

EAST GIBSON
SCHOOL CORPORATION
ACCEPTABLE USE OF TECHNOLOGY
POLICY

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EAST GIBSON SCHOOL CORPORATION
Acceptable Use of Technology Policy

It is the policy of EGSC to provide electronic resources to students and staff for the purposes of:

- Enhancing the educational opportunities for students and to provide a technology-rich environment in which students can learn.
 - Providing enhanced curricular opportunities and greater opportunities for shared learning and collaboration among teachers, students, parents, and members of the community.
1. The EGSC Administration expects students and staff to utilize these resources in a manner consistent with this policy.
 2. The EGSC students and staff are responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts.
 3. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.
 4. The rules and guidelines in this policy detail responsible use of electronic information resources under which students, staff, and all members of the EGSC community, herein referred to as "users" will be held accountable. The rules and guidelines outlined in this policy provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity.

Responsible Use

1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with EGSC's educational mission, curriculum and instructional goals.

2. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property.
3. Students also must comply with all specific instructions from school staff.
4. Students may not bring their own devices for use at school unless permission is granted by the EGSC Technology Director.
5. Students are allowed to carry their cell phones during the school day. Cell phones may be used during class time ONLY with the permission of the classroom teacher. Teachers may confiscate cell phones for improper use during class time.

Prohibited Use:

1. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing bullying and/or illegal materials or messages.
2. Illegal Activities – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. EGSC and its employees assume no responsibility for illegal activities of students while using school computers or school-issued electronic Resources.
3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17,USC) and content is cited appropriately.
4. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When using other sources, credit must be given to the copyright holder.
5. Use for Non-School-Related Purposes – EGSC's computers, electronic devices, networks and Internet services are provided for

purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use:

- 1) does not interfere with the user's responsibilities and performance;
 - 2) does not interfere with system operations or other system users; and
 - 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual for occasional personal Communications.
6. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other user's passwords; access or use the other users' accounts; or attempt to circumvent network security systems. Untangled logins are not to be shared. Students are to only use their own login information and are prohibited from using another users login including teacher login.
7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the EGSC Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
10. Wasting System Resources – Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.

Compensation for Losses, Costs and/or Damages, Repairs and Service:

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

Student and Staff Security:

1. Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.
2. Staff may post student pictures on district/school/classroom “public” websites through passive parent consent.
3. EGSC is a closed campus. EGSC retains all rights concerning any recording and/or publishing of any student's or staff member's work(s) or image(s). Students must obtain permission from an EGSC staff member to publish a photograph or video of any school related activity. Students and staff are not to record or photograph students and/or faculty without prior permission. The use of cameras or any type of electronic device is strictly prohibited in locker rooms and restrooms.
4. EGSC staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
5. Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

EGSC iPad Use

1. Students who attend grades 7-12 in the EGSC will be issued an iPad at the beginning of the school year. Grade 6 students will have access to classroom sets.
2. The Principal shall provide formal written notification to parents/guardians whose child is eligible to be issued an iPad before the beginning of the school year containing information relating to the iPad Program.
3. Each student and student's parent or guardian must annually sign and return to EGSC a form acknowledging receipt and acceptance of the terms of this policy.
4. The restrictions set forth above for the internet apply in their entirety to EGSC-issued iPads, even when the devices are used outside the EGSC's network.
5. To protect students while at school and to meet the Children's Internet Protection Act (CIPA) requirements, access to the internet will be filtered through a commercial filtering system.
6. The Tech Fee of the iPad is \$15 annually and includes: curriculum platform and Apps. In the event the iPad is accidentally damaged, parents/guardians will be responsible for repair costs up to \$100 for the first instance and the entire amount for all other damages after that first instance. If damage is intentional or the student shows negligence, parents/guardians will be responsible to the school for the entire cost of the device. Further disciplinary action may be taken by the school if deemed necessary. In the event an iPad is damaged, the iPad shall be returned to the EGSC so that the EGSC can make any necessary repairs. If an iPad is lost, this event should be immediately reported to the EGSC. If an iPad is stolen, this event should be immediately reported to the EGSC and a police report should be immediately filed. A copy of this police report should be submitted to the EGSC. Parents/guardians and student are responsible to the EGSC for the total replacement cost of the iPad which is lost or stolen, while the iPad is in the possession, custody, or control of the student.
7. Students and parents/guardians may not attempt any repairs/ services on the iPad and damaged iPads must be returned to the EGSC for repair/service.
8. Remote software or configuration changes that are necessary for

maintenance, security and to ensure that only authorized software is installed on the iPads may be sent out to all iPads. Such software maintenance may involve the correction of an altered code or programming and, in some cases, may remove files from the iPad if the files are deemed to be a threat to the operation or security of the network or are stored in unauthorized software. No notification will precede this type of remote access.

9. The iPads have a limited amount of storage for apps and files. Student owned materials will be removed if storage space becomes an issue.
10. Students may not permit individuals other than school personnel to use or access the iPad.
11. While using a browser, the browser will not be in private viewing mode.
12. Students may not share their EGSC-issued power cords.
13. The iPad is at all times the property of the EGSC and the student has no right to disable or modify any hardware or software installed on the iPad.
14. Students shall not remove EGSC labels or tags from the iPad nor shall they add stickers, labels, or other markings to the iPad or the iPad case.
15. The iPad comes with a case and charging cable. The role of the case is to protect the iPad, especially while the iPad is being transported. The iPad must remain in the case provided by the school at all times. Do not purchase a different case. Lost cases and/or charging cables will be replaced at the student's expense.
16. The iPad is deemed to be in the custody of the student from the time the student receives the iPad until the iPad is returned to the designated school representative. If the iPad is lost or stolen, parent/guardian and student shall immediately advise the Principal/ designee of the incident and provide all relevant information. When an iPad is reported lost or stolen, the EGSC may utilize internet Protocol tracking until the iPad is actually located by the EGSC or until parent/guardian or the student provides written notification that the iPad is no longer missing.
17. The iPad must be returned at the end of the school year, on the date of

withdrawal from an East Gibson school, or upon request by a school administrator. The student must return the iPad to the EGSC in the same condition that the iPad was originally provided to the student, ordinary wear and tear excepted. Failure to return the student-issued iPad in accordance with these stated conditions may result in disciplinary action and/or prosecution for all applicable crimes to include, but not be limited to, grand larceny.

18. The iPad may be reimaged during the summer; all information/apps stored on the device will be wiped clean for the new school year if necessary.

19. The EGSC retains the right to review any material sent, mailed, or accessed through a EGSC-owned iPad or EGSC-provided network account. School district personnel have the right to inspect all material stored on a EGSC-owned iPad. Students have no right to privacy or confidentiality in material that was created, sent, accessed, or stored using an EGSC-owned iPad or a EGSC- provided network account.

20. If the school determines that the student failed to adequately care for the EGSC's iPad or violates EGSC's rules or policies, the EGSC shall impose appropriate consequences. If the EGSC determines that the student acted with intent to damage the EGSC's property, then, in addition to any other available remedies, the EGSC may refer the matter for appropriate civil, criminal, and/or juvenile proceedings.

21. EGSC is not responsible for supervision/filtering of iPads when off school property. The parent/guardian accepts the responsibility and should properly supervise the student while using the iPad off school grounds.

Consequences for Violations of the Student iPad & Internet Acceptable Use Policy;

Students are responsible for following the guidelines and rules set forth in the Student iPad & Internet Acceptable Use Policy.

Violations of these policies may result in one of the following disciplinary actions:

1. Restitution (money paid in compensation for theft, loss, or damage)
2. Student/Parent Conference
3. Removal of Unauthorized Files and Folders

4. Restriction of The internet Privileges*
5. Restriction of EGSC-Issued iPad Use Privileges**
6. Short Term Suspension
7. Intermediate Suspension
8. Court Referral/Criminal Charges
9. Alternative School Placement
10. Expulsion

If a violation of the Student iPad & Internet Acceptable Use violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed.

*If a student's internet privileges are restricted, this means that for the period of the restriction, the student will have no internet privileges at all including the use of any device, nor to be online.

**If a student's EGSC-Issued iPad privileges are restricted, this means that for the period of the restriction, the student will have no right to use any device, nor to be online.

Privacy:

1. 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 district's computer system, telephone system, electronic mail system, and voice mail system. Students and staff should not have an expectation that any information contained on such systems is confidential or private.

System Security:

1. Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the EGSC Technology Department.