

# MSD of North Posey County

## Student/Staff Version ACCEPTABLE USE POLICY (AUP)

All MSD of North Posey County 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. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail responsible use of electronic information resources under which students, staff, and all members of the MSD OF NORTH POSEY COUNTY community, herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity. 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. Students who do NOT have a form on file with the office, are granted basic computer access for classroom purposes only and not given access to any resources outside of the Corporation, such as the Internet. Access to technology services is a privilege, not a right and may be revoked at any time for abusive conduct or violation of policies that are set forth in this Acceptable Use Policy, herein referred to as the AUP. This agreement remains in effect until the user is no longer enrolled/employed in our district. The corporation will periodically make determinations on whether specific uses of technology access are consistent with the AUP. Changes / additions to the AUP may be made as needed without notice to users but only changed as approved by the Board of Education.

The Corporation recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response. The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

In exchange for use of the District's Technology resources, I understand and agree to the following:

### Acceptable Use

1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with MSD OF NORTH POSEY COUNTY's educational mission, curriculum and instructional goals.
2. Students must comply with all MSD OF NORTH POSEY COUNTY 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. The policy and rules apply to the use of a school issued device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of

a school issued device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.

6. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

## **Network Etiquette**

1. Users are expected to abide by the generally accepted rules of network etiquette. These may include (but are not limited to) the following:
  - a. Be Polite – do not use abusive language in any messages to others (including email)
  - b. Do not reveal any personal information, such as your personal address or phone number(s) or those of any other staff member or students.
  - c. E-Mail / IM is not guaranteed to be private. People who operate the system, as well as the Superintendents, have access to all mail. Any messages relating to or in support of illegal activities may be reported to law enforcement. The Corporation will cooperate with any subpoena presented by law enforcement authorities.
  - d. Messages and internet activity can be traced to you. Once a message has been sent, it cannot be recalled. Avoid sending messages when you are angry or upset.

## **Prohibited Uses**

### **Unacceptable uses of school electronic resources include, but are not limited to, the following:**

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. MSD OF NORTH POSEY COUNTY and its employees and agents 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 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 – Students 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 - School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities.
6. Misuse of Passwords/Unauthorized Access – Students and school staff may not share

passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems. The device is to be used only by the student to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.

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 MSD OF NORTH POSEY COUNTY'S Technology Department. 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.
11. Unauthorized applications and device configurations may be subject to removal or disciplinary actions.

### **Compensation for Losses, Costs and/or Damages**

- ***Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.***
1. In the event an electronic device is lost, stolen or damaged, the individual student will be responsible for the cost of the repair and/or cost of replacement as determined by school administrators. Multiple instances of damage may result in the loss of device or other disciplinary actions.
  2. Purposeful, malicious damage or vandalism as determined by school administrators will be subject to the full replacement value of said device.
  3. In addition all students may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by students while using school district computers, devices, or the school network.
  4. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with local police.

### **Student Security**

1. On school issued devices, students may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as websites, blogs, podcasts, videos, wikis, or social networking sites. If students encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.
2. Under the Family Educational Act of 1974 (FERPA), student information that is considered

private may not be shared or released without approval in writing by the parent/guardian or eligible student. A statement of understanding is provided at the end of this document. Staff may post student pictures on district/ school/classroom “public” websites as long as the student’s name or other identifying information is not included; however, student pictures shall not be posted if the parent submits a “denial of media release” form. Students’ grades, test results, or identifying pictures may be stored only on district approved secure sites that require a username and password for authorized individuals to access.

3. All MSD of North Posey County Schools are closed campuses. MSD OF NORTH POSEY COUNTY 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 a MSD OF NORTH POSEY COUNTY staff member to publish a photograph or video of any school related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.
4. The use of cameras and recording devices are only to be used for educational purposes. Cameras are not allowed in dressing areas and bathrooms.
5. MSD OF NORTH POSEY COUNTY staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
6. Students are issued a school email address to improve student communication and collaboration on school projects. Internal school email shall be used only for educational purposes that directly relates to a school project or assignment.

## **Technology Access**

1. Technology access is intended for the exclusive use by the Corporation’s registered users. The user is responsible for the use of his/her password. Any problems which arise from the use of a user’s account are the responsibility of the user. Use of an account by someone, other than the registered user, is forbidden and is cause for AUP revocation. Student users may request password changes from the building office. Student password changes will be assigned by the technology department.
2. The corporation does not warrant that the technology services will meet any specified requirements that the user may have or that service will be error free or uninterrupted; nor shall it be liable for any direct, indirect, incidental, or consequential damages, including lost data or time.
3. The user may not transfer files to/from information services, electronic bulletin boards, message forums, etc. The user will be liable to pay any cost or fee for any services that were accessed, whether intentionally or inadvertently.
4. The Corporation reserves the right to log usage of all network services as well as monitor file server space utilization. The Corporation reserves the right to remove a user or restrict space available to prevent outages or overuse by select users.
5. Any software that any building, department, or user wishes to obtain for use on any Corporation technology resource, either by purchase, grant, or download, must be approved by the District Technology Coordinator. Requests should be submitted by email or in writing. Users may not copy software on any District computer and may not bring in software from outside sources for use on District equipment without approval from the District Technology Coordinator.

6. Non-Corporation or personal computers and equipment, including desktops, laptops, printers, PDAs, WAPs, etc. are NOT allowed on the secure network. Any foreign device detected on the network will be removed immediately and reported to the Superintendent and/or Board of Education.
7. All wireless networks established by the District are subject to the AUP. Non-Corporation devices may access the non-secure guest wireless network established as "Guest". The Technology Department cannot support non-District items on the guest network nor is the District responsible for devices that cannot connect or for any malware the guest user may download or install.

### **Technology Privacy**

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. Users should have no expectation that any information contained on such systems is confidential or private.

### **System Security**

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 MSD OF NORTH POSEY COUNTY Technology Department.

### **Personal Devices**

Personal devices may be used in approved areas for educational purposes at the authorization of building administrators. Usage of personal devices falls under the guidelines of the AUP.

## **Website and Social Media Guidelines**

THINK before you act, because your virtual actions are real and permanent.

### Guidelines

- Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not SHARE your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

## **Terms of Use**

MSD OF NORTH POSEY COUNTY reserves the right to deny, revoke or suspend specific student privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the MSD OF NORTH POSEY COUNTY network, Internet, and electronic resources.

**Disclaimer** – MSD OF NORTH POSEY COUNTY, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, MSD OF NORTH POSEY COUNTY is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of MSD OF NORTH POSEY COUNTY electronic resources.

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**MSD of North Posey County**  
**Receipt of the AUP**

\*\*\*To be completed at time of enrollment and after changes to applicable policy or guidelines\*\*\*

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Student Section**

I agree to abide by the guidelines and regulations pertaining to the use of technology as stated in MSD OF NORTH POSEY COUNTY Acceptable Use Policy and Board Policy available on the corporation webpage or in hard copy upon request. I agree to follow the rules contained in this document. I understand that if I violate the agreement, my access can be terminated and I may face other disciplinary measures.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Section**

*Acceptable Use Policy:* I have read the MSD OF NORTH POSEY COUNTY Acceptable Use Policy and hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the electronic network. This includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes, but is not limited to claims that may arise from the unauthorized use of the network components. Furthermore, I understand that MSD OF NORTH POSEY COUNTY filters and monitors all internet traffic on school issued devices.

In addition, your signature below allows your child to have their image placed on approved district/school websites and social media networks.

**Parents are responsible for supervising their child's use of the school issued device when not in school.**

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



ALL USERS (Staff):

In consideration for the privileges of using and gaining access to the Corporation's Technology Resources, I hereby release the MSD of North Posey County, its operators, the administration, and the Board of Education from any and all claims of any nature arising from my use of, or inability to use, the resources above. I also acknowledge that I have read and agree to comply with the policy of MSD of North Posey County relative to confidentiality statement.

\_\_\_\_\_  
Print Name Here

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

Please provide two passwords below: one for network accounts, the second one for Harmony access. Passwords must be a minimum of six (6) characters and must contain at least one number (example: School\_is\_fun01). Additionally, passwords cannot be the same as your previous passwords and may not be 'obvious,' such as your name or your associated subject (example: long4 or technology2). Note: For Instructional Assistants and other non-Harmony users, only a network password is required.

Please Print:

Network: \_\_\_\_\_

Harmony: \_\_\_\_\_

We use PaperCut on all Building Printers/Copiers. You will need a 4-digit code to access them.

PaperCut \_\_\_\_\_(4-digit Code)

Once you have completed this page, please return it to Central Office.

CENTRAL OFFICE USE ONLY:

Card/Id Number Assigned \_\_\_\_\_

Building Location \_\_\_\_\_

Position \_\_\_\_\_