

## **South Central Community School Corporation 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 develop 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 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, including:

- The SCCSC network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Using an internet filter and other technologies, SCCSC makes a reasonable effort to ensure students’ and staff safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert the Tech Department immediately of any concerns for safety or security.

### **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 privately 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. It is imperative that all accounts and passwords are kept confidential.

### **Internet Access**

SCCSC provides its users the privilege of access to the internet, including web sites, resources, content, and online tools. Access to the internet will be restricted as required to comply with CIPA regulations 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, the user should submit a request for website review via a staff member or the restricted access screen.

### **Email**

SCCSC may provide users with the privilege of email accounts for the purpose of 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. Users should use appropriate language and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **Web 2.0 Email, Social Media, Collaborative Content**

SCCSC will be using 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 require students to create an account that may ask for a student’s

name along with a username, password, and in some instances an email address. The email address for all students and staff will open their account with their individual district-provided email account.

### **Mobile Devices Policy**

SCCSC may provide users with mobile computers or other 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, including via electronic remote access and to alter, add or delete installed software or hardware. Students and 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.

Any school owned devices, along with any other accessories must be returned in acceptable working order by the last day of each school year. Students and 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. Any fees collected as a part of this initiative will not be refunded.

Users must report a lost or stolen device to the building administration immediately and a report also should be with the school resource officer and/or local police.

### **Device Repair-**

Only SCCSC may repair or replace a 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 responsibility and will result in the student or staff being charged the full replacement cost to purchase a new device.

### **Device Spare Equipment and Lending**

If a student's or staff device is inoperable; the school has a limited number of spare devices for use while the student's or staff device is repaired or replaced. This agreement remains in effect for loaner devices. The users may not opt to keep an inoperable device.

### **Device Student/Staff Responsibilities**

- The students and staff are solely responsible for any apps or extensions on their devices that are not installed by SCCSC.
- Students and staff are responsible for backing up their data to protect from loss; SCCSC gives no guarantees that data will be retained or destroyed.
- Students and staff must bring their devices to school every day and make sure it is fully charged.
- Students and staff must treat their devices with care and never leave it in an unsecured location. If a device is lost, students and staff must contact the Tech Department immediately.
- Students and staff must promptly report any problems with their devices to the Tech Department.
- Students and staff may not remove or interfere with the serial number and other identification tags.
- Students and staff may not attempt to remove or change the physical structure of the devices, including the keys, screen cover or plastic casing or protective case.
- Students and staff must keep their devices clean.
- Students and staff are not to mark, deface, or place stickers on the devices.
- Computers must be closed and in their protective case whenever transported between locations.

### **Personally Owned Devices Policy**

This Responsible Use Policy applies to privately owned devices accessing the SCCSC network, the SCCSC internet connection, and private networks/internet connections while on school property.

### **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 Tech Department. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

### **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 Tech 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 in a courteous and respectful manner. 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.

### **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.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission. If users see a message, comment, image, or anything else online that is a violation of the Responsible Use Policy or makes them concerned for their personal safety, they should immediately bring it to the attention of an adult (teacher or staff if at school, parent if using the device at home).

### **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 retained.

### **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.

### **Examples of Responsible Use**

I will:

- Use school technologies for school related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate or harmful content (images, messages, posts, etc.) online or violate the Responsible Use Policy.
- Use school technologies at appropriate times, in approved places for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Never videorecord, photograph, or audio record staff or students and staff and staff without prior administrative authorization.
- Be cautious to protect the safety of myself and others
- Help to protect the security of school resources.

**This is not intended to be an exhaustive list. Users should use their own good judgement when using school technologies.**

### **Examples of Irresponsible Use**

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Attempt to "jailbreak", alter, or remove the SCCSC settings from SCCSC's devices.
- Post personally identifying information about myself or others.
- Agree to meet in person someone I meet online.

- Use language online that would be inappropriate in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

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#### **Violations of this policy may have disciplinary consequences, including:**

- Suspension of network, technology, or computer privileges;
- Notification of 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.

Staff, students and parents/guardians shall be required to sign the South Central Community School Corporations' Responsible Use Policy before internet or network access shall be allowed. This agreement will remain in effect for the duration of the student's attendance or staff member's employment at SCCSC. Revisions in policy will be posted.

Student Name Printed \_\_\_\_\_ Grade \_\_\_\_\_

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

Parent /Guardian Name Printed \_\_\_\_\_

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