services or assign the right to receive payments, without Customer's consent. Customer may not assign these Terms and Conditions, or any of its rights or obligations herein without the prior written consent of Seller. Subject to the restrictions in assignment contained herein, these Terms and Conditions will be binding on and inure to the benefit of the parties hereto and their successors and assigns. No provision of this Agreement or any Statement of Work will be deemed waived, amended or modified by either party unless such waiver, amendment or modification is in writing and signed by both parties. The relationship between Seller and Customer is that of independent contractors and not that of employer/employee, partnership or joint venture. If any term or condition of this Agreement or a Statement of Work is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or conditions hereof or thereof or the whole of this Agreement or the applicable Statement of Work. Notices provided under this Agreement will be given in writing and deemed received upon the earlier of actual receipt or three (3) days after mailing if mailed postage prepaid by regular mail or airmail or one (1) day after such notice is sent by courier or facsimile transmission. Any delay or failure by either party to exercise any right or remedy will not constitute a waiver of that party to thereafter enforce such rights.

Version Date: 02/23/2010

Section A - Introduction

It shall be the policy of the Board of Education of District 225 to encourage and facilitate communication and the exchange of ideas and information in pursuit of the district's curricular, instructional, technical, research, articulation and safety goals. The district also supports the use of technology as a tool for the efficient and effective management of the district's resources and affairs. Except for Section H – Children's Internet Protection Act (CIPA) Compliance, the provisions of this Policy shall apply to the use of technology by District employees or by students, whether provided by the District or self-provided (including hardware, software, and Internet access), in a Glenbrook school building, on school grounds, and at or in relation to a school-sponsored activity at any location in any manner that would otherwise violate this Policy.

Section B - Purpose of the District's Technology and Network Resources

Glenbrook High School technology and network resources are for the use of authorized Glenbrook employees (including certain designated independent contractors and consultants), students and affiliated organizations. District technology devices and the network, including any non-Glenbrook technology device, computer or network resource to which Glenbrook may be attached (e.g. Internet), are intended to provide authorized users with appropriate equipment and software to accomplish their district-authorized missions and to provide access to both local and worldwide electronic resources. District technology and network resources and systems are intended for academic and administrative purposes only, as more fully described in Section C below.

The systems are not intended to be used for non-academic or non-administrative functions, or for personal or recreational use, which include, but shall not be limited to, illegal, commercial, political, religious or entertainment purposes, as more fully described in Section D below.

Section C - Acceptable Uses of Technology and Network Resources

Acceptable uses of technology and network resources include, but are not necessarily limited to, the following:

1. Curricular, instructional, co-curricular, and school-related extra-curricular activities or in support of such activities,
2. Research consistent with the goals and purposes of the district,
3. Communication among students, faculty, staff, and the local and global communities for academic or administrative purposes,
4. Development and implementation of curriculum,
5. Professional development of staff members,
6. Administrative or managerial record keeping, data access or research.

Section D - Unacceptable Uses of Technology and Network Resources

Unacceptable uses of technology and network resources include, but are not necessarily limited to, the following. Users may not:

1. Participate in, promote or facilitate any activity which is in violation of U.S. law, State or local law or Glenbrook Board Policy, or which will result in additional unplanned or unauthorized cost to the district as a consequence of network usage.

2. Interfere with, damage, modify or gain access to, in an unauthorized manner or disrupt computer or network users, services, data or equipment.
3. Participate in the acquisition, creation, or distribution of materials that are libelous, obscene, pornographic, promote the use of violence, contain personally embarrassing or private information unrelated to any proper educational or public purpose, contain defamatory or untrue statements which may damage the reputation of any student or staff member, or contain abusive, harassing, or prejudicial content.
4. Participate in the acquisition, creation or distribution of advertising, computer "worms" or "viruses," "chain-letters," "spam" or other messages/files which could cause congestion, interference or failure of the system or any computing equipment, whether attached to the district's system or otherwise.
5. Make unauthorized entry to any computer, network, file, database, or communications device regardless of who may own, operate or supervise same and whether or not a change of data or software occurs.
6. Reveal personal account and/or password information.
7. Alter, damage or destroy any cabling, hardware, or software; or make unauthorized changes to district data.
8. Access, use or possess, distribute or disseminate unauthorized or illegally obtained hardware, software or data.
9. Engage in any activity that does not conform to the intended purposes of the network, including, but not limited to, illegal, commercial, political, religious, recreational or entertainment purposes.
10. Use technology and/or network resources or data for the purposes of academic dishonesty.

#### Section E - User Training

Employees and students using Glenbrook technology and network resources shall successfully complete an appropriate training program as prescribed by the District before being allowed to access the system. Depending upon the needs of the user, training may include, but shall not be limited to, login and logout procedures, access and use of various computer programs and/or network services, and instruction regarding security of accounts and passwords, copyright laws, computer ethics and network etiquette. Users are responsible for reporting any violations of this policy to an administrator.

Students and their parents/guardians will be informed as the students initially enroll in the district through the Glenbrook High Schools Technology Device and Network Use Students Rights and Responsibilities form and shall agree to be bound by the purpose of the network, how it is to be used, the need for mandatory instruction and the possible ramifications of inappropriate use as set forth in this policy and other Board Policies and Procedures, and the Student/Parent Handbooks. Students and/or parents failing or refusing to agree to be bound by this policy shall be prohibited from using district hardware, software or network resources; however such students and/or parents shall remain subject to applicable Board Policies and Procedures related to the use of any non-Glenbrook and/or self-provided technology device, computer or network resource in a Glenbrook school building, on school grounds, and at or in relation to a school-sponsored activity at any location in any manner that would otherwise violate Board Policies and Procedures.

#### Section F - Disciplinary Action

1. Any student who is determined by the principal or designee to be in violation of this policy may have his/her network privileges suspended or canceled, or may be prohibited from possessing self-provided technology devices in school buildings, on school grounds, and at or in relation to school-sponsored activities at any location. In addition, the student may be considered guilty of gross disobedience or misconduct and subject to additional disciplinary action by the administration and/or Board of Education. Such action may include, but is not limited to, suspension and/or expulsion from school.

2. Any employee who is determined by the principal or designee to be in violation of this policy may have their network privileges suspended or canceled. In addition, the employee may be subject to additional disciplinary action by the administration and/or Board of Education and may be required to provide user credentials for any user-based technologies or networks. Action by the Board of Education may include, but is not limited to, suspension with, or without pay, and/or termination of employment.
3. Cases involving suspected or alleged criminal acts will be referred to appropriate law enforcement agencies.

Section G - Termination of Authorized Use

The Board of Education recognizes the need for secure computing and networking facilities and authorizes the administration to terminate network/computer access when said access is no longer needed. Reasons for terminating the authorized use by an individual--student or employee--may include, but shall not be limited to the following:

1. A student is no longer enrolled at Glenbrook due to graduation, transfer to another school, dropping out of school, expulsion, death, or other reason.
2. A student attends an educational facility outside of the Glenbrook district full-time but is still technically enrolled as a District 225 student.
3. A staff member is no longer employed at or is on leave from Glenbrook due to leave of absence, retirement, resignation, termination, death, etc.
4. Disciplinary reasons or violation of this policy.
5. Such other cause as the superintendent or chief technology officer determines in the exercise of reasonable discretion is necessary to secure the network operations, functionality and compliance with Board Policy pending further action in any disciplinary matter and pending finalization of such disciplinary determination or completion of any investigation.
6. Written revocation of consent by the student's parent or guardian.

Section H – Children's Internet Protection Act (CIPA) Compliance

1. Philosophy

The district's philosophy and vision is to treat students as responsible young adults, and faculty and staff members as professionals. To prepare students to make wise choices, the district will educate them about responsible use of the Internet and the World Wide Web and hold high expectations of conduct in connection with their usage of this resource.

2. Children's Internet Protection Act (CIPA)

It is the intent of the district to fulfill the requirements of CIPA. To accomplish this, Glenbrook High Schools will undertake actions intended to protect network users from web pages containing material that is illegal for minors, including, but not limited to, pornography. The district will take steps to address the safety and security of minors when using electronic mail and other forms of direct electronic communications. The district will take actions to prohibit unauthorized access, including "hacking," and other unlawful activities by network users; and prohibit the unauthorized disclosure, use, and dissemination of personal information regarding minors. Glenbrook High School District 225 will make reasonable efforts to block access to frivolous (non-educational) web sites that its administrators determine have a realistic potential to seriously impair or endanger the performance of the network, or otherwise result in a disruption of the school learning environment. Students will be permitted to access educational web sites and chat rooms consistent with this policy.

## 3. Educating Users

- a. The district will provide instruction for users in proper research techniques for various sources, including online subscription research products available through school or public libraries, printed materials, and Internet sources in addition to general search engine use.
- b. The district will inform users of the expectations for responsible network use and obtain their signatures, or in the case of students under the age of eighteen (18), the signature of their parent or guardian in agreement to the standards listed.
- c. The school will provide Internet safety instruction during each year of a student's high school career as required by State law.
- d. The district will not be responsible for educating guest users who gain access to Internet services provided by the district. Guest use of wireless devices while on campus or at school events are outlined in Board Policy 8300.

## 4. District Responsibilities

The district will be responsible for the following actions in order to comply with CIPA:

- a. Implement a content filter for known pornographic sites including visual images. A content filter contains a list of web sites to be blocked from Glenbrook user access.
- b. Impose a blocking list for specific websites intended for non-educational use or which use degrades network response times.
- c. Supervise student use of the Internet as thoroughly as possible.
- d. Make reasonable efforts to monitor Internet web site traffic for patterns of usage that could indicate inappropriate network usage. If questionable material is accessed repeatedly, the chief technology officer will be alerted to the situation and will forward the information to the superintendent who shall act as is deemed appropriate.
- e. When a network use violation occurs by a student, the principal or designee will be given all details available in order to take appropriate action in accordance with Section F of this policy.
- f. When a network use violation occurs by a faculty or staff member, the superintendent, assistant superintendent for human resources, building principal, and instructional supervisor will be given all details available. Appropriate action will be taken in accordance with Section F of this policy.

## 5. Blocking List

The blocking list determines what is filtered. The blocking list will contain, at a minimum:

- a. Known sites of material, illegal for minors, including, without limitation, pornography.
- b. Non-educational sites that seriously degrade performance of the network or pose network intrusion risks.
- c. Sites which will result in unplanned or unauthorized cost to the district.

As the district learns of additional sites that should be blocked in the categories listed above, the chief technology officer will direct necessary and appropriate changes to the blocking list. If temporary and/or immediate changes to the Blocking List are requested for educational purposes, the chief technology officer, the superintendent or authorized designees must approve them.

If the District Administrative Team (ATM) requests changes in the categories included on the blocking list, those changes must be approved by the Board of Education.

**DISCLAIMER. In compliance with CIPA, the district endeavors to protect Glenbrook network users from web pages containing material that is illegal or inappropriate for minors, including, but not limited to, pornography. The district also endeavors to address the safety and security of minors when using electronic mail and other forms of direct electronic communications through the Glenbrook network. However, the use of self-provided technology to access the Internet network cannot be subjected to measures used by the district such as content filters, blocking lists, or district monitoring of Internet web site traffic for patterns of usage that could indicate inappropriate network usage. Accordingly, employees and students who provide their own technology and/or access to the Internet shall assume any risk associated therewith. The district expressly disclaims any responsibility for imposing content filters, blocking lists or monitoring of employee or student-provided technology and/or devices.**

#### Section I - Dissemination to Students and Employees

1. All employees will be given a copy of the Board Policy for their signature. New employees will be given a copy of the Board Policy for signature at the time of signing their respective employment contract. The assistant superintendent for human resources and chief technology officer will coordinate the process.
2. Excerpts of this policy will be included in the Student/Parent Handbook for each school. Upon initially enrolling in the district, students and parents will be asked to sign the Glenbrook High Schools Technology Device and Network Use Student Rights and Responsibilities form giving permission for network and Internet access and agreeing to the provisions of this policy. If at any time a parent determines that their child should not be allowed access to the Internet, they are to submit a written request to discontinue services to the assistant principal for student services. Students or parents failing or refusing to be bound by this policy shall be prohibited from using District hardware, software or network resources.

#### Section J - Use of the Glenbrook Electronic Messaging System

The Board of Education acknowledges the need for electronic messaging as an efficient communication tool. This section explains the district's policies and procedures for the Glenbrook Electronic Messaging System (hereafter referred to as "e-mail"). Users need to understand privacy and security issues that apply to e-mail, as well as understand their responsibilities to use the e-mail system efficiently so that minimal service disruptions occur.

This document applies only to e-mail in its electronic form, including e-mail headers, transaction summaries, addresses, and addressees. It does not apply to printed copies of e-mail.

##### 1. Uses and Ownership

Any e-mail address or account established on the Glenbrook High School District 225 Network is the property of Glenbrook High School District 225. E-mail users shall not expressly or implicitly give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the district unless appropriately authorized to do so. Users shall not employ a false identity.

##### 2. Usage Guidelines

E-mail users shall not send or forward e-mail chain letters, "spam" (the widespread distribution of unsolicited e-mail), or "letter-bombs" (sending the same e-mail repeatedly to one or more recipients to interfere with the recipient's use of e-mail), and shall not knowingly forward a "virus" or any other form of distribution which obstructs, diverts or otherwise interferes with the e-mail system.

Notwithstanding anything in this policy to the contrary, the district e-mail service may be used for incidental personal purposes. E-mail records arising from personal use are still deemed to be property of Glenbrook High School District 225.

Personal use must not:

- a. Directly or indirectly interfere with the operation of district computing facilities or electronic mail services;
- b. Burden the district with noticeable incremental cost;
- c. Interfere with the e-mail user's employment or other obligations to the district; or
- d. Contain inappropriate content or otherwise violate this policy.

The district e-mail service may not be used for:

- a. Unlawful activities or the promotion of unlawful activities;
- b. Commercial purposes not under the auspices of the district; or
- c. Uses that violate other Glenbrook High School District 225 Board Policies or Procedures.

3. Confidentiality

The security and confidentiality of electronic mail cannot be guaranteed and all e-mail remains the property of the District. Furthermore, administrators of e-mail services shall be deemed to have no control over the security of e-mail that has been downloaded to a user's computer.

Users of the district e-mail system should be aware that the *Freedom of Information Act* and other similar laws may require disclosure of e-mail, and may jeopardize the ability of the district to guarantee complete protection of any e-mail resident on district facilities. Users, therefore, should exercise extreme caution in using e-mail to communicate confidential or sensitive matters.

## 4. Exceptions

During the performance of their duties, district system administrators have the authority from time to time to observe message header information to ensure proper functioning of the e-mail service, and on these and other occasions may inadvertently see the contents of e-mail messages. Therefore, there should be no expectation of privacy by users of the district e-mail system.

District network personnel (such as "postmasters") shall have the right to inspect e-mail when re-routing or disposing of otherwise undeliverable e-mail. This exception is limited to the least invasive level of inspection required to perform such duties. Re-routed mail normally should be accompanied by notification to the recipient that the e-mail has been inspected for such purposes.

## 5. Access

Access to the Glenbrook High School District 225 e-mail system is a privilege that may be wholly or partially restricted by the district with or without prior notice. The district shall permit inspection, monitoring, or disclosure of e-mail with the approval of the superintendent or his designee, in the following situations:

- a. When permitted or required by, and consistent with, law;
- b. When reliable information indicates that violation of law or of district policies may have occurred;
- c. In circumstances where failure to act may result in significant bodily harm, property loss or damage, loss of evidence of one or more violations of law or of district policies, or liability to the district or to members of the Glenbrook High School District 225 community;
- d. In circumstances where failure to act could seriously hamper the ability of the district to function administratively or to meet its teaching obligations; or
- e. In any circumstance related to a pending investigation.

Employees shall comply with district requests for copies of e-mail records that pertain to the business of the district, or whose disclosure is required to comply with applicable laws, regardless of whether such records reside on a computer housed or owned by the district. When the contents of e-mail must be inspected, monitored, or disclosed, the superintendent or his designee must authorize such actions in advance and in writing.

In emergency circumstances, the least invasive perusal of contents and the least action necessary to resolve the emergency may be taken immediately without authorization, but appropriate authorization must thereafter be sought as soon as reasonably possible. The superintendent or designee shall, at the earliest possible opportunity, notify the affected individual of the action(s) taken and the reasons for the action(s) taken.

Any inspection or disclosure of e-mail shall be in full compliance with the law. This has particular significance for e-mail residing on computers not owned or housed by the district. Advice of counsel should be sought prior to any action taken under such circumstances.

Failure to obtain an e-mail holder's consent prior to inspection, monitoring or disclosure of e-mail records shall not create any liability for the district.

## 6. Archiving and Retention

## a. Limitations and Automatic Purging

The district maintains central or distributed e-mail archives of all electronic mail sent from or received in users' mail accounts. E-mail is backed up to assure system integrity and reliability; e.g., to be able to restore damaged message databases, as well as retrieval. Administrators of the district e-mail service are not required to retrieve e-mails from such back-up facilities upon a user's request.

Except as otherwise set forth here, the district's electronic messaging system is intended as a communication system, as well as a record archive system. E-mail users should be aware that, due to hard disk space considerations on the district's message servers, specific maintenance procedures and mailbox size limitations (including e-mail attachments) will be implemented to ensure proper functioning of the e-mail system. Currently, messages in the user's mail account trashcan (deleted, but not purged) are subject to automatically be purged by the system. Users will be notified if server conditions warrant further automatically scheduled system maintenance that may affect the number or size of messages users may retain.

## b. E-mail as a "Public Record"

The district is a public body governed by the *Illinois Local Records Act*, *Illinois School Student Records Act*, *Illinois Freedom of Information Act*, and the *Family Educational Rights and Privacy Act*. E-mails may contain information required to be retained in the official records of the district. Also, in certain circumstances, the district may be legally compelled to disclose e-mails to parents, government authorities, the public, or in the context of litigation. For retention purposes under these laws, e-mails are treated in the same manner as paper documents.

## c. E-mail Retention

E-mails that meet the definition of a public record must be retained in accordance with the district's records retention schedule pursuant to the *Illinois Local Records Act*.

E-mails that meet the definition of a school student record must be retained in accordance with the *Illinois School Student Records Act*. Temporary student records must be kept for at least five (5) years after the student has transferred, graduated or permanently withdrawn from the district. Permanent student records must be kept for at least sixty (60) years after the student has transferred, graduated or permanently withdrawn from the district.

The following are acceptable methods for retaining e-mails. The district shall determine which method(s) it will use for a given record:

- (1) Print the e-mail and store the hard copy in the relevant subject matter file as would be done with any other hard copy public record;
- (2) Convert the e-mail into a Word or PDF document and store it in a file folder according to its content on the district's network;
- (3) Convert the e-mail into a microfilm or similar format (the district must comply with the *Local Records Act*, the *Filmed Records Certification Act*, and the *Filmed Records Destruction Act* if this method is used); or
- (4) Save the e-mail in the district's electronic document management system.

## 6. Archiving and Retention (continued)

## d. Litigation Hold

All e-mails, without regard to whether they meet the definition of public and/or student records, must be retained when users receive notice of a litigation hold. The Superintendent or his/her designee will immediately inform users whenever e-mails must be preserved because of prospective, threatened or pending litigation (a "litigation hold"). Such notice immediately suspends the deletion and/or purging of all e-mails that may be relevant to the potential or pending litigation. The Superintendent or his/her designee will designate the district staff members responsible for gathering the e-mails that may be subject to the litigation hold.

## e. Destruction of E-mails

The district's records custodian is responsible for disposing of the e-mails that are public records according to the records retention schedule and pursuant to the requirements of the Illinois Local Records Commission. In order to ensure compliance with such requirements, users are prohibited from deleting, purging and/or destroying e-mails that constitute public records. Users may not remove, "wipe" or erase the contents in their mail accounts or the e-mail software from their computers.

Destroying public records prior to approval for destruction will be considered tampering with official records. It is a Class 4 felony to knowingly tamper with records (720 ILCS 5/32-8).

## 7. Violations

Violations of this Board Policy governing the use of the Glenbrook High School Electronic Messaging Service may result in restriction of access to district information technology resources. In addition, disciplinary action may be applicable pursuant to Section F of Board Policy 7220, Purpose and Use of Technology and Network Resources, or other relevant Board policies.

## 8. Computer Services Termination Procedure

Once an employee's affiliation with the district ends, e-mail and network accounts may at the superintendent's or designee's discretion be kept open for thirty (30) days, retained by the district, or deleted at the discretion of the superintendent or designee, unless prior arrangements have been made. If an employee is suspended or terminated, or if a violation of this policy may have been committed, the computer services accounts of the employee will be locked immediately. Information can be requested from locked accounts for a period of up to thirty (30) days, which may be denied by the superintendent or designee for good cause. After this time the e-mail and network accounts may be deleted.

Revised: September 5, 1995  
Revised: May 29, 2001  
Revised: July 28, 2003  
Revised: September 12, 2005  
Revised: August 10, 2009  
Revised: August 8, 2011

**Glenbrook High Schools Technology Device and Network Use  
Employee Rights and Responsibilities**

**Employee Privileges**

Glenbrook employees have the privilege to use Glenbrook computers and electronic devices in order to deliver instruction, facilitate educational growth in technology skills, information gathering skills, and communication skills, and to perform administrative tasks. These computers and electronic devices may provide access to the Internet. Employees have the privilege to use any licensed district standard software.

**Employee Responsibilities**

Only those employees with prior experience and/or instruction shall be authorized to use the Glenbrook network and Internet access. The employee will not allow others to use his/her computer account, nor will he/she disclose his/her passwords to anyone. Employees may not alter any Glenbrook network address or identifiers or use false identities. Employees may not copy Glenbrook software from district devices, violate copyright laws, destroy or damage another person’s files or messages, copy other people’s work, or attempt unauthorized access to networks in or out of the building. They may not make unauthorized entry, interfere with, or disrupt any computer, network, service or equipment, regardless of who may own, operate or supervise it. The employee has the responsibility to report all violations of privacy or of this policy pertaining to his/her computer accounts to the coordinator of instructional technology or chief technology officer.

Faculty and staff have a professional responsibility to ensure appropriate use of technology by students. An adult will monitor all student Internet use accessed by district and student-provided technology as thoroughly as possible.

The employee is responsible for honoring copyright laws when using electronic media, including but not limited to software, original art work, video, and Internet copyrighted material.

The employee is responsible for all data communications originating from his/her account. Furthermore, the employee is responsible for making sure all communications originating from the Glenbrook network by him/her do not contain pornographic material, inappropriate content, inappropriate language, data that is in violation of this policy, or files that are potentially dangerous to the integrity of the network infrastructure. Solicitation of such materials is also prohibited.

The intent of Glenbrook’s Internet connection is for education use, and not for individual profit. Each employee has the responsibility not to use the network for wasteful or frivolous purposes such as playing network games. No sites shall be accessed which will result in unplanned or unauthorized cost to the district.

All data communications sent or received through the Glenbrook network may be monitored by district network administrators and shall remain the property of the district.

Failure to comply with the “Purpose and Use of Technology and Network Resource” Policy may result in loss of computer privileges as well as other disciplinary action. The employee acknowledges that his/her choice to use employee-provided technology (including hardware, software, and Internet access) in any manner that would otherwise violate this Policy will subject the employee to discipline. The employee acknowledges his/her responsibility to comply with Board of Education Policy 7220, which is available at <http://www.glenbrook225.org/board/policies/Documents/7220.pdf>

**District Responsibilities**

The district will use reasonable efforts consistent with available budgetary approvals to provide current anti-virus software for workstations and servers, as well as e-mail servers. Users will receive instructions for maintaining secure passwords and access to their accounts. The district will implement Internet content filtering on the Glenbrook network according to Board Policy. The district will make reasonable efforts to maintain secure backups of file servers. The district will comply with all applicable laws relative to the privacy of employee and student information.

I have read this document and the “Purpose and Use of Technology and Network Resources” Policy, and agree to abide by them. I will uphold my responsibilities as a user of Glenbrook High School computers and networks.

Printed Employee Name \_\_\_\_\_ Date \_\_\_\_\_  
Employee Name \_\_\_\_\_ Date \_\_\_\_\_

**Glenbrook High Schools Technology Device and Network Use  
Student Rights and Responsibilities**

**Student Privileges**

Students have the privilege to use Glenbrook computer workstations in order to facilitate educational growth in technology skills, information gathering skills, and communication skills. These workstations may provide access to the Internet.

**Student Responsibilities**

In order for Glenbrook High Schools to provide sound educational opportunity via the network, each student needs to use the Glenbrook computer network system responsibly.

The student exercising his/her privilege to use the Glenbrook computer network system or self-provided technology to access the Internet as an educational resource is responsible for all material received. Only those students with prior experience and/or instruction shall be authorized to use the Glenbrook computer network system to access the Internet. Students are responsible for not giving their Glenbrook computer account and password to anyone. Students may not alter any Glenbrook network address or identifiers or use false identities. Students may not copy Glenbrook software from district devices, violate copyright laws, destroy or damage another person's files or messages, copy other people's work, or attempt unauthorized access to networks in or out of the building. They may not make unauthorized entry, interfere with, or disrupt any computer, network, service or equipment, regardless of who may own, operate or supervise it.

Students are not allowed to access, use or possess pornographic material, inappropriate, harassing or offensive content via e-mail or other means, or files deemed dangerous to the integrity of the Glenbrook High School network system. In addition, students may not access, use or possess unauthorized or illegally obtained hardware, software or data. The intent of Glenbrook's Internet connection is for educational use, and not for individual profit or recreational purposes that promote waste, fraud or abuse. No sites will be accessed that result in unplanned or unauthorized cost to the district.

If a student has been assigned a Glenbrook e-mail account, the student is responsible for reporting all violations of privacy or of this policy. Students are accountable for all mail received under their user accounts.

Students may not use the network or labs for wasteful or frivolous purposes. It is the student's responsibility to follow all computer lab rules and obey supervisors of all school labs, and follow the guidelines for acceptable use of electronic devices as established by the school administration.

**The student acknowledges that his/her choice to use self-provided technology (including hardware, software, and Internet access) in a Glenbrook school building, on school grounds, or at or in relation to a school-sponsored activity at any location that in any manner that would otherwise violate this Policy will subject the student to discipline. Such discipline may include confiscation of the self-provided technology, loss of Glenbrook computer privileges, and other penalties and disciplinary actions up to and including suspension and expulsion.**

The student acknowledges his/her responsibility to review and comply with the requirements set forth in Board of Education Policy 7220, "Purpose and Use of Technology and Network Resources" which is available at <http://www.glenbrook225.org/board/policies/Documents/7220.pdf>

**District Responsibilities**

The district will use reasonable efforts consistent with available budgetary approvals to provide current anti-virus software for workstations and servers and to maintain secure backups of file servers. Users will receive instructions for maintaining secure passwords and access to their accounts. The district will implement Internet content filtering on the Glenbrook network according to Board Policy and will comply with all applicable laws relative to the privacy of staff and student information.

I have read this document and the "Purpose and Use of Technology and Network Resources" Policy and agree to abide by them, and to uphold my responsibilities as a student user of Glenbrook High School computers and networks, and to uphold the same responsibilities as a condition of using self-provided technology in a Glenbrook school building, on school grounds, or at a school-sponsored activity at any location.

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

Date \_\_\_\_\_

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

School \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**Glenbrook High Schools  
Student Electronic Messaging Accounts**

I have read **Section J - Use of the Glenbrook Electronic Messaging System** (from Board of Education Policy 7220) and agree to abide by it, and to uphold my responsibilities as a student user of Glenbrook High School computers and networks.

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ School \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

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## Re: Sonitrol

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Mon, Feb 10, 2020 at 10:18 AM

To: Jeff Zupan <jzupan@local134.org>

Bcc: Elaine Geallis <egeallis@glenbrook225.org>

Dear Mr. Zupan,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 1/27/20 we received your request for the following information and needed an extension of five days (new deadline Feb. 10, 2019):

- Contracts, receipts, billing invoices or correspondence between Sonitrol Corp., Sonitrol Security, or any other company with Sonitrol in its name, that has provided services to Glenbrook District 225 during the time period of 1/1/2019 and 12/1/2019. Please include any emails as well

**District Response:** Please see [responsive documents](#).

**Instructions to read emails:** Right-click and download document and then right-click again and show in folder and then click to open.

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
Glenbrook High School District 225  
3801 West Lake Avenue  
Glenview, IL 60026

On Mon, Jan 27, 2020 at 6:11 AM Jeff Zupan <jzupan@local134.org> wrote:

Please consider this my FOIA request for the following:

Provide me with copies of any contracts, receipts, billing invoices or correspondence between Sonitrol Corp., Sonitrol Security, or any other company with Sonitrol in its name, that has provided services to Glenbrook District 225 during the time period of 1/1/2019 and 12/1/2019. Please include any emails as well.

This request is NOT for commercial purposes.

Email is the preferred method of receipt of the requested information.

Feel free to contact me if you have any questions regarding this request.

Sincerely,

Jeff Zupan, Local134 IBEW, 312-520-4353, [jzupan@local134.org](mailto:jzupan@local134.org)