



SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION RESPONSIBLE USAGE POLICY

The corporation may modify these rules and guidelines at any time by publishing modified rules on the website. The signatures on the Responsible Use Policy at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

Southwest Parke Community School Corporation (SWPCSC) is pleased to be able to offer our students access to computer technology, including access to the Internet as well as SWPCSC applications and information technology network. The computer system is the property of the corporation, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet, e-mail, computers, and network. The system is designed to keep a record of all activity on and off the Internet, and this information is also corporation property. It is important for all users to understand that no use of the Internet or e-mail can ever be guaranteed private, even if it is not owned by SWPCSC.

Bring Your Own Device (BYOD)

For BYOD, a “device” includes but is not limited to a privately owned laptop, tablet computing device, netbook, notebook, e-Reader, iPod touch (or similar), or a cell/smart phone. For the purposes of this program/policy, the term “device” also includes any similar product owned by SWPCSC and provided for student use.

Guidelines:

1. In order to utilize the SPWCSC network (specifically Internet access and related applications) as well as participate in the BYOD instructional program, students and a parent or legal guardian must review and sign the Responsible Use Policy.
2. The student is fully responsible at all times, for the personally owned device brought to school. SWPCSC is not liable for any loss, damage, or theft of a personally owned device.
3. The student is responsible for the condition of the device brought to school, including updates, antivirus software, and repair.
4. Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.
5. Personal device use is limited exclusively to schools participating in the BYOD instructional program. Outside these schools all personal electronic devices should be turned off and should not be visible.

6. Devices may only be used in certain approved areas of the school. Students may not use devices in parts of the school designated as no technology zones or any other areas where devices are not permitted.
7. Students may not use any device or service for non-educational purposes during school hours, unless granted permission by a school administrator or teacher.
8. Students must use the SWPCSC's network when at school. Students may not use a cell phone or service provider's data network (3G, 4G, LTE, etc.) or any other wired or wireless network other than the corporation's network.
9. SWPCSC is not responsible for any data charges that a student may incur from a service provider as a result of not following our policy of only using the BYOD network while at school.
10. As part of the BYOD instructional program, there will be mechanisms in place such as signage and verbal communication to indicate when devices cannot be used. Students will observe and follow these procedures at all times while at school.
11. No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from SWPCSC, except for approved projects with the express permission of the teacher.
12. If an administrator has credible, specific, and reasonable suspicion that evidence exists of a violation of this agreement, SWPCSC policy and/or law may have occurred, or is about to occur, the student's device may be inspected and/or confiscated. This also applies to situations in which there is a reasonable, credible, and specific belief that a student's safety and/or well-being may be at risk. The search itself must be reasonable in scope and not excessively intrusive in light of the age and gender of the student and the nature of the suspected infraction.
13. Disciplinary action that may arise from a credible, specific, and reasonable search involving a handheld or other device and/or the misuse of technology may lead to the loss of technology privileges or any other action deemed appropriate by the Corporation under the circumstances related to any such disciplinary action taken.
14. These guidelines are consistent with the provision set forth in the Code of Conduct found in the Student Handbook.

School-Owned Devices

Students will be held responsible for maintaining devices and keeping them in good working order while used in the classroom or on loan from the school library. Devices that malfunction or are damaged must be reported to the Student Support Center at junior high and high school and to a teacher or administrator at the elementary schools. The school corporation will be responsible for repairing the devices that malfunction. Punishment for devices that have been damaged from student misuse or neglect will be as follows:

1. first offense – \$50;
2. second offense - \$142 or total cost of the repair if it exceeds \$142;

3. third offense or if it is intentionally damaged – total cost of the device; student forfeits technology privileges for an amount of time determined by the Administrator and Director of Instructional Technology

Children's Internet Protection Act (CIPA)

Southwest Parke Community School Corporation (SWPSCS) is in compliance with the Children's Internet Protection Act (CIPA) and has installed technology protection measures for all computers in the school corporation in order to aid in restricting access to materials that are harmful for minors. School personnel will monitor online activities of students and will educate them on safety/security measures when using e-mail, chat rooms, and other direct electronic communications. School personnel will also provide education about appropriate online behavior, including interacting with individuals on social networking sites and cyberbullying awareness and response.

User Account Passwords

All users, staff and students, are given an account upon their entry into the district. Any person to whom an account is given is the *only* person to use that account. Each user is responsible for the security of the system. Passwords should not be shared. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action, and will be held accountable.

Internet Access

The Internet can contain information that may be judged as inaccurate, abusive, profane, sexually oriented or illegal. SWPCSC does not condone or permit the use of this material and has a content filter in place to prevent what is reasonably possible from being viewed. The use of technology within the school setting is a privilege, not a right and it is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

Parents and guardians must be aware that while at school, although content filtering is in place the direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with this contract and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's Internet use.

Electronic Mail (E-Mail)

Students will be assigned internal e-mail addresses by the corporation through Gmail through our participation in Google Apps for Education. All e-mail must follow the rules of appropriate

use. The only external email students will have access to is from colleges or universities at the request of a student and approved by an administrator.

Activities that Are Not Permitted

- searching, viewing, sending or retrieving materials (including social media sites) that are not related to school work, community service, employment or college information (hence, searching or viewing sexually explicit, profane, promotion of violence or hate, or illegal materials is not permitted);
- plagiarism, copying, saving or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted); Source, author, website source and date accessed, etc. must be present on any printed copy or inclusion in any paper, on the same basis as using quotes from a text book or periodical;
- subscription to any services;
- any use of district computers for financial gain;
- sharing of the user's or another's home address, phone number or other personal information;
- playing games or using other interactive sites such as chats, unless specifically assigned by a teacher;
- unauthorized access, including "hacking", and any activity that violates a school rule or a local, state or federal law;
- offenses such as threats, theft, and violation of another person's rights will result in prosecution to the full extent of the law;
- forging electronic mail messages or using an account owned by others;
- gaining or attempting to gain unauthorized access to the files of others, or vandalizing the data of another user;
- invading the privacy of others;
- posting anonymous messages.

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Student Rights

Students' right to free speech applies to communication on the Internet. SWPCSC's electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons.

An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

The district will cooperate with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network. In the event there is an allegation that a student has violated the district responsible use policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before an administrator.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the responsible use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account. Users granted access to the Internet through the Corporation's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying procedures.

Limitation of Liability

The corporation makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The corporation is not responsible for the accuracy or quality of the information obtained through or stored on the network. The corporation will not be responsible for financial obligations arising through the unauthorized use of the network.

PARENT OR GUARDIAN

By signing below I certify that: I have read the Responsible Use Policy for School Technology and I understand its significance. I have discussed the rules for technology use with my child. I understand that access to technology is designed for educational purposes and it is the student's obligation to use the resources in a responsible manner. I recognize it is impossible for the school district to totally restrict access to controversial materials and I will not hold them responsible for materials my child may acquire on the network. I accept full responsibility for supervision of my child's technology and internet use outside of school. I hereby give my permission for my child to use school technology and certify that the information contained on this form is correct.

Parent or Guardian Name (please print): _____

Parent or Guardian Signature _____

Date: _____