



JAC-CEN-DEL COMMUNITY SCHOOL CORPORATION RESPECTABLE USE POLICY



A HIGH TECH SCHOOL WITH A PERSONAL TOUCH

Jac-Cen-Del is committed to the effective use of technology in preparing students to be literate, responsible citizens in a global economy. The 1:1 initiative will immerse our students in a technology-rich instructional environment so they will become effective users and communicators of information in our increasingly technological society. The technology will offer vast, diverse, and unique resources to our students and staff.

The Respectable Use Policy has been established so students and staff are aware of the guidelines and procedures governing the use of technology systems in the Jac-Cen-Del School Corporation. Self-discipline, responsibility, and cooperation are encouraged for the efficient operation of the technology environment. Students, parents, and school personnel share the responsibility for effectively implementing and reinforcing the Internet as an educational tool. Noncompliance with this policy will result in sanctions and/or prohibition of the technology services and be subject to disciplinary action by school administration. The use of the technology services is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. These guidelines require the ethical and legal utilization of the technology resources provided by the Jac-Cen-Del Community School Corporation. Access to computer hardware and software is provided to students and staff for the purpose of enhancing curriculum, instruction, and assessment, as well as promoting the efficiency of school operations. Any media produced, transmitted, or stored as a result of the technology system will remain the property of the Jac-Cen-Del School Corporation. Accordingly, the Jac-Cen-Del Community School Corporation reserves the right to inspect and monitor any and all aspects of the technology system at its sole discretion, including files, e-mail, and other electronic transmissions, produced by or stored within the system. The Jac-Cen-Del Community School Corporation reserves the right to revoke a user's access at any time and may confiscate any media or copies of any media produced, transmitted, or stored as a result of the technology system. The Jac-Cen-Del Community School Corporation is responsible for enforcing this policy, the authorization of user access to the system, and the maintenance of all software and hardware licensing documentation, in compliance with Federal and State laws.

Information and Services Disclaimers

The Jac-Cen-Del Community School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. Jac-Cen-Del Community School Corporation will not be responsible for any damages users suffer, including but not limited to, loss of data resulting from delays or interruptions in service. Jac-Cen-Del Community School Corporation will not be responsible for the accuracy, nature or quality of information gathered through Jac-Cen-Del Community School Corporation provided Internet access. Jac-Cen-Del Community School Corporation will not be responsible for unauthorized financial obligations resulting from Jac-Cen-Del Community School Corporation provided access to the Internet.

Utilization:

All use of technology services shall be consistent with the mission, goals, policies, and priorities of the Jac-Cen-Del Community School Corporation. These rules are to be followed to prevent the loss of network/computer/Internet privileges. All users are responsible for their actions and the consequences if violated.

NOTE: Failure to adhere to these policies will result in disciplinary action.

Care of Devices

- a. Carry device in school issued case
- b. Not deface the device or school owned case with stickers, writing, drawings, or causing other intentional damage.
- c. Do not expose the device to temperature extremes; don't leave device in a vehicle for prolonged amounts of time.
- d. Do not set anything heavy on your device which will result in damage to the device.
- e. Clean the device with a soft, dry cloth, such as a microfiber or micro-suede cloth (ie. a cloth used to clean eyeglasses).
- f. Use only their finger or an iPad stylus approved by the teacher for your device.

General Precautions

- a. Conduct themselves in a responsible, safe, ethical, and legal manner while using the network. Report any threatening or inappropriate behavior to the appropriate authorities.
- b. Accept that Jac-Cen-Del Community School Corporation administration has the right to access all files and folders at any time, as well as monitor electronic resources (laptops, desktop computers, cameras, etc.).
- c. Keep their computer in a safe place, such as their school locker, when not in use. This includes during after school activities as well as during the school day.
- d. Take responsibility for and report any damages when using all school-owned electronic resources (laptops, iPads, cameras, microphones, software, etc.). This includes keeping food and drink away from all personal and school-owned electronic equipment.

Daily Expectations

- a. Use polite and appropriate language in all communications inside and outside of the school community, including emails, instant messages, digital images/videos, screensavers, backgrounds, wallpapers or web postings, etc. Recognizing that personal information posted online is both public and permanent and could tarnish their digital reputation.
- b. Refrain from using any form of digital communication to insult, harass, intimidate or bully anyone.
- c. Be provided access to Jac-Cen-Del Community School Corporation's network services throughout the school via a wireless network. No unauthorized network access is permitted. The use of personal laptops will not be permitted on the Jac-Cen-Del Community School Corporation's network.
- d. Not access other peoples' accounts or computer. Do not open, copy, change, delete or damage files or folders of others without their permission.
- e. Bring computer to school each day in working order with the battery fully charged.
- f. Backup academic files on a regular basis (ie. Dropbox, student storage server, external storage device, etc).
- g. Mute their computer sound to avoid disruptions during class and at school.
- h. Refrain from using personal electronic devices during classroom hours (cell phones, iPods, PSPs, etc.).
- i. Conserve and protect natural resources by only printing when necessary.

Privacy & Safety

- a. Use their Jac-Cen-Del Community School Corporation email account (grades 3-12) to identify themselves in all school related communications.
- b. Keep their password and login information private by not providing this information to others.
- c. Refrain from accessing filtered sites by using alternate access sites or processes.

Legal Propriety

- a. Use only school-approved and legally obtained software. The student also will refrain from upgrading the Operating System (Making illegal copies of music, games, movies, etc. is not acceptable). They will refrain from sharing/downloading non-academic files over the school's network.
- b. Refrain from using the computer for advertising or otherwise promoting the interests of any commercial, religious, political or other non-district agency or organization except as permitted through school board policies or Superintendent.
- c. Properly cite all information, images, music and videos used for school or personal purposes.

Permission to Publish

Your child may have the opportunity to be involved in their classroom web site as part of classroom activities or projects. This may include a personal web page, a story or poem, a picture, or a class project.

They may also be included in an individual or group photograph from an activity or club, a roster from a team or club, or an honor roll or classroom list. Publishing on the Internet allows people all around the world to view your child's work. The documents, pictures, and names will only be published with your written permission.

User Agreement

- a. All students and staff who access the Internet through Jac-Cen-Del Community School Corporation will complete and sign the attached Jac-Cen-Del Community School Corporation Respectable Use Policy Agreement.
- b. The signatures on the attached agreement are legally binding and indicate the party (parties) who signed has/have read the terms and conditions carefully and understand their significance.

NOTICE: This policy and all its provisions are subordinate to local, state and federal statutes.

Respectable Technology Use and Permission to Publish User Agreement Jac-Cen-Del Community School Corporation

This agreement must be completed by anyone requesting access to computers and the Internet through the Jac-Cen-Del Community School Corporation. The agreement is for adults and students alike.

Respect Yourself.	I will show respect for myself through my actions.
Protect Yourself.	I will ensure that the information I post online will not put me at risk.
Respect Others.	I will show respect to others.
Protect Others.	I will protect others by reporting abuse.
Act With Integrity.	I will cite sources for media and information.
Protect Intellectual Property.	I will protect intellectual property.

PLEASE PRINT:

User Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Grade: _____ School: _____

I acknowledge that I have read the policy and understand the terms outlined for accessing the Internet and Technology use. I further acknowledge that violation of this policy will result in appropriate disciplinary and/or legal action.

User Signature: _____ Date: _____

Parent/Guardian Statement

As a parent or guardian for the above named individual, I have read the Responsible Technology Use and Permission to Publish Policy of the Jac-Cen-Del Community School Corporation and I understand and agree to its provisions. I acknowledge that I will not hold Jac-Cen-Del Community School Corporation or its employees responsible for any materials acquired on the Internet.

Check one of the following for Internet Use.

_____ The above user **may** use computers and the Internet according to the rules outlined.

_____ The above user **may not** use the Internet but may use computers.

Check one of the following for Permission to Publish.

_____ Yes, I give permission to publish on the Internet, community access channel, or other media my child's: documents, projects, individual photograph without a name, small group or team photo with name, name in a class list, honor roll list.

_____ No, my child's photograph, picture, or project may not be published on the Internet, community access channel, or other media. His/her name may not be included in a list.

Parent/Guardian Name: _____
(Please Print)

Parent/Guardian Signature: _____ Date: _____