

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY PARENT/STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

In making decisions regarding student access to the Internet, the Metropolitan School District of Steuben County considers its own stated educational mission, goals, and objectives. We seek to build a culture of 21st Century Learners who are digitally literate, and able to collaborate and communicate efficiently and effectively using digital tools.

Access to the Internet, Google Apps for Education, and to other 21st Century Web 2.0 Tools enables students to explore the world through access to thousands of digital resources. The District expects that faculty will blend thoughtful use of the Internet and Web 2.0 tools throughout the curriculum and will provide guidance and instruction to students in how to use them appropriately. As much as possible, access from school to Internet resources should be structured in ways which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Metropolitan School District of Steuben County will educate all students about appropriate online behavior, digital citizenship, and instruction in cyber-bullying awareness and response. Students utilizing school provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other media.

The purpose of District provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Metropolitan School District of Steuben County. **Access is a privilege, not a right.** Access entails responsibility. A parent and/or guardian signature is required for Internet use.

Internet Terms And Conditions:

- **Acceptable Use:** The use of your account must be in support of education and research and consistent with the educational objectives of MSD of Steuben County.
- **Privileges:** The use of the MSD of Steuben County network services is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. The technology director and the building principal will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of MSD of Steuben County may request the technology director and/or the system administrators to deny, revoke, investigate, or suspend specific user

accounts.

- **21st Century & Digital Web 2.0 Tools**

- In order for MSD of Steuben County to provide your student with the most effective web-based tools for learning, we need to abide by Federal COPPA Regulations that require parental permission. Our school corporation utilizes several computer and web-based apps and services operated not by MSD of Steuben County, but by third parties. These parties include: Google Apps for Education, and other similar educational programs and apps which are listed on our corporation website: www.msdsteuben.k12.in.us
- In order for students to use these programs and services, basic personal identifying information, including student's name, user name, and email address must be provided to the website operator. In many of these cases, access to these websites and resources is provided through a teacher account, and is monitored by the teacher using the resource.
- Under Federal COPPA law, these websites must notify parents and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits schools such as MSD of Steuben County to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to each website provider.
- Your signature on this Acceptable Use Policy constitutes your consent for MSD of Steuben County to provide limited personal identifying information for your child consisting of first name, last name, email address, and user name to the following educational web-operators: Google Apps for Education, and the operators of additional web-based educational programs which MSD of Steuben County may deem necessary during the upcoming academic school year. A complete listing of all of the websites and apps used by MSD of Steuben County along with the privacy policy for each can be found on the corporation website at www.msdsteuben.k12.in.us.

- **Unacceptable Use:** You are responsible for your actions and activities involving the network. Examples of unacceptable use are included but not limited to:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State Regulation
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused
- Downloading copyrighted material for other than personal use
- Using the network for private or commercial gain and/or using the network for commercial or private advertising
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals
- Intentionally bypassing filtering
- Posting material authored or created by another without his/her consent

- Posting anonymous messages
- Accessing, submitting, posting/publishing or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material, or any other material deemed educational inappropriate.
- Using the network while access privileges are suspended or revoked
- **Exclusive Use of Access:** Network users are solely responsible for the use of their logins, passwords, and access privileges. Any problems that arise from the use of a registered user's login are the users responsibility. The use of a registered login by someone other than the user is forbidden and is grounds for denial or limitation of network access privileges. The use of cell phones is defined by each building, and users should understand and follow those guidelines provided elsewhere.
- **Network Etiquette:** You are expected to abide by the accepted rules of network and safety etiquette. These include but are not limited to the following:
 - Be polite at all times.
 - Use appropriate language. Do NOT swear or use vulgarities or any other inappropriate language.
 - Do NOT reveal the address or telephone numbers of students or colleagues.
 - Users may not engage in spamming or inappropriate posting
 - Do not use the network to disrupt the use of the network by other users
 - All communications and information accessible via the network should be assumed to be the property of MSD of Steuben County
- **Personal Safety:** For your own benefit, observe the following precautions:
 - Do not post personal contact information about yourself or other people
 - This information includes, but is not limited to your address, telephone number(s), home address, etc.
 - Do not agree to meet with someone you have met online
 - Disclose to your teacher, librarian, or classroom supervisor any message you receive that is inappropriate or makes you feel uncomfortable
- **Search and Seizure/ Due Process:** Your network accounts are NOT private. Routine maintenance and monitoring of email, student devices, or file servers may lead to the discovery that you have violated this policy or the law. The technology director and/or systems administrators will conduct searches if there is reasonable suspicion that you have violated this policy or the law, or if requested by local, state, or federal law enforcement officials. MSD of Steuben County will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted on network resources owned by MSD of Steuben County.
- **Security:** Security on any computer system is of the highest priority, especially when the system involves many users. If you identify a security problem on technology resources, you must notify your teacher and/or building principal. Users should not demonstrate the problem to other users. Users should not use another individuals login. Attempts to log onto the network with a stolen identity

or as a system administrator will result in cancellation of user privileges and possible expulsion. If a user is identified as a security risk or has a history of problems with other computer systems, MSD of Steuben County may deny access to technology resources.

- **Vandalism/Bullying:** Vandalism and/or bullying will result in the cancellation of privileges, and disciplinary action will be taken. Vandalism is defined as a malicious and/or intentional attempt to harm, steal, or destroy data of another user, school networks, or technology hardware. This includes but is not limited to the uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent network security. Online communications transmitted with the intent to harass, ridicule, humiliate, intimidate another student or adult are prohibited, and repeated instances may cause a student to be identified as a bully. Interference with another person's work is similarly prohibited, and may represent destruction or theft of an intellectual property.
- **Devices:** All District-Owned devices and carrying cases are the property of MSD of Steuben County, and are provided for educational purposes only. It is a privilege to use these devices, not a right. Any damage, loss, or theft of these devices must be reported to MSD of Steuben County personnel immediately. In addition, you may be held responsible for reimbursement for any damage or theft that occurs through an act of negligence which may occur at school or away from school. For those buildings that choose to send devices home with students on a daily basis, please see additional device policies and consent forms for further information.
 - As we migrate toward digital and blended learning, Digital E-Learning Days could be considered in the future. In this case, district devices could be loaned to students to meet the digital educational goals of the E-Learning Day(s). Students who are loaned school equipment and/or devices agree to be bound by the terms and conditions of the Acceptable Use Policy.

Disclaimer – MSD of Steuben County schools, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network and Internet access it is providing. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. Furthermore, MSD is not responsible for:

- a. the accuracy, nature, quality, or privacy of information stored on any storage device, hard drives, or servers of information gathered through the Internet and Network;
- b. any damages suffered by a user, including but not limited to, loss of data resulting from delays or interruptions in service, computer viruses, or to personal property used to access computers, networks, or the Internet;

While the District's intent is to make Internet access available in order to further

educational goals and objectives, students may find ways to access unauthorized materials as well. District instituted technical methods or systems to regulate students' Internet access, cannot guarantee compliance with the District's acceptable use policy. The District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minor children are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Student and Parent/Guardian Agreements:

Please read and/or discuss the Acceptable Use Policy 5200 with your student. In accepting an account, you and your student accept the responsibility of using the network in a responsible and appropriate manner. It is important that your student understand his/her responsibilities as well. Your signature indicating that you have read and agreed to the policy is necessary before an account will be issued.

I have read, or have had read to me, and/or have discussed the Acceptable Use Policy 5200 and agree to use the network in an appropriate and responsible manner.

Student Signature: _____ Date: _____

Print Student Name: _____

Grade: _____ School (circle one): Carlin Park Hendry Park E.O.C

Pleasant Lake Ryan Park Angola Middle School Angola High School

ID/Lunch Number: _____

I have read and/or discussed the Acceptable Use Policy with my student and give the school and the MSD permission to issue an Internet account to my student.

Parent/Guardian Signature: _____ Date: _____

The MSD supports and respects each family's decision whether or not to apply for student access and whether to terminate or suspend that access. Parents/guardians have the right to request alternative activities, which do not require access to networked information resources. Students without Internet access permission may be issued an account providing access to in-school resources and will be held to the same behavioral and operational standards. Internet access, if issued, shall remain in effect while a student is at MSD, unless suspended or terminated by the student, the school, or the parent or guardian.

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