

Acceptable Use Policy (AUP)

Responsibilities of Clark-Pleasant Schools Technology Users:

Clark-Pleasant Community School Corporation is pleased to offer its students access to both a school-wide network for sharing educational software as well as access to the global network known as the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning. It should be understood that the above-mentioned benefits and value to our students' education is a shared responsibility shared among students, parents and school employees. If this endeavor is looked upon as a cooperative effort to prepare students for the 21st century, it will without a doubt, be much more successful. In addition to the Internet, our students are exposed to a number of technological devices including, but not limited to, DVD players, VCR's, Televisions, Handheld computing devices, MP3 Players, projectors, and a multitude of other items too numerous to mention.

In order to provide access to information and to communicate with others throughout the world, Clark-Pleasant Community School Corporation provides and maintains a substantial network infrastructure. Due to the complexities and openness of these networks and the variety of information available, it is important that users adhere to these guidelines to ensure continuing trouble free operation.

Making Internet access available carries with it the potential that someone might encounter information that some have identified as controversial and of potential harm to others. Clark-Pleasant Community School Corporation is dedicated to providing a safe educational environment. To this end, and to ensure our compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA) we utilized filtering technology that blocks access to 1) Obscenity 2) Child Pornography and 3) Materials harmful to minors on ALL corporation computers including student, staff and administrative computers. For staff members participating in verifiable research, the CIPA does allow for temporary disabling of the filter. Disabling of the filter for minors is not permissible.

Given the constantly changing information environment, it is not possible to guarantee that all controversial materials will be totally eliminated on the schools' network system (congruent with the CIPA and N-CIPA). At the same time, school officials want to make sure that users of corporation owned technology are aware of their responsibility to use the resources in an ethical and educational manner. The focus should shift from controlling the environment to providing individual users with the understanding and skills needed to use the technology system in ways appropriate to their individual educational needs.

Taking into account the above-mentioned statements, Clark-Pleasant Schools believes that parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, Clark-Pleasant Schools makes our complete technology usage policy and procedures available upon request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

With the rights and privileges of technology usage come certain responsibilities. Users need to familiarize themselves with these responsibilities. Failure to adhere to them may result in the loss of network use privileges and other disciplinary measures:

1. **Ethical and Educational Use.** The user has full responsibility to use the Network system in an ethical and educational manner. Students are not permitted to use either the school-wide network or the Internet without permission of and must be supervised by a member of the professional staff of Clark-Pleasant Schools. Privileges to use the Network may be revoked, if it is determined that an individual has abused this privilege. The administration will be sole arbiter of what constitutes this abuse.
2. **Never share your password with anyone.** The user has full responsibility of the use of an account. Violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of the account.

3. **Do not knowingly degrade the performance of the network.** Chain letters, mail bombs and music downloads are examples of activities prohibited by these guidelines.
4. **Obey the rules of copyright.** Technology users must respect all copyright issues regarding software, information, and attributions of authorship. **No software whether commercial or shareware may be installed on the system without the express permission of the network administrator.** It is understood that all student and staff members will respect current copyright laws as they pertain to ANY technology device used on school premises. This includes the public exhibition of any copyrighted material.
5. **Posting personal communications to a public forum without the original author's prior consent is prohibited.** To do this is a violation of the author's privacy. However, all messages posted in a public forum such as news groups or aliases email may be copied in subsequent communications, so long as proper attribution is given.
6. **Use of the network for any illegal activities is prohibited.** Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.
7. **Avoid the spread of computer viruses.** "Computer viruses" are programs that have been deployed as pranks, and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the Network or any other computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law. **Additionally, users who introduce viruses to the system through negligence may be required to pay restitution for damages incurred.**
8. **Chat rooms, non-school email servers and public proxy servers are prohibited.** The student use of chat rooms and home emails servers causes personal risks to students that we as a school corporation cannot manage. Student email should be channeled through our student email server when appropriate.
9. **Use appropriate language.** Profanity or obscenity will not be tolerated. All participants should use language appropriate for school situations as indicated by school codes of conduct.
10. **Avoid Offensive or inflammatory speech.** Internet users must respect the rights of others both in the local community and in the Internet as large. Personal attacks are an unacceptable use of the network. If you are a victim of such messages, bring the incident to the attention of a teacher or system administrator.
11. **Harassment of any form will not be tolerated.** Communication on our network system should be of a professional nature. Messages intending to harass, annoy, bother or disrupt the educational mission of Clark-Pleasant Community School Corporation are strictly prohibited. Additionally, any person violating this policy will be subject to disciplinary action and, depending upon the nature of the harassment, may be submitted for judiciary action as well.
12. **Impersonation, anonymity, or pseudonyms are not permitted.** As an educational network, we believe that individuals must take responsibility for their actions and words.
13. **Accessing, uploading, downloading or distributing inappropriate materials are not permitted.** Internet users must realize that accessing, uploading, downloading or distribution of pornographic, obscene, or sexually explicit material is strictly prohibited, and will not be tolerated in any manner.
14. **Accessing another individual's materials, information, or files without permission is prohibited.** Network users must respect the rights of others' electronic property and not access or otherwise use or tamper with such property without permission from the owner.
15. **Peer to Peer file sharing applications are strictly prohibited.** Due to frequent copyright infringements, virus issues, and network performance issues, the use of such applications is prohibited by all students and staff members.

16. That the use of technology is a privilege which may be revoked at any time for conduct that embarrasses, harms, or in any way distracts from the good reputation of Clark-Pleasant Community School Corporation or any organizations, groups, and institutions with which the corporation is affiliated. The administration will be the sole arbiter of what constitutes this unacceptable behavior.
17. That Clark-Pleasant Community School Corporation reserves the right to review any material stored in files or other media format and will edit or remove any material that the administration believes may be unlawful, obscene, abusive, or otherwise objectionable.
18. That all information services and features contained on the Network/Internet system or other media format are intended for the educational use of its patrons, and any commercial or unauthorized use of those materials or services in any form, is expressly forbidden.
19. To abide by all the rules and regulations of the system usage as described by the system administrator of Clark-Pleasant Community School Corporation's network system.
20. In consideration for the privilege of using the Clark-Pleasant Community School Corporation's Network/Internet system and in consideration for having access to the information contained on it, I hereby release Clark-Pleasant Community School Corporation and all organizations, groups and institutions with which the Clark-Pleasant Network/Internet system is affiliated for any and all claims of any nature arising from my use, or inability to use, the Network/Internet system.
21. My access to any use of any technology device is subject to limitations as may be established by the administrators of the system, and may be changed at any time without notice.
22. I understand that CPCSC employs a third-party web filter to attempt to "filter out" known sites of unwanted and/or objectionable material, there still exists the possibility that undesired material and communications may be received on school owned equipment. Additionally, I will make no attempt to bypass these protections.
23. That the use of the Clark-Pleasant Community School Corporation's technology devices and network system is a privilege that may be revoked at any time for abusive conduct. Such conduct is described within the document "Responsibilities of Clark-Pleasant Schools Technology Users". **By signing the technology usage agreement, you are indicating that you have read this document and agree to the terms described within it.** The administration will be the sole arbiter of what constitutes obscene, abusive, or objectionable language or conduct.

Signature

Date of Signature

Printed Name