

TCSC Primary and Intermediate Schools Responsible Use Policy

Grades K-6: Year 2015 - 2016 (Approved 07/14/2015)

Purpose

The Tri-County School Corporation believes that when students have access to technology for the purpose of resource sharing, innovation, and communication, in this 21st century society, they will develop skills to prepare them for future citizenship, work opportunities, and life. With that stated, we provide access to multiple different technologies for TCSC students and staff.

The mission of the Tri-County Intermediate (TCI) & Tri-County Primary (TCP) 1:1 Initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. TCSC believes the advantages of using technology outweigh the potential for misuse. ***Families should be aware, that TCSC takes precautions to safeguard the material, to which your child has access. However, it is possible your child could come in contact with some material that may contain items that are illegal, defamatory, inaccurate, sexually explicit, or otherwise potentially offensive to some people.***

TCI & TCP find it imperative that our users understand their responsibilities and conduct themselves as responsible learners at all times. This Responsible Use Policy (RUP) outlines the guidelines and behaviors TCI & TCP expects of its users, when using school technologies, a personally-owned device, a TCSC owned device, or TCSC provided accounts.

I will:

- Bring my laptop/iPad to school fully charged every day.
- Carry my laptop/iPad in a protective case at all times.
- keep private information private. (My password and user ID are not for sharing with friends).
- treat others with respect, both online and offline.
- use suitable language free of profanity, vulgarity, or any other inappropriate language.
- strive to be a responsible digital citizen, and encourage others to act the same.
- use my laptop/iPad for school-related purposes during school hours.
- credit my sources when using other's information, images, or other material.
- respect the digital work of others.
- follow TCI & TCP policies, rules, and regulations.
- treat TCSC technology equipment with care and respect.

- Uninstall any software that did not come pre-loaded on my laptop/iPad if it causes conflicts with any TCI or TCP programs.
- Change any desktop wallpaper, or screen saver that does not reflect TCI or TCP expectations.

I will NOT:

- read another student's private communications or schoolwork without consent.
- use/send improper language or pictures with TCSC provided devices or web resources.
- harass, intimidate, ridicule, or otherwise harm others electronically.
- pretend to be someone else online.
- give out my full name, address, or any other personal information to others.
- take pictures and record audio/video without the consent of that student/staff member
- search for, possess, read, view, or copy inappropriate pictures or information.
- damage, change, or tamper with the hardware or network in any way.
- decorate the laptop/iPad with stickers, skins, writing, or engraving.

I Understand:

- I could lose my files due to hardware malfunction. I shall maintain a back-up of all work.
- That the Internet/specific sites may go down for reasons beyond the control of the TCSC technology department.
- Not everything on the Internet is true.
- It is my responsibility to validate data researched on the Internet to be accurate.
- The use of the Internet provided by TCSC is a privilege not a right.
- the laptop/iPad is the sole property of TCSC
- ALL school personnel have full authority over my laptop/iPad
- It is not appropriate to send pictures or messages of a sexual nature to others

Consequences for misuse/abuse:

- School administrators may revoke the 24:7 privilege of my TCSC issued laptop.
- I may be disciplined at school up to and including suspension or expulsion if I act irresponsibly, ***inappropriately***, or maliciously.
- Consequences are at the Administrator's discretion depending upon the severity of misuse/abuse.
- In Indiana, [IC 35-42-4-4\(c\)](#), now defines the offense as a person who knowingly or intentionally possesses: (1) a picture, (2) a drawing, (3) a photograph, (4) a negative image, (5) undeveloped film, (6) a motion picture, (7) a videotape, (8) a digitized image, or (9) any pictorial representation; that depicts or describes sexual conduct by a child who the person knows is less than eighteen years of age or who appears to be less than eighteen years of age, and that lacks serious literary, artistic, political, or scientific value commits possession of child pornography, a Class D felony.

Internet/Technology Terms and Conditions

Technologies Covered

TCSC may provide access to Internet, desktop computers, mobile computers or devices (ipads, ipods, kindles, nooks, etc..), videoconferencing units, online collaboration capabilities, email, and more. This policy applies to all TCSC owned devices as well as personally owned devices utilizing TCSC owned network devices and Internet Access. This policy will also apply to any future technologies that are new to TCSC.

All TCSC provided technologies shall be handled with care. If you notice any damage to your TCSC provided technology, it is your responsibility to bring it to the IT department immediately. In the event that your TCSC provided technology needs repair, a loaner technology will be provided, only if a loaner item is available.

Web Access/Email/Web 2.0

All students, staff, and guests of TCSC may be granted access to the Internet. Access to the Internet will be filtered in order to keep our schools CIPA compliant. Web browsing activity can and may be monitored by IT or administrative staff. The logs may be retained indefinitely.

TCSC may provide users with an email account. The main purpose of this account is for school related purposes. This account will be terminated after you leave TCSC. Email messages will be archived and maintained according to county ordinances.

TCSC may provide users with accounts to different Web 2.0 tools. These tools may allow students and staff to work collaboratively on projects. These tools may also include message boards utilized for class participation. These may also be monitored, and you are reminded to communicate in a safe, courteous, respectful manner. This access is provided for school related use.

Security/Personal Safety

TCSC installs security software on school provided Technology devices. If you think your TCSC provided device has been infected with a virus or Malware, please bring it to the Technology department office immediately. **You are not to try and remove a possible infection on your own.**

Users are not to share usernames or passwords provided by TCSC. This is your personal account, and meant to be used by only you. Accessing another user's account will be considered hacking.

Users should never share personal information, including phone numbers, addresses, social security numbers, date of birth, or financial information over the Internet. Communications via

the Internet are often anonymous, and all users should take practical safeguards to protect themselves.

Cyberbullying will not be tolerated. Don't send messages or post comments with intent of scaring, harming, intimidating, dissing, flaming, impersonating, tricking, or excluding another person. Behavior of the such will result in severe disciplinary action and/or loss of privileges. In some cases, cyberbullying may be a crime.

Terms of Agreement

Legal Title/Ownership of the TCSC provided technology is in Tri-County School Corporations name and shall remain in the School Corporation. The right of possession and use is limited to and conditional upon full and complete compliance with the TCSC Internet and Technology Responsible Use Policy.

Your right to use and possession of TCSC provided technologies and resources will terminate no later than the last day of the school year, unless terminated earlier due to withdrawal from the District, or for various other reasons. If you do not return your TCSC provided technology the last day of school, or upon withdrawal from TCSC, a police report may be filed for theft of the TCSC owned device.

You agree to not remove any software pre-installed on your TCSC provided technology.

You agree to be financially responsible for any repairs not covered under current warranty. If the TCSC provided technology is damaged, lost, or stolen, the parent/guardian is responsible for the reasonable cost of repair, or its fair market value on the date of loss. Loss or theft of the property must be reported to the School Corporation by the next school day after the occurrence and a police report may be required.

Disclaimers

TCSC will not be held responsible for:

- Loss of data, including but not limited to personal pictures, music, and/or personal or educational works. All students and staff are to maintain a personal backup procedure.
- Unauthorized financial obligations from on-line access while using TCSC provided technologies, or while accessing TCSC provided technologies with personally owned devices

Student Internet and Technology Responsible Use Agreement

Student Acknowledgement

I will abide by the above Student Internet and Technology Responsible Use Policy. I understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Student Printed Name:

Student Signature:

Date:

Parent/Guardian Acknowledgement

As the parent or guardian of this student, I have read the student Internet and Technology Responsible Use Policy. I understand that this access is designed for educational purposes. TCSC has taken precautions to eliminate controversial material. However, I also recognize it is impossible for TCSC to restrict access to all controversial materials and I will not hold them responsible for materials acquired on TCSC provided technologies. I hereby release TCSC and its employees and agents from any and all claims of any kind arising from the use, misuse, or inability to use online services provided by TCSC. I will not hold TCSC responsible if this student gains access to any such materials that may incur any financial obligations I have not authorized. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue accounts and TCSCS provided technologies to my child and certify that the information contained in this form is correct. I understand that we assume all financial responsibility for any non-warranted issues with TCSC provided technologies.

Parent/Guardian's Signature:

Date:

The Corporation may post on the Corporation's web page(s) or publish in the Corporation newsletter or other promotional material any group and/or activity pictures with no students identified.

In the event that the Corporation would wish to identify and/or recognize students for outstanding performance or work in a picture that may be part of an article, the Corporation needs your permission to post your student's identified picture, and/or post your student's work on the Corporation's web page(s) or in the Corporation's newsletter or other promotional literature. In the case of students' works, students shall retain copyright and the phrase "used by permission" shall accompany the authorship attribution.

Below, please mark one of the boxes.

I **grant** permission to post/publish my student's identified picture and/or my student's identified work

I **do not grant** permission to post/publish my student's identified picture and/or my student's identified work