

Acceptable Use and Internet Safety Policy for Corporation-Provided Access to Electronic Information, iPad, Internet, Services, and Network Resources for Students

The purpose (goals and objectives) of technology in the
Northeast Dubois County School Corporation are:

- 1) To enhance learning
- 2) To improve communications
- 3) To improve productivity

Acceptable Use of Corporation Computers, iPads, and Internet Safety Policy for Students of NDCSC

Corporation currently enrolled students authorized to operate a computer and related terminals on either a building level or district-wide computer network shall be assigned a user login/password by the District Technology Director.

Corporation currently enrolled students will be issued a corporation ipad to be taken home and used during the school year.

- ◆ No student is to use any computer and/or related equipment without proper authorization and supervision.
- ◆ No student is to use any other student's iPad, but will only use the device and related equipment issued to them.

Parents of students in Northeast Dubois County School Corp.

Northeast Dubois County School Corporation is pleased to offer its students access to NDCSC Network resources and iPads for all students. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. Technology will help propel our school through the communication age, allowing students 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.**

Families should understand that some material accessible via the Network might contain items that are illegal, defamatory, inaccurate, or, potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which the student's parent or guardian would be liable. Never reveal the personal address or telephone number of yourself or any other student, staff member, or individual unless under the direct supervision and authorization by a NDCSC staff member.

Student accounts, passwords, and/or allocated access time must be in support of education and research consistent with the educational objectives of the Northeast Dubois County School Corporation. The use of an open iPad and Network resources is a privilege, not a right, and inappropriate use, including unauthorized access, hacking, and other unlawful activities by minors online, will result in appropriate consequences. Any school administrator or staff member may request an open iPad or account to be locked down, denied, or suspended.

While the corporation's intent is to make Internet access available in order to fulfill its educational goals and objectives, students may find ways to access other material(s) as well. While the Corporation has installed filtering software and systems to regulate Internet access and provide a means of protecting students from inappropriate matter and restrict access to materials harmful to minors, those methods do not guarantee complete compliance with the Corporation's acceptable policy. The Corporation believes the benefit to students having access to the Internet exceeds the disadvantages that result from over-regulation. Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, NDCSC makes the Corporation's complete Network policy and procedures available for review to parents, guardians, and community patrons. NDCSC provides parents and guardians the option of limiting students use of the iPads to only the educational apps needed for a class. Parents can request that their child doesn't have access to the app store. Students over the age of 13 will be allowed to have access to the app store, but this is a privilege and if abused can be revoked. NDCSC may revoke the privilege of downloading apps and remove any apps that a student has placed on the iPad.

NDCSC will not disclose, use, or disseminate personal identification information regarding minors across the Internet, except for educational purposes required by the state, unless authorized to do so.

Users should not expect that files stored on school-based computers or iPads will always be private. Electronic messages and files stored on school-based computers or iPads may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

All Network users must abide by the following guidelines and responsibilities:

1. No food or liquids are to be placed or consumed within operating distance of the computer equipment.
2. No program, executable, or .com files are to be stored within the user's home directory, other network directories, or the local computer by students unless authorized by NDCSC Staff.
3. Downloads from the Internet and/or the installation or change of any computer software or hardware settings is prohibited unless under the direction of NDCSC Staff.
4. Jailbreaks, factory resets, or profile removal from the iPads is not permitted.

5. All users must have a signed Acceptable Use Policy Agreement on file in order to use any NDCSC Network or Computer Resource. This agreement will be renewed yearly at the beginning of each new school year.
6. All iPad users must have Student iPad Program Acknowledgement Form initialed and signed.

The following uses of school-provided Network accesses are not permitted:

- A. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- B. To transmit obscene, abusive, or sexually explicit language;
- C. To violate any local, state, or federal statute;
- D. To vandalize, damage, or disable the property of another individual or organization;
- E. To violate copyright or otherwise use the intellectual property of another individual without permission.

Any violation of corporation policy and rules may result in the loss of Corporation-provided access to the Internet and the Network. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Responsibility of Network Community Members

1. **Never share your password or account with anyone.** Each individual student has the responsibility for the appropriate use of his/her account and will be held personally responsible for any policy violations that are traced to your account, user login name, or iPad.
2. **Do not knowingly degrade the performance of the Network.** For example, electronic chain letters, spamming, hacking, jailbreak, profile removal are prohibited for this reason.
3. **Honor all rules of copyright and personal property.** Ownership of text, music, software, and other media is protected to the full extent of the law and must be protected.
4. **Do not reveal any personal information,** such as address or telephone number about yourself or any student, staff member, or individual unless used to enhance learning opportunities and under the direction of a NDCSC staff member.
5. **Do not quote personal communications in a public forum without the original author's prior consent.**
6. **Use of the network for any illegal activity is prohibited.**
7. **Avoid knowingly or inadvertently spreading of computer viruses.**
8. **Use appropriate language and avoid bullying or sexual harassment.** Profane or obscene language is not permitted at any time.
9. **Avoid using inflammatory speech.** Be courteous and polite.
10. **Participation in chat rooms and other forms of direct electronic communication is prohibited by students** unless supervised by a staff member for classroom curriculum.

Student Due Process and Pupil Discipline in the Northeast Dubois County School Corporation Technology Program

Adapted from IC 20-8.1-5-4 to be applied to all NDCSC students using technology or enrolled in classes using technology applications.

The entire foundation and success of public school education depends on the basic concept of self-discipline - a self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others.

Recognizing that some students may misuse or abuse the technology of the school corporation, school officials may find it necessary to remove a student from the school technology program or deny access to Network resources. In this event and in accordance with the provisions of IC 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the appropriate actions.

Northeast Dubois County School Corporation

Internet and Network Access Contract

This is an access contract for anyone using Network (Internal and Internet) Resources or connections from the facilities of or associated with NDCSC. This is a basic contract that simply states.

1. I have read and understand the NDCSC *Policy on Corporation-Provided Access to Electronic Information, Services, and Networks*.
2. Any Internet Connection (Direct or Indirect) must be under the supervision of a staff member of NDCSC.
3. NDCSC does not authorize use of the wifi or other communication devices for any reasons other than educational purposes during normal school hours.
4. NDCSC releases itself from any inappropriate, unfit, and illegal action on the network or any other communication devices used within the School District.