

EAST PORTER COUNTY SCHOOL CORPORATION RESPONSIBLE USE OF TECHNOLOGY POLICY

The mission of the 1:1 program at East Porter County School Corporation is to engage, enlighten, and empower our students for success in school and life. Creating a technology rich environment will enable students and teachers to enhance student learning and engagement while also promoting the development of lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

East Porter County School Corporation understands the need to prepare our students for an ever-changing world that sees technological advancements happening at a rapid rate. We are committed to providing our students with the skills they need for success after leaving our campuses.

Please read the following policy carefully. It has been developed so that end users, including employees, are aware of the responsibilities that they acquire through use of East Porter County School Corporation technology. In general, these responsibilities require efficient, ethical, and legal utilization of district resources.

1.0 Responsibilities

East Porter County School Corporation School Board:

- 1.1) Provides technology access to individual schools and its administrative offices.
- 1.2) Provides and updates policies to maintain appropriate use of technology for East Porter County School Corporation students and employees.

Individual School Principals and Administrators:

- 1.3) Ensure that all students and employees are aware of the rights and responsibilities associated with the use of East Porter County School Corporation technology through the dissemination of employee and student handbooks, which include this Responsible Use Policy.
- 1.4) Ensure that any attempt to harm, modify, destroy or otherwise change East Porter County School Corporation data and technology is reported in writing to the district technology director.
- 1.5) Address the abuse of East Porter County School Corporation technology privileges in a manner that is consistent with East Porter County School Corporation policies including, but not limited to, the East Porter County School Corporation Technology Responsible Use Policy.

Employees and Students

- 1.6) Adhere to and support all policies in implementing regulations issued by the East Porter County School Corporation's school board, including this Responsible Use Policy.
- 1.7) Notify appropriate personnel if a potential problem exists.

2.0 CIPA

Pursuant to the Children's Internet Protection Act (CIPA), East Porter County School Corporation uses filtering technology to address student privacy and safety through the following methods:

- 2.1) Filter the Internet for content deemed offensive or harmful.
- 2.2) Provide for the safety and security of students when using electronic mail or other forms of direct electronic communication.
- 2.3) Prevent unauthorized access including 'hacking' and other unlawful activities online.
- 2.4) Prevent unauthorized disclosure, use, and dissemination of personal information regarding students.

3.0 Protecting Children in the 21st Century Act

Pursuant to the Protecting Children in the 21st Act, East Porter County School Corporation educates students about appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response.

4.0 Terms and Conditions

East Porter County School Corporation is responsible for maintaining security on all technology. By using East Porter County School Corporation technology, the user consents to routine monitoring in the ordinary course of business to maintain system

security and integrity. Monitoring includes, but is not limited to, reading, listening to, or viewing both electronic and oral communications, including screening e-mail and tracking the user's online Internet activity or other computer use. The user understands and agrees that he/she shall not have an expectation of privacy in the use of and storage on East Porter County School Corporation technology.

5.0 Acceptable Use

The use of district provided technology must be in support of the educational objectives of East Porter County School Corporation. Transmission of any material in violation of any federal or state regulation is prohibited at all times. Additionally, students and staff are prohibited from transmitting material that is copyrighted, or of a threatening, obscene, or vulgar nature.

5.1) Users will take all reasonable precautions to prevent other users from gaining access to and using their account username and password. Users will not share any account name, password, or leave computers open or unattended.

5.2) Use of East Porter County School Corporation technology for commercial activity, product advertisement, or political lobbying is strictly prohibited.

5.3) Students may not subscribe to or provide information to websites, forums, blogs, or chat rooms unless that usage has been approved by the staff and/or administration of East Porter County School Corporation.

6.0 Privileges

The use of the East Porter School Corporation technology is a privilege, not a right. The individual user accepts the responsibility for the consequences as a result of inappropriate use, including termination or suspension of accounts.

7.0 Software/Applications

Software installation is the loading of a computer program or applications on workstations, Chromebooks, or network servers.

7.1) The East Porter County School Corporation technology department is responsible for all software installation on network workstations and servers.

7.2) Students may install applications (apps) that have been pre-approved to district-issued Chromebooks.

7.3) Staff may install applications (apps) that are educationally focused to district-issued Chromebooks.

7.4) The East Porter County School Corporation technology department must be notified of and approve all potential software/application purchases intended for any district-owned device.

8.0 Technology Etiquette

The user is expected to abide by the generally accepted rules of technology etiquette. These include, but are not limited to the following:

8.1) Students should not reveal personal information about themselves including name, address, telephone number, etc.

8.2) Use district-issued technology in such a way that would not disrupt the use of others.

8.3) Use appropriate language.

8.4) Speech transmitted on school computers does not constitute speech in a "Public Forum" and is subject to regulation.

8.5) Students are to report any instances of cyberbullying, on or outside of East Porter County issued devices.

9.0 Security

Security on any computer system is a high priority, especially when the system involves many users. If the user feels he or she can identify a security concern while using East Porter County School Corporation technology, he/she must notify the appropriate building personnel and the district technology director. Users must maintain a secure system by following these guidelines:

9.1) Impermissible Activities

The user will not:

- a. Attempt to gain unauthorized access to East Porter technology.
- b. Use district technology to gain unauthorized access to another computer system.
- c. Go beyond the limits of authorized use.
- d. Violate any local, state or federal statutes in regards to the Internet.

9.2) Unauthorized Access includes, but is not limited to:

- a. Hacking.
- b. Attempting to or gaining access to district technology through another user's account.

- c. Attempting to or gaining access to another user's e-mail, work folders, files, passwords, or data without prior permission.
- d. Vandalizing, damaging or disabling the property of another person or organization. In the event of unauthorized access, the user engaged in that activity shall be required to pay all costs incurred by East Porter School Corporation as a result of that activity.

10.0 Supervision

Students will not be allowed unsupervised access to East Porter County School Corporation technology. They will be supervised by the classroom teacher or other school employee at all times while at school.

11.0 Additional Guidelines for Employees

Employees will use East Porter County School Corporation technology for educational and incidental personal purposes only. An employee may make incidental personal use of East Porter County School Corporation technology if such use:

- a. Does not consume more than a trivial amount of technology resources that could otherwise be used for business purposes.
- b. Does not interfere with employee productivity.
- c. Does not preempt any legitimate activity of East Porter County School Corporation.
- d. Does not violate any other portion of the responsible use policy, or any other policy, directive, or regulation.

12.0 Warranties

East Porter County School Corporation makes no warranties of any kind, whether express or implied, for the service it is providing. East Porter County School Corporation will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or the user's errors or omissions. Use of East Porter County School Corporation technology is at the risk of the user.

13.0 Consequences

Violation of this policy may result in disciplinary action against the user. Students are subject to disciplinary action as specified in the student handbook, including suspension and expulsion. East Porter County staff members who do not follow the above provisions shall be subject to disciplinary action, including termination of employment.

14.0 Availability

This agreement is available for public inspection at the Corporation office at 502 E. College Ave, Kouts, IN, or at each school office. Signed Responsible Use Agreements will be kept on file.