

**Merrillville Community School Corporation**  
*Responsible Use Policy*



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## **Purpose**

The Responsible Use Policy (RUP) is to provide students and staff with guidelines for the appropriate use of technology in the Merrillville Community School Corporation (MCSC). MCSC provides technology to staff and students to develop 21st Century skills, to prepare students for college and careers, and to allow for collaboration and sharing of data between students, staff, and the world. The guidelines provided are not all-encompassing as it is expected that all users will exhibit good judgment and follow school rules when making decisions. School computers, networks, tablet devices, and other technologies are all covered within the RUP.

## **Responsible Use**

1. All school corporation provided technology devices, network, internet services, software, and other electronic resources are provided for the purpose of educational use. All of these tools will be used to meet the goals and initiatives set forth by the school corporation.
2. User will comply with all policies set forth in the student and staff handbooks as well as any and all Board policies with regards to the use of technology and technology equipment. This compliance will be maintained both on school campuses and off.

## **School Technology Prohibited Use Rules**

1. Access to, submittal, publication, display or retrieval of any material in violation of any United States or state regulation is prohibited, including, but not limited to copyrighted material; threatening, racially offensive, abusive, defamatory, profane, sexually oriented, pornographic, or obscene material; or material protected by trade secret.
2. Any attempt to defeat or bypass the district's Internet filter by using or trying to use proxies, https, special ports, modification to the district browser settings or any other techniques, which are designed to avoid being blocked from inappropriate content or conceal Internet activity is strictly prohibited.
3. The use of computer-related technology with the intent to damage, harm, or make unusable any services, information, data, data storage system, or computer resource is strictly prohibited. (Hacking, Deleting, Denial of Service, etc..)
4. Technology will not be used in any way as to bypass MCSC security or any other network security with the intent of gaining access to any unauthorized system.
5. Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, and cyberstalking are all examples of cyberbullying. Do not send emails or post comments with the intent of scaring, hurting, or intimidating others. 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. Remember that your activities are monitored and retained.
6. The deliberate use of computer-related technology for any purpose that violates any individual school or MCSC rule or regulation is prohibited.

7. The use of any technology outside of or off school property for any purpose that would be considered a violation of the handbook, if it had been committed on school property is prohibited.
8. The unauthorized use of computer-related technology for commercial purposes not specifically authorized by the school board or the superintendent.
9. The use of computer-related technology and/or the use of MCSC-provided Internet access to transmit, upload, download, view or distribute any illegal files.
10. Misuse or waste consumable supplies or waste any computer-related technology resources.
11. To misappropriate or otherwise misuse; To knowingly allow, promote, or otherwise assist, or cause any other person or persons to violate any provision of this policy.
12. Users may not install or use any Internet-based file sharing program designed to facilitate the sharing of any copyrighted material.

### **Technology Privacy**

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district's property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district's computer system, telephone system, electronic mail system, and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

### **Personal Devices**

MCSC reserves the right to block or deny access to a personal device for both students and staff. A request to access the network must be made and approved prior to connecting any device to the MCSC network.

### **Compensation for Losses, Costs and/or Damages**

Users may be responsible for compensating MCSC for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. MCSC assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

### **Digital Citizenship**

Students and Staff in the Merrillville Community School Corporation are exposed to technology at all levels. With this exposure to technology, we want everyone to learn to become good Digital Citizens. Much like we have rules for the way we behave in society, we have rules for how we should behave in our digital society. Expectations while using technology are in place to help create the best technology environment possible. Students will learn about internet safety, cyberbullying, digital footprint and other important aspects of digital citizenship in their classes while staff will receive information via email tips and also through information found on the website.

## **Social Media**

While social media has its place in society, it needs to be used with respect and the understanding that everything posted is there forever. With that in mind, these guidelines suggest proper ways to use social media and how to avoid pitfalls as well.

1. Use proper discretion when posting to any social media platform. Posts are forever. Do not post anything you wouldn't want your parents, friends, teachers, future college boards or future employers to see.
2. Never give out personal information about yourself or anyone else when posting.
3. Make sure not to violate any copyright laws by posting pictures, videos, etc. that are the intellectual property of someone else.
4. Represent yourself with respect when posting: Remember that others will be able to read these.
5. If you see anything you feel is inappropriate and may harm others, report it to your school principals. There is no safety in silence.
6. Never pretend to be someone else or misrepresent yourself when posting to social media networks.

**If you have any questions about this document please contact the Merrillville Community School Corporation Technology Department.**



Merrillville Community School Corporation  
**Technology Department**

*Learning First. Technology Second.*

**Revised June 2019**

**Responsible Use Policy**

After reading the Merrillville Community School Corporation Responsible Use Policy, please complete this form to indicate that you agree with the terms and conditions as stated.

I have read and hereby agree to comply with the Merrillville Community School Corporation Responsible Use Policy.

**STUDENT**

PRINTED NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

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

**PARENT/LEGAL GUARDIAN**

PRINTED NAME: \_\_\_\_\_

Parent Signature: \_\_\_\_\_