

Acceptable Use Policy Agreement - STUDENT

Flat Rock-Hawcreek School Corporation recognizes that access to technology in school provides greater opportunities to learn, engage, communicate, and develop skills for work, life, and citizenship. FRHC is committed to helping develop 21st-century technology and communication skills. To that end, access is provided to obtain information, manage information, and encourage innovation and creativity associated with carrying out the vision, mission, and goals of the school corporation.

With a mission to provide superior educational opportunities through the efficient and innovative use of technology, this Acceptable Use Policy Agreement outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Flat Rock-Hawcreek School Corporation network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Flat Rock-Hawcreek School Corporation makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT or
- Administrative staff immediately of any concerns for safety or security.

Definition of Technology

Technology resources are defined as any electronic tool, device, program, or system that aids the educational/work environment. Technology includes, but is not limited to:

- Computer hardware and software applications
- Cell phones, handheld technologies and personal storage devices
- Analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- Distance learning through multiple means and locations
- Electronic mail systems and communication technologies
- Copiers, printers, and scanners
- Televisions, projectors, and telecommunications technology
- Servers, routers, hubs, switches, and Internet gateways including wireless access
- Information systems software, including online applications
- Related and forthcoming systems and new technologies

As new technologies emerge, Flat Rock-Hawcreek School Corporation will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. It is the joint responsibility of students, parents, and employees of the school district to assure the appropriate and effective use of technology to both enhance the quality of learning and the efficiency of district operations. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

Flat Rock-Hawcreek School Corporation provides its users with access to the Internet, including Web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and Web activity records may be retained indefinitely. Users are expected to respect that the Web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should alert a staff member and/or submit the site for review to the IT department. Users who inadvertently access inappropriate materials or resources are directed to immediately and discretely terminate that access and report the incident to a teacher, if a student; or a supervisor, if an employee.

Email

Flat Rock-Hawcreek School Corporation may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as well as offline. Email usage may be monitored and archived.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Flat Rock-Hawcreek School Corporation may provide users with access to Web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online. Do not disclose personal information such as name, age,

gender, home address, telephone number, and do not respond to unsolicited online contacts and report to a teacher or supervisor any online contacts which are frightening, threatening, or otherwise inappropriate. Federal and State confidentiality laws forbid using and disclosing student education records without parent consent. First amendment rights are respected, however, those rights do not include permission to post inflammatory comments that could compromise the district's mission or cause a substantial disruption to the school environment.

Mobile Devices Policy

Flat Rock-Hawcreek School Corporation may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Using Privately Owned Technology Devices While at School: Bring Your Own Device

Student use of personally owned technology devices are subject to all directives of their teachers and the teacher's classroom rules.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without authorization from IT staff. In some cases, a separate network may be provided for personally-owned devices. Authorization may be given automatically when the student signs in using a login and password provided by school personnel or when IT staff authenticate the device manually.

The student is responsible for proper care of his/her privately owned technology device, including any costs of repair, replacement, or modifications needed to use the technology device at school. Flat Rock-Hawcreek School Corporation is not responsible for damage, loss or theft of any privately-owned technology device.

Employees, volunteers, and students have no expectation of privacy in their use of a privately-owned computer while it is being used at school. The school may confiscate without authorization any privately-owned computer or technology device used by an employee, volunteer, or student to access district-owned network, Internet, or systems for the purpose of gathering information in an investigation when a violation of school policy, administrative guidelines, or school rules is alleged. The contents of the computer or technology device may be searched in accordance with applicable laws and policies.

Users requesting and approved for use of a privately-owned technology device at school are subject to Board policies, administrative procedures, and school rules while using the privately-owned technology device at school including all policies and rules associated with Internet usage.

A record of all personal privately-owned devices, their systems, network, and Internet history when connected to the school corporation's wireless network will be maintained on school-owned technology management systems.

Flat Rock-Hawcreek School Corporation computers remain under the control, custody and supervision of the school at all times. The school reserves the right to monitor all network, technology, and Internet activity by employees and other system users. Users have no expectation of privacy in their use of electronic devices, including, but not limited to, e-mail, stored files, and Internet access logs.

Users may be subject to disciplinary action for failing to report a breach of computer security to the technology coordinator or building principal or refusing to return computer equipment issued to the employee when requested by officials of Flat Rock-Hawcreek School Corporation.

Employees and volunteers who use school computers with students for instructional purposes have a duty of care to supervise such use. Flat Rock-Hawcreek School Corporation makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from

use of school technologies. Teachers, staff members, and volunteers are expected to be familiar with school policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees or volunteers become aware of a student violation, they are expected to stop the activity and inform the building principal.

The user is responsible for compensating the school for any losses, costs, or damages incurred by the school for violations of Board policies and school rules while the user is using school computers, including the cost of investigating such violations. The school assumes no responsibility for any unauthorized charges or costs incurred by a user while using school computers.

The Technology Coordinator will determine whether the privately-owned computer meets the school's network requirements.

Requests may be denied if it is determined there is not a suitable work (school)-related reason for the request and/or if the demands on the school's network or staff would be unreasonable.

Flat Rock-Hawcreek School Corporation cannot guarantee privacy, confidentiality, or prevent access to inappropriate material on the technology system, which includes the Internet. Every precaution will be taken to prevent unsolicited materials from being placed on the system. Therefore, only authorized school Internet accounts are permitted for use on the technology system. Strict adherence to the provisions of the Acceptable Use Policy Agreement will ensure that Internet transmissions are consistent with the School Corporation's standards of ethics and conduct. Flat Rock-Hawcreek School Corporation will make available all Internet-related policies and procedures for review by all parents, guardians, school employees, and other community members.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without authorization from IT staff. In most cases no authorization for downloading or running a .exe program will be given.

You may be able to download other file types, such as images or videos. For the security of the network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online, other content is unverified, incorrect, or

inappropriate. Users should use trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is permanently out there—and can sometimes be shared and spread in ways never intended.

Keep this portion for your reference about technology and networks at Flat Rock-Hawcreek School Corporation.

Acceptable Use Policy Agreement Signature Form - STUDENT

Examples of Acceptable Use:

I will:

- ✓ Use school technologies only for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert my teacher or other staff member if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I met online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information about illegal activities.
- ✓ Attempt to hack or access sites, servers, or content that is NOT intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Flat Rock-Hawcreek School Corporation will not be responsible for damage or harm to persons, files, data, or hardware.

While Flat Rock-Hawcreek School Corporation employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Flat Rock-Hawcreek School Corporation will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this Acceptable Use Policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Due Process Procedures AND Disciplinary Actions
- Notification to parents
- Detention, suspension, or expulsion from school and school-related activities
- Legal action and/or prosecution

I have read and understood this Acceptable Use Policy and agree to abide by it:

_____	Grade: _____
User Printed Name (Student)	
_____	_____
(User Signature)	(Date)

PARENT/GUARDIAN SIGNATURE

I have read and discussed this Acceptable Use Policy with my child:

(Parent/Guardian Printed Name)	
_____	_____
(Parent/Guardian Signature)	(Date)

REMOVE THIS PAGE, SIGN, AND RETURN IT TO THE STUDENT'S SCHOOL.