I 609
Policy

Technology Systems and Device User Agreement

Lafayette School Corporation strongly believes in the educational value provided through electronic services and digital devices. LSC also recognizes their potential to support curriculum and student learning by facilitating resource sharing, innovation, and communication. The Lafayette School Corporation strives to promote a learning environment that promotes college and/or career development, global competency, and digital citizenry.

LSC uses a filtering system, and will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. This places LSC in compliance with CIPA (Children's Internet Protection Act). You and your child's signatures will indicate acknowledgment and understanding of the following standards. As a user of this service, your child will be expected to abide by the following rules of network etiquette. (References are not an exhaustive list).

Network Guidelines

1. **Personal Safety**
   a) I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address, telephone number, or Electronic ID's.
   b) I will not meet with someone that I have met online without my parent's approval.
   c) I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate.

2. **Illegal Activities**
   a) I will not attempt to gain unauthorized access to LSC's district network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
   b) I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
   c) I will not use LSC's district network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person.
   d) I will not read, move, rename, edit, delete, or in any other way alter the files that have been created or organized by others.
   e) I will not install software on any LSC computers or on the LSC network without direct supervision of LSC staff.
   f) I will not alter hardware or software set ups on any LSC computer resources.
   g) I will not use the Internet to access, upload, download, distribute, receive, view, or process pornographic, obscene, sexually explicit material, describing or representing nudity, sexual conduct, sexual excitement, or any materials that may be harmful to minors as defined in state law.

3. **Security**
   a) I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account.
   b) I will immediately notify a teacher or the campus administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access.
   c) I will take all precautions to avoid the spread of computer viruses.

4. **Inappropriate Language**
   a) Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages.
   b) I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
   c) I will not engage in personal attacks, including prejudicial or discriminatory attacks.
   d) I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending messages to them, I will stop.
   e) I will not knowingly or recklessly post false or defamatory information about a person or organization.

5. **Respect for Privacy**
   a) I will not repost a message that was sent to me privately without permission of the person who sent me the message.
   b) I will not post private information about another person.

6. **Respecting Resource Limits**
   a) I will use the technology at my school only for educational and career development activities.
   b) I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
   c) I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher, it is legal for me to have the files, and it is in support of a classroom assignment.
   d) I understand that LSC personnel may monitor and access any equipment connected to LSC network resources and my computer activity. LSC personnel may delete any files that are not for a classroom assignment.

7. **Plagiarism and Copyright Infringement**
   a) I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.
   b) I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions.

8. Inappropriate Access to Material

a) I will not use district network resources to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people.
b) If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again.
c) My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. The district fully expects that I will follow my parent's instructions in this matter.
d) I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use.

Device Guidelines

9. Use and Care

Device use on and off campus must be in in accordance with the mission and philosophy of the Lafayette School Corporation. Teachers may set additional usage requirements to support the educational environment or student achievement goals in their respective classes. A device may include desktop computers, tablets, iPads, or other school owned-devices.

10. 1:1 Device Use and Care

The Lafayette School Corporation views the issuing of individual digital devices as an instructional approach that is essential to the learning environment and the promotion of global competency. In order for the learning partnership to extend beyond the school day, both parents and the students must be willing to accept the following terms and responsibilities when accepting a school-issued device for 1:1 computing and instructional delivery.

Students agree to: (*Please initial next to each item marking that you understand the expectations.)*

Treat the device with care. Caring for the device will ensure that students can access learning materials. _____

Proper care examples include:

- Keeping the device on a flat surface.
- Cleaning the device with a soft, dry cloth only.
- Keeping the device dry at all times.

Actions to avoid with your device:

- Leaving the device outside or in a vehicle.
- Using the device with food and drink nearby.
- Piling objects on top of the device.
- Exposing the device to extreme heat or cold.
- Leaving the device on the floor.

Keep the device in the school-issued protective case at all times. _____

Keep the device secure at all times. Securing the device is the student's responsibility during the school day, during extra-curricular activities, and at home. _____

11. 1:1 Device Expectations

Students will:

Return the device when requested and/or upon withdrawal from Lafayette School Corporation. _____

Practice appropriate digital citizenship. This includes getting permission from others to be photographed or recorded. Using the digital device for purposes that are disrespectful will be addressed through the school discipline code. _____

Keep the device in their sole possession. Lending the device to others is not an option. _____

Maintain the functionality of the devices as issued. Loading apps or programs that interfere with educational process or that are inappropriate for a school device may be addressed through the school discipline code. LSC reserves the right to require students to remove apps/software that are inappropriate or interfere with the learning process. _____

Keep all apps, programs, files, or profiles that have been created or organized by LSC in their original format. Alteration of the device interferes with the educational environment. _____

Maintain the appearance of the device as issued. Placing any labels, stickers, or any other decorations on the device or district-issued case is not allowable. _____

12. Damage or Loss of Equipment

a) **Warranty for Equipment Malfunction**

LSC has purchased a manufacturer's warranty covering parts and labor for each 1:1 device. The warranty only covers manufacturer's defects. Collaboration between the Technology Department and the device vendor will determine if the malfunction falls under warranty or if the malfunction was caused by the care provided for the device.

b) **Responsibility for Damage**

The student and his or her family is responsible for maintaining a work device at all times. The student and family shall use reasonable care to ensure that the device is not damaged.

In the event of damage not covered by the warranty, LSC will and must charge the student and/or parent/guardian the full cost for repair or replacement, including labor. Additional insurance is afforded to parents through an independent vendor outside of the Lafayette School Corporation.

c) **Actions Required in the Event of Loss or Theft**

In the event of loss or theft, the student/parent/guardian should immediately report the loss to the individual designated in each building to deal with this event.

- LSC staff will file a police report if incident occurs ***in an LSC facility***.
- If the device is lost, stolen or vandalized while ***not at an LSC facility***, the parent/guardian shall file a police report.
- The parent/guardian is responsible for the entire cost of replacing the device and peripherals (*i.e.*, case, digital pen, keyboard, etc.) if the device is lost or stolen.

School-Provided Filtering

The school corporation will monitor Student Internet activities to ensure students are not accessing inappropriate sites.

Each school corporation-owned computer and other technology-related device with Internet access shall have a filtering device or software that blocks access to obscene, pornographic, sexually explicit, and other inappropriate materials for students, or materials otherwise harmful to minors.

Staff members shall not allow students to use any computer or device with Internet capability that does not have Internet filtering software or hardware installed. This includes any computer, or other technology-related devices in the corporation's libraries, media centers, classrooms, laboratories, or offices where students are allowed to use a computer, or any other such device, with Internet access.

Parent-Enabled Filtering

The school corporation will provide any parent who requests additional filtering options for their use on their student's school-owned device when the student is not in school or engaged in virtual or remote instruction. Through these options, a parent will have the ability to increase the strength of the filter to block additional websites harmful to minors, block access to additional websites or content, and/or limit the amount of time the student may use the device.

Board Adopted:	July 10, 1995
Board Revised:	January 12, 1998; January 12, 2009; August 9, 2010; August 8, 2013, July 10, 2023 November 10, 2026

Student Agreement Form for Use of Computers and Networks

Name _____ Grade _____
Last First

I have read the **Technology Systems and Device User Agreement** and agree to abide by its provisions. I understand that consequences for inappropriate use include suspension of access to the system and revocation of the computer system account and/or other disciplinary or legal action.

Student's Signature _____ Date _____

Parent or Guardian Agreement Form for Student Use of Computers and Networks

I have read the **Technology Systems and Device User Agreement** In consideration for the privilege of my child using the District's electronic communications system, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy.

_____ I give permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

Signature of Parent or Guardian _____

Home Address _____

Home Phone Number _____ Date _____

This form must be signed annually. It will be kept on file in the campus office.

Policy and Guidelines for AI Language Models

Addendum to LSC Acceptable Use Policy

1. Purpose and Scope
   - The purpose of this policy is to establish guidelines for the responsible use of AI language models like ChatGPT in Lafayette School Corporation K12 settings.
   - This policy applies to all staff who will be using AI language models like ChatGPT.

2. Acceptable Use
   - AI language models like ChatGPT may be used for LSC related activities such as lesson plans, curriculum collaboration, learning management systems, writing assistance, language learning, and/or staff professional development.
   - AI language models like ChatGPT may only be used with LSC issued equipment and devices.

3. Prohibited Uses
   - AI language models like ChatGPT is prohibited from activities, such as cyberbullying, plagiarism, and/or non-school related activities/functions.
   - Violation of this policy may result in, but not limited to, loss of technology use privileges defined in the LSC Acceptable Use Policy.

4. Data Privacy and Security
   - All data collected through AI language models like ChatGPT will be subject to the Lafayette School Corporation Acceptable Use Policy.
   - Staff must protect their individual login credentials and student cumulative data.

5. Human Oversight and Responsibility
   - Technology staff and school administration will be responsible for monitoring the use of AI language models like ChatGPT by staff, ensuring that they are using AI appropriately.
   - Staff must use AI language models like ChatGPT in accordance with corporation provided training and report any concerns or issues that arise.

6. Training and Support
   - All staff who use AI language models like ChatGPT will receive training (by request) on how to use services effectively and responsibly.

7. Monitoring and Evaluation
   - The Lafayette School Corporation will conduct ongoing monitoring and evaluation of the use of AI language models like ChatGPT and will review/update this policy as needed.