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## Danville Community School Corporation Responsible Use Policy (RUP)

**Purpose:** This Responsible Use Policy (RUP) sets clear expectations for the responsible, safe, and ethical use of technology and digital resources that Danville Community School Corporation (DCSC) provides. This policy applies to all users, including students, teachers, staff, administrators, and parents, who access the DCSC network and technology resources.

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### 1. Scope and Applicability

This policy applies to all DCSC-owned or leased devices, software, networks, and internet services, including but not limited to computers, tablets, email accounts, learning management systems, digital tools, and online resources provided to students and staff. It also covers all personal devices used to access DCSC networks or resources.

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**2. Expectations for Responsible Use** All users of DCSC technology resources are expected to Use Technology Safely and ethically. The RUP promotes responsible digital citizenship, empowering users to respect others' rights and privacy. Users must avoid engaging in or promoting bullying, harassment, or any form of abuse.

All users of DCSC technology resources are expected to:

- **Use Technology Safely and Ethically:** Technology should be used responsibly to respect others' rights and privacy. Users must avoid engaging in or promoting bullying, harassment, or any form of abuse.
- **Maintain Privacy and Security:** Users should protect their personal information and the information of others. Passwords must remain confidential, and users should avoid sharing sensitive information in insecure environments.
- **Misuse of Passwords/Unauthorized Access:** Users may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent network security systems.
- **Adhere to Legal and Ethical Standards:** Users must comply with all federal, state, and local laws, including copyright and intellectual property laws. The RUP strictly prohibits the illegal, unauthorized, or inappropriate use of DCSC resources, and violations will have serious consequences.

- **Use Resources Responsibly:** DCSC resources should primarily support educational purposes and school-related activities. Personal use should be limited and not interfere with academic responsibilities or compromise network performance.
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### **Policy on Personal Technology Equipment Use**

Staff and students are prohibited from using personal technology equipment (e.g., laptops, tablets, printers, and other electronic devices) on DCSC premises or networks unless explicitly approved by the DCSC Technology Department. This policy is intended to:

1. Safeguard the security and integrity of institutional systems and data.
2. Maintain compliance with institutional, legal, and regulatory requirements.
3. Ensure an uninterrupted and focused learning and working environment.

**Approval Process:** To seek approval for using personal technology equipment, individuals must:

1. Submit a request to the DCSC Technology Department specifying the device, intended purpose, and expected duration of use.
2. Receive formal approval from the DCSC Technology Department before connecting any personal device to institutional systems or using it on-premises.

**User Responsibilities:** Individuals approved must:

- Ensure compliance with security and usage protocols set by the DCSC Technology Department.
- Limit the use of personal devices strictly to approved educational or work-related tasks.
- Avoid installing or using unauthorized software or applications that could compromise institutional systems.

**Prohibited Actions:** The following activities are expressly forbidden:

1. Connecting personal devices to DCSC networks without prior authorization.
  2. Using personal devices for activities that contravene institutional policies, including accessing inappropriate content or engaging in unlawful activities.
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### **3. Student-Specific Responsibilities**

- **Access for Learning:** Students must use technology to support their learning goals. Misuse, including gaming, unauthorized social media use, or visiting non-educational sites, is prohibited during instructional hours unless expressly permitted by a teacher.

- **Academic Integrity:** Plagiarism, cheating, or academic dishonesty is prohibited. Students should always attribute sources appropriately and follow all instructions regarding the educational use of technology.
  - **Digital Citizenship:** Students should be responsible digital citizens, which includes treating others with respect, protecting their digital footprint, and being mindful of their online behavior.
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## 4. Student Device Care Policy

The school district provides students with devices to enhance learning opportunities. Proper care and responsible use of these devices are essential to ensure their longevity and availability for all students. This policy outlines expectations for device care, consequences for intentional damage or loss, and associated costs.

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### Device Care Guidelines

Students are expected to:

1. Handle devices carefully and avoid dropping, hitting, or scratching them.
  2. Devices must remain in the provided case.
  3. Bring devices to school fully charged.
  4. Keep devices away from food, liquids, and extreme temperatures.
  5. Use only the accessories supplied by the school or approved alternatives.
  6. Return devices in good condition as directed by the school.
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### Intentional Damage

Intentional vandalism or damage to a school-issued device will result in the following billing structure:

- **First Offense:** \$50 repair fee
- **Second Offense:** \$100 repair fee
- **Third Offense:** Full replacement cost (Current market price)

### Loss of Device

Loss of a power supply will result in a \$20 charge (or current market cost). If a device is lost, the student will be responsible for the full replacement cost (Current market price)

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### **Reporting Damage or Loss**

Students and parents/guardians must immediately report any device damage or loss to school staff. Failure to report issues promptly may result in additional consequences.

## **5. Staff and Teacher Responsibilities**

- **Guidance and Supervision:** Teachers and staff are responsible for instructing students in safe and responsible technology use and supervising their digital classroom activity.
  - **Resource Management:** Staff must use resources, including devices and software, within the scope of their job responsibilities and ensure their use aligns with DCSC's mission and goals.
  - **Professional Standards:** The Staff should model responsible technology use and follow all data security and privacy protocols. They should also report any misuse of technology or violations of this policy.
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## **Staff Uses of Social Media or Social Networking Websites**

Danville Community School Corporation respects the right of employees to use social media networking sites, personal websites, blogs, tweets, and other forms of electronic communication. School employees' personal or professional use of these sites mustn't damage the reputation of the school, its staff, students, or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding what is private in the digital world. Such online behavior can always become public, even without knowledge or consent.

Danville Community School Corporation asks all employees to review privacy settings on any social media and networking sites they use (ie, Facebook, Twitter, LinkedIn, etc.) and exercise care and good judgment when posting school content and information. In addition, school employees should adhere to The following policies, which are consistent with the school's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality:

- An employee should not make statements that would violate any of the school's policies, including its policies concerning discrimination, harassment, content, and confidentiality.
- All school employees must uphold Danville Community School Corporation's value of respect for the individual, and avoid making defamatory statements concerning the school, its employees, its students, or their families.
- An employee may not disclose any confidential school information or confidential information

information obtained during their employment concerning any individuals or organizations, including staff, students, and/or their families.

- All sites established or maintained by Danville Community School employees that can be identified or could reasonably be construed as a Danville Community School Corporation sites are deemed the property of the Danville Community School Corporation.
- At no time may a student's name or other identifying information be matched with a student's picture or likeness without the express written permission of the parent or guardian.
- When establishing a social networking site that represents the Danville Community School Corporation, all school employees must follow the Danville Community school corporation's prescribed naming convention.
- School employees who create sites to be used by students may not include any resources that students are forbidden to access at school.
- All websites/social networking sites created or maintained by school employees are the direct responsibility of that employee and should be kept up-to-date And continually monitored and appropriately edited in a timely fashion by the sponsoring employee.
- Danville Community School Corporation will provide employees with a set of guidelines designed to aid in the creation, appropriate use, monitoring, and interactions on social websites and when dealing with electronic communications.
- Any Danville Community School employee, upon departure from Danville Community School Corporation must release to Danville Community School Corporation access and control of any website/social networking site established as a Danville Community School Corporation site

For reference, see board policy 3400/4400

## 6. Technology Approval Policy

- **Technology Hardware:** All users may only utilize hardware approved by the DCSC Technology Department
- **Technology Software:** All users may only utilize software approved by the DCSC Technology Department

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## 7. Artificial Intelligence (AI) Policy

### Privacy & Security

AI tools must be used to respect privacy and protect sensitive information. Users should not input or share personal data such as addresses, birthdays, phone numbers, or any information

that could identify themselves or others. Staff must monitor students' use of AI to ensure compliance with privacy safeguards, including:

- Avoid sharing student data without proper consent.
- Ensuring adherence to the Children's Online Privacy Protection Act (COPPA), the Family Educational Rights and Privacy Act (FERPA), and the tool's Terms of Service.
- Implementing appropriate protections to safeguard student and staff information.

## **Ethical Use**

### **For Staff**

- Staff are expected to model ethical behavior when using AI tools.
- They are responsible for evaluating AI-generated content's accuracy, limitations, and potential biases.
- Staff should adhere to this policy and ensure AI tools promote learning rather than encourage misuse.

### **For Students**

- Students may use AI tools only with express teacher permission.
- AI tools should support learning and not facilitate academic dishonesty, such as plagiarism or cheating.
- Students are expected to cite any AI-generated content used in their work correctly.
- AI should not be used to create content that disrupts or disparages the District, its members, or any group of people.

## **General Expectations**

- AI use must align with the tool's Terms of Service.

## **Evaluating AI Content**

Users should critically evaluate AI-generated content for:

- **Accuracy:** Verify the information and correct errors.
- **Bias:** Be mindful of potential biases or limitations in AI-generated outputs.
- **Integrity:** Differentiate between misinformation (unintentional inaccuracies) and disinformation (deliberate falsehoods).

Both staff and students are encouraged to develop strong critical thinking skills to assess the reliability and appropriateness of AI-generated content.

## **Reporting Concerns**

School administrators or teachers should be promptly informed of concerns regarding the ethical or inappropriate use of AI tools.

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## 8. Prohibited Conduct

The following actions are strictly prohibited for all users:

- **Unauthorized Access or Hacking:** Attempting to gain unauthorized access to any DCSC or external networks, systems, or accounts.
  - **Inappropriate Content:** Accessing, downloading, or sharing inappropriate content, including explicit, violent, or otherwise unsuitable material.
  - **Cyberbullying and Harassment:** Engaging in, supporting, or promoting bullying, harassment, or intimidation of others online.
  - **Network Disruptions:** Any action that disrupts or impedes network traffic, including downloading large files, using excessive bandwidth, or participating in peer-to-peer sharing not authorized by DCSC.
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## 9. Privacy and Monitoring

DCSC reserves the right to monitor all technology use on DCSC networks and devices. Users should not expect privacy when using DCSC technology resources, as the corporation may access, monitor, or review all content created, stored, or transmitted over its networks.

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## 10. Consequences of Violations

Violations of this Responsible Use Policy may result in disciplinary action, including but not limited to:

- Loss of access to DCSC technology resources
- Detention, suspension, or expulsion (for students)
- Termination of employment (for staff)
- Legal action if violations involve criminal conduct

Disciplinary actions will be determined based on the severity of the violation, the user's intent, and the impact on the DCSC community.

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## 11. Implementation and Oversight

Last Updated: April 02, 2025

The district will utilize the Technology Committee, composed of administrators, educators, and IT staff, to review technology tools and discuss their positive and negative impacts on the classroom. Committee members will regularly evaluate new tools, gather feedback from all stakeholders, and use that feedback to guide improvements.

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## **12. Acknowledgment and Agreement**

All DCSC technology users, including students, staff, and parents, agree to abide by the Responsible Use Policy in the student handbook.

**Effective Date:** May 12, 2025

**Approval:** Danville Community School Corporation Board of Trustees

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This policy ensures that technology use within DCSC is responsible, productive, and aligned with the corporation's educational mission. By adhering to these guidelines, all users contribute to a positive, respectful, and secure digital learning environment.