Indianapolis Public Schools Responsible Use Agreement

What Is a Responsible Use Agreement?

A Responsible Use Agreement (RUA) is a written contract that defines how students, staff, and others in a school community must use school-issued technology and digital resources. It ensures that technology supports education while promoting digital safety, ethics, and legal compliance. Signing this agreement is a condition for receiving access to school-provided devices, networks, and software systems.

Effective Date

June 1, 2026

Major Changes

- This revision replaces the current Student and Staff RUAs. It combines Student and Staff RUAs into one document for better distribution and tracking.
- This revision addresses the use of artificial intelligence tools, which can generate new content including text, images, video, audio, structures, computer code, synthetic data, etc in response to prompts from users.

Related Resources and Policies

- Family Education Rights and Privacy Act (FERPA)
- Children's Internet Protection Act (CIPA)
- Children's Online Privacy Protection Act (COPPA)
- Individuals with Disabilities Act (IDEA)
- Health Insurance Portability and Accountability Act (HIPAA)
- Indiana State Policy (IC 20-26-5-40.5 and IC 35-49-2-2)
- IPS Student Code of Conduct
- IPS Board Policy 5136 - Personal Technology Devices
- IPS Board Policy 2300 - Artificial Intelligence (AI)

Student Responsible Use Agreement

Purpose Statement

Utilizing Indianapolis Public Schools (IPS) district-issued devices, systems, and services comes with the responsibility of practicing good digital citizenship. The Student Responsible Use Agreement (RUA) serves as a foundational document that promotes a safe, ethical, compliant, and educational use of technology across the district. It is designed to foster a culture of responsible behavior in digital spaces and to ensure that every student understands the expectations that come with accessing and using digital tools that are provided by IPS for use in the IPS learning environment.

Students may be granted access to district technology resources including email accounts, cloud-based storage, devices such as Chromebooks and iPads, and access to secure networks both in school and at home. These tools are provided to support student learning and are considered a privilege—not a right. Their use requires each student to demonstrate responsible and ethical conduct in line with district, state, and federal policies.

IPS is committed to maintaining a safe and secure digital environment. While advanced filtering and monitoring tools are in place to protect students, no system is foolproof. Therefore, it is essential that students and families understand and adhere to the expectations outlined in this agreement. Inappropriate use of technology may result in restricted access, disciplinary action in accordance with the Student Code of Conduct, or legal consequences when applicable.

All activity on IPS-owned systems, devices, and networks may be monitored, and students should have no expectation of privacy. By signing this agreement, students and parents/guardians acknowledge that the use of district technology must align with laws such as FERPA, CIPA, COPPA, IDEA, HIPAA, Indiana State Law (IC 20-26-5-40.5 and IC 35-49-2-2), and district policies including IPS Board Policy 5136.

Students are expected to report any policy violations, including misuse of personal information, contact from unknown individuals, or access to inappropriate content. This agreement is intended to protect students, ensure a secure educational experience, and guide the responsible use of powerful digital tools.

I (the student) and my parent/guardian agree to the following:

1. I am responsible for being a good digital citizen

- I will conduct myself in a respectful and ethical manner when using digital tools, recognizing that online behavior should mirror respectful conduct in person.

- I will use polite and appropriate language in all digital communication, including emails, classroom forums, and online collaboration platforms.

- I will not engage in behaviors such as cyberbullying, trolling, spreading rumors, or impersonating others in any online setting.

- I will not post, send, or share content that is hateful, threatening, sexually explicit, or discriminatory in nature.

- I will never share my personal details—including my full name, home address, phone number, school schedule, or passwords—with others online.

- I will report any suspicious messages, inappropriate online behavior, or threatening content to a trusted teacher, staff member, or parent immediately.

- I will avoid using the internet or AI tools to cheat, plagiarize, or misrepresent work as my own, and I will maintain academic honesty in all assignments.

- I understand that everything I do online creates a digital footprint that is often permanent and may reflect on my character and integrity.

- I will contribute positively to online group projects and discussions, supporting my peers and promoting a safe and inclusive digital environment.

- I will use technology to enhance my learning experience, not as a way to distract myself or avoid critical thinking.

- I will evaluate online sources for credibility before using or sharing information and will avoid spreading false or misleading content.

- I will not create, view, or distribute content that is sexually explicit, violent, illegal, or otherwise inappropriate.

- I will treat every person with dignity and respect when using school technology, regardless of their background or beliefs.

2. I am responsible for using my school-issued device properly

- I will use my school-provided device exclusively for educational purposes during instructional time or with teacher approval.

- I will not install games, extensions, or applications that have not been approved by the district or school staff.

- I will take care of my device by using it safely, avoiding spills or drops, and storing it properly when not in use.

- I will immediately report lost, stolen, or damaged equipment to my teacher or the designated school technology staff.

3. I am responsible for protecting my accounts and login information

- I will log into school platforms and devices only with my assigned username and password.

- I will not share my login information with anyone, including friends or siblings, and I will not attempt to use anyone else's account.

- I will not attempt to bypass district security settings, firewalls, or filters to access restricted websites or content.

- I will make sure to log out of shared or public devices when finished to protect my account and personal data.

4. I am responsible for using personal devices appropriately

- I will follow all classroom rules and school policies regarding when and where personal devices (such as phones or tablets) may be used.

- I will keep my personal devices powered off and out of sight during school hours unless instructed otherwise by a teacher.

- I will not take photos, videos, or audio recordings of students or staff without their express permission and a clear educational purpose.

5. I am responsible for acting respectfully online

- I will properly cite sources in all research, presentations, and written work, and I will never claim someone else's work as my own.

- I will not record, screenshot, or distribute digital classroom content (including video calls, assignments, or chats) without the teacher's permission.

- I will report any concerning online content, behavior, or incidents—whether directed at me or someone else—to a teacher or trusted adult.

6. I am responsible for keeping myself safe online

- I will keep sensitive information like my address, phone number, passwords, and family information private, even when chatting with peers online.

- I will not click on suspicious links, download unapproved files or software, or visit websites that are not school-approved or relevant to classwork.

7. I am responsible for understanding district expectations for generative AI

- I understand that generative AI - of any type - is prohibited for student use in IPS unless provided district access for specific courses for which credits are earned.

Consequences

Consequences may encompass a range of actions depending on the severity of the violation. These may include:

- Suspension of access
- Revocation of network or online account(s)
- Removal of device access and use
- IPS may also bill the parent for repair/replacement costs due to excessive breaks and/or negligent damage of IPS-provided technology, in accordance with IPS' participation in the State of Indiana's TRECS program.
- Other disciplinary actions, in accordance with Board policy and/or the Student Code of Conduct, may also be implemented.

NOTE: Students will not be disciplined for technological misconduct related to possessing unsolicited items so long as they 1) promptly report it to a school employee and 2) did not contribute in any way to its creation or distribution.

Final Acknowledgment and Signature

The Student Responsible Use Agreement is a critical document that ensures every student, parent, and guardian understands and accepts the responsibilities that come with using school-issued technology. It reflects the district's commitment to maintaining a safe, respectful, and academically focused digital learning environment.

Signing this agreement demonstrates a shared commitment to responsible technology use and to upholding the values of safety, equity, and digital citizenship in our school community.

Without a signed agreement, IPS cannot authorize a student to use any school corporation-owned technology devices, including but not limited to district-issued laptops, iPads, and MiFi hotspots. This will limit a student's ability to participate in essential technology-based learning experiences, including digital coursework, research, collaboration tools, and communication platforms.

Student Information

Student Name (Print): _____
Student Signature: _____
Date: _____

Parent/Guardian Information

Parent/Guardian Name (Print): _____
Parent/Guardian Signature: _____
Date: _____

Please note: this form is also available in PowerSchool Parent Portal under Forms.

https://myips.powerschool.com/public/