

South Central Community School Corporation Technology Responsible Use Policy

South Central Community School Corporation (SCCSC) recognizes that access to technology in school gives students and staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students and staff establish progressive technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and all Internet access and networks, regardless of how they are accessed. This Responsible Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally owned devices on the school campus.

Technologies Covered

School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with SCCSC's educational mission, curriculum, and instructional goals. SCCSC may provide the privilege of internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. This Responsible Use Policy applies to both school-owned technology equipment utilizing the SCCSC network, the SCCSC internet connection, and/or private networks/internet connections accessed from school-owned devices at any time. This Responsible Use Policy also applies to personally owned devices accessing the SCCSC network, the SCCSC internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, SCCSC will seek to provide access to them. The policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment. Users should be safe, appropriate, careful, and kind; not try to get around technological protection measures; use good common sense; and ask if they don't know. User accounts and information are to be used by that individual only and not shared with others. All accounts and passwords must be kept confidential.

Internet Access

SCCSC provides its users the privilege of access to the internet, including websites, resources, content, and online tools. Access to the internet will be restricted as required to comply with federal regulations (CIPA, FERPA, HIPAA, etc.) and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely. Users are expected to respect the web filter as a safety precaution and shall not attempt to circumvent the web filter when browsing the internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, they should submit a request for website review. Website reviews will be performed by the technology department staff or school administrators and documented.

Email

SCCSC may provide users with the privilege of email accounts for school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Email usage may be monitored and/or archived and should be for school purposes only.

Web 2.0 - Email, Social Media, Collaborative Content

SCCSC will use a variety of Web 2.0 tools. Web 2.0 tools are defined as Internet sites that allow users to communicate, collaborate, share, and message with others to create content beyond a static page. These sites enhance the learning experience and help students develop important online skills. The sites may require students/staff to create an account that asks for their name along with a username, password, email address, and other personal information.

School-Provided Devices

SCCSC may provide users with devices, along with charging equipment and cases, to promote learning outside of the classroom. Users should abide by the same Responsible Use Policy when using school devices off the school network as on the school network. Users should bring the device fully charged to school each day. SCCSC retains the right to monitor, collect, and/or inspect devices at any time. Students/staff in the program must use the assigned device and may not substitute the device for other equipment. SCCSC retains sole right of possession of the equipment, and the devices lent to the students and staff for educational purposes only. Under certain circumstances, students and staff may be restricted from taking the device home. Users will be financially accountable for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device. Students/staff who leave SCCSC during the school year must return all equipment at the time they leave the corporation and whenever requested by school staff. Users must report a lost or stolen device to the building administration immediately, and a report should also be made to the school resource officer and/or local police.

Device Repair

Only SCCSC may repair or replace a school-owned device or equipment. All other breakages will be the financial responsibility of the student or staff billed at the prevailing rate for materials and labor or full replacement. Loss or theft of the equipment is also the student's or staff's responsibility and will result in the student or staff being charged the full replacement cost to purchase a new device.

Device User Responsibilities

- Students/staff are solely responsible for any apps or extensions on their devices that are not installed by SCCSC.
- Students/staff must bring their devices to school every day and make sure it is fully charged.
- Students/staff must treat their devices with care and never leave them in an unsecured location. If a device is lost, students and staff must contact the technology department immediately.
- Students/staff must promptly report any problems with their devices to the technology department.
- Students/staff may not remove or interfere with the serial number and other identification tags.
- Students/staff may not attempt to remove or change the physical structure of the devices.
- Students/staff must keep their devices clean.
- Students/staff are not to mark, deface, or place stickers on the devices.
- Devices must be closed and in their protective case whenever transported between locations.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If users believe a computer or mobile device they are using might be infected with a virus/malware, they should alert the technology department. Users should not attempt to remove the virus themselves or download any programs to help remove the virus. Users should not attempt to hack or access sites, servers, or content that isn't intended for use.

Downloads

Users are not permitted to download or run programs over the school network while on or off campus, onto school equipment, without express permission from the technology department staff. Users may be able to download other file types, such as images or videos. For the security of the network, user downloads should come from known or trusted sites, and only for educational purposes. Users must abide by all copyright laws.

Digital Citizenship

Users should always use the internet, network resources, and online sites courteously and respectfully. Users should recognize that among the valuable content online, there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the internet. Users should remember not to post anything online that they wouldn't want students, staff, parents, teachers, future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended. Recognize that the use of school technologies is a privilege and treat it as such. Never video record, photograph, or audio record other students or staff without prior authorization.

Cyberbullying

Cyberbullying, including but not limited to harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking, will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, slander, or harm the targeted student/staff member and create for the targeted student/staff member an objectively hostile environment. Engaging in these behaviors or any online activities intended to harm (physically or emotionally) another person will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Users should remember that online activities may be monitored and recorded.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the Internet should be appropriately cited, giving credit to the original author.

Artificial Intelligence

SCCSC is committed to the responsible and ethical use of Artificial Intelligence (AI) to enhance educational experiences. As AI technologies evolve, it's imperative to establish clear guidelines to leverage these tools effectively and ethically within our K-12 schools. All decisions related to AI use are transparently communicated to students, parents, and educators. AI technologies are viewed as tools to support, rather than replace, human interactions in the learning process. Continuous evaluation and adjustment are integral, with a focus on effectiveness, ethical considerations, and alignment with educational goals. By adhering to this policy, SCCSC aims to create a future-ready learning environment that balances innovation with ethical considerations and the well-being of the educational community. Per NEOLA policy 7540.09 and 7540.03/7540.04.

Limitation of Liability

SCCSC will not be responsible for damage or harm to persons, files, data, or hardware. While SCCSC employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. SCCSC will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this policy may have the following consequences:

- Suspension of network, technology, or computer privileges
- Notification to parents or school officials
- Detention, suspension, or expulsion from school and school-related activities
- Employment disciplinary action, up to and including termination of employment
- Legal action and/or prosecution

South Central Community School Corporation
Responsible Use Policy Signature Page

Students, parents/guardians, and/or staff shall be required to sign the South Central Community School Corporation Responsible Use Policy before internet or network access is allowed. This agreement will remain in effect for the duration of the student's enrollment or the staff member's employment at the school corporation. Any revisions to the policy will be posted.

Student Name (printed): _____ Grade: _____

Student Signature: _____ Date: ____/____/____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date: ____/____/____

Staff Name (printed): _____

Staff Signature: _____ Date: ____/____/____