

Rising Sun-Ohio County Schools Student Internet and Technology Responsible Use Policy

While the major focus of this policy will address Internet access, this policy applies to all forms of information technology used in the schools and offices operated by the Rising Sun - Ohio County School Corporation. The school provides access to information technology and the Internet to further its educational goals and objectives. Parents should be aware that student account holders have the potential to access unacceptable material while using the Internet; however, the school system's access guidelines are in place to prevent students from potentially accessing said material while in school. All use of the Internet should be consistent with the School's goal of promoting education by facilitating resource sharing, innovation, and communication. The terms and conditions are provided here so that users and parents are aware of the responsibilities that they are about to acquire. Permission for student Internet usage will be required prior to allowing a student to use the school's resources.

Rising Sun – Ohio County Schools believes that students need access to technology when they act in a responsible, efficient, courteous, and legal manner supporting the district's mission, goals, and student initiatives.

The mission of Rising Sun – Ohio County Schools 1:1 Digital Learning Initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. All students will be part of a technology rich environment, which motivates, engages, and challenges students to learn 21st century skills, as it will continue to be a major part of our daily lives.

It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. Responsible uses of technology are devoted to activities that support teaching and learning. The following statements are part of the students' agreement about the responsible use of technology.

I Will:

- Have my device fully charged at the beginning of each school day and make sure it remains charged throughout the day.
- Clean my device using only a dry microfiber cloth.
- Keep private information private. I will not share any of my user information or passwords with other students.
- Treat others with respect, both online and offline. Cyberbullying is very hurtful and will not be tolerated.
- Be the best and most responsible digital citizen I can possibly be. **Being a good digital citizen within the online community includes anything from learning proper use of email (email etiquette) to how to prevent and report cyberbullying. Digital citizenship also includes learning about safety concerns such as how to protect private information and how to stay safe while communicating online.**
- Encourage others to be good digital citizens.
- Use device and desktop computers for school-related purposes only, during school hours.

- Credit my sources when I am using other people's information, images, or other material.
- Respect the work of other students and not copy, change, or damage work that is not mine.
- Follow all Rising Sun – Ohio County Schools policies, rules, and regulations.
- Take full responsibility and take great care of your device as well as all other Rising Sun – Ohio County Schools technology equipment.
- Notify an adult immediately if I violate the Responsible Use Policy.
- Follow all It's Learning policies and procedures

I Will Not:

- Share any of my personal information with other students.
- Use other students' accounts.
- Read another student's private communications and schoolwork without permission.
- Use improper language or pictures
- Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- Pretend to be someone else online
- Give out my full name, address, or any other personal information to someone I don't know.
- Give out names, addresses, or any other personal information of others.
- Take pictures and /or record audio/video without the consent of a staff member and the students involved.
- Search for, possess, read, view, or copy inappropriate pictures or information
- Damage, change, or tamper with the hardware or network in any way.
- Decorate the device with stickers, writing, or other markings
- Drink or eat food while using the device or any other electronic device.
- Use any cell phone or other portable devices besides my device to access the school Wi-Fi.

I Understand:

- My work can be lost and I should be careful to backup important work.
- The Internet and Rising Sun – Ohio County Schools technology may not work at all times
- Not all content available on the Internet is true
- It is my responsibility to validate information or research on the Internet
- The use of the Internet provided by Rising Sun – Ohio County Schools is a privilege and not a right.
- The full use of the device is a privilege and not a right.
- The full use of the device will be restricted due to
- The failure to pay for damages to the device within one week of being billed for the damage
- The failure to pay for textbook/technology rental (if applicable) by the end of the first semester
- Multiple instances of damage to the device.
- The device is the sole property of Rising Sun – Ohio County Schools
- School personnel have full authority over the device
- There is no expectation of privacy with the school-owned device, and therefore the device is always subject to inspection in order to ensure that the device is being used for school purposes only.

- I am responsible for payment of any repairs due to damage I have done to the Surface.

Consequences for Misuse:

- School administrators may revoke the use of device features due to my poor performance in academics, attendance, and/or behavior.
- I may be disciplined at school up to and including suspension or expulsion if I act irresponsibly.

Terms and Conditions

1. Acceptable Use - All persons accessing or using the Internet through the school's connections and equipment, whether from a school location or from a remote location using school hardware, software and/or accounts, are prohibited from using such connections or equipment for anything other than educational purposes.

2. Privileges - Students and parents must understand that the provided Internet access is a privilege, not a right, and the administrative staff of the Rising Sun Ohio County School Corporation may deny, revoke, or suspend specific user accounts, accesses and privileges as a result of irresponsible or inappropriate behavior. The administrative staff will make all decisions regarding whether or not a user has violated this authorization and his or her decision is final. Electronic communications, downloaded material and /or other information obtained or transmitted via the Internet may be monitored or read by school officials.

3. Unacceptable Use – Users are responsible for their actions and activities involving the network. Users need to familiarize themselves with these responsibilities. Failure to adhere to them will result in the loss of network use privileges. Examples of unacceptable uses are:
- a. Unauthorized downloading and/or installing programs/software on any network device(s)
 - b. 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 regulations
 - c. Using the Internet for commercial purposes, advertising or similar objectives
 - d. Accessing sites with inappropriate language, violence, nudity, etc
 - e. Vandalizing data, software or equipment. Students should not misuse the technology equipment with intent to harm or damage
 - f. No external media of any kind to be used on any of our equipment
 - g. All technology is to be used for educational purposes only
 - h. Willfully transmitting, accessing, posting, publishing, or displaying any information containing defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, pornographic, harassing, hate literature/graphics offensive or obscene literature/graphics, pirated software/programs, hacking software/tools, viruses, illegal material or other information and/or materials that are inconsistent with the objectives and /or teachings of the school
 - i. No unauthorized entry into electronic devices, or knowledgeable vandalism or destruction of electronic files. Such activity is considered a crime under state and federal law
 - j. Accessing the files or account information of another network user
 - k. Violating network security

- l. Willfully damaging or removing components or data of any network devices
 - m. Using another user's password or account
 - n. Using the network while access privileges are suspended or revoked
 - o. Unauthorized subscriptions to Internet services such as listserves and newsgroups
4. Network Etiquette – Users are expected to abide by the generally accepted rules of network etiquette. Users have full responsibility to use the network in an ethical and educational manner. Profanity or obscenity will not be tolerated on the school's network. All users should use language appropriate for school situations as indicated by school codes of conduct.
 - a. Use and share computer resources courteously and efficiently.
 - b. Be polite. Do not become abusive in your message to others.
 - c. Do not use the network in any way that would disrupt its use by other users.
5. Security – Network security is a high priority. If a user identifies a security problem, please notify the system administrator or principal right away. Do not demonstrate the problem to others. Never share your password or account with anyone. Keep your account and password confidential. You have full responsibility for the use of your account. All violation of this policy that can be traced to an individual account will be treated as the sole responsibility of the owner of that account. Do not use another user's account and password to logon. Attempts to logon to the network as system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network. No foreign or personal media are permitted without permission from administration.
6. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy hardware or data for another use. This includes, but is not limited to, the uploading or creation of viruses.
7. Personal Safety –
 - a. Do inform your teacher or other staff member of any inappropriate message.
 - b. Never give out personal contact information about yourself or others.
 - c. Do report any security breaches immediately to your teacher or staff member.
 - d. Do not demonstrate the security breach to other users.