

**SOUTH CENTRAL CALHOUN COMMUNITY SCHOOL DISTRICT**  
**Responsible Use of Technology Policy**

Home  
of the  
**TITANS**



## Technologies Covered

South Central Calhoun CSD may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. The policies outlined in this document are intended to cover available technologies, not just those specifically listed.

## Usage Policies

***All technologies provided by South Central Calhoun CSD are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.***

## Web Access

South Central Calhoun CSD provides its users with access to the Internet, including websites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to contact the classroom teacher, who will evaluate the site, and then contact IT staff for addition of the site to the Allow List—if deemed appropriate. In the same regard—this policy will also be followed for sites which should be added to the Block List.

## Email

South Central Calhoun CSD may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should NOT send personal information, should NOT attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

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# Responsible Use of Technology & Media Policy

## Introduction

South Central Calhoun CSD recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills.

Students in our classes will be expected to use the Internet, including specific online technology. All schools are required to meet Federal and State requirements in the area of technology literacy. Teachers supervising these class projects will oversee sites used or selected by themselves and students to make sure they comply with the Children's Online Privacy Protection Act (COPPA), and that they are of educational value for the students. Parents give permission to teachers to act on their behalf for the purposes of these projects, and to allow their students to give personal information—only when appropriate. Questions or concerns around specific Internet site usage should be directed to building administration.

To that end, we provide access to technologies for student and staff use. This Responsible Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies and/or accounts (on and off site) or when using personally-owned devices on the school campuses.

- The network is intended for educational purposes.
- All activity over the network or using the district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of the network or other technologies are expected to alert teachers and/or building administrators immediately of any concerns for safety or security.

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## Social/Web 2.0/Collaborative Content

Recognizing that collaboration is essential to education, South Central Calhoun CSD may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored.

## Mobile Device Policy

South Central Calhoun CSD may provide users with mobile computers or other devices to promote learning both inside and outside the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to school administration or IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices, including use of the school network, may be monitored.

## Personally-Owned Devices

Students may use personally-owned devices (provided the device has adequate virus protection—if applicable) during school hours—provided use of such device does not violate student handbook policies and unless such use interferes with the delivery of instruction by a teacher or staff or creates a disturbance in the educational environment. Gaming devices, as such, are not educational devices and should not be used in the classroom. Any misuse of personally-owned devices may result in disciplinary action. Therefore, proper netiquette and adherence to the Responsible Use Policy should always be used.

## Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please contact the IT department.

## Downloads

Users should not download or attempt to download or run .exe programs of the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

## Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

## Plagiarism & Cheating

Users should not plagiarize (or use as their own, without citing the original creator) content, including words, or images, from the Internet.

Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Students should reference the student handbook regarding copying work from the internet or other students. Submitting work of this type may likely violate two policies—good conduct violation (as per handbook) and the Responsible Use Policy.

## Personal Safety

If you see a message, comment, image or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.

Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

Users should never agree to meet someone they meet online in real life without parental permission.

## Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tracking, excluding and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

## Examples of Acceptable Use

I will . . .

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research, ensure there is no copyright infringement.
- Recognize that use of technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.
- Abide by the building and classroom device usage protocol. (For example: If mandatory testing is taking place in a building, students should avoid streaming content.)

This is not intended to be an exhaustive list. Users should use good judgement when using school technologies.

## Examples of Unacceptable Use

I will not . . .

- Use school technologies in a way that could be personal, physically, or financially harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct towards others—staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.



- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Use school technologies for the purpose of gaming.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Use school technologies for the purpose of cheating.
- Attempt to hack or access sites, servers, accounts, or content that isn't intended for my use.
- Provide hotspot access or connect to VPN's for the purpose of bypassing the school's content filtering protocol.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

## Limitation of Liability

South Central Calhoun CSD will not be responsible for damage or harm to persons, files, data, or hardware. While South Central Calhoun CSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function it makes no guarantees as to their effectiveness. South Central Calhoun CSD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network or through the use of school-owned devices.

## Violation of this Responsible Use Policy

Violation of this policy may have disciplinary repercussions including, but not limited to . . .

- Revocation of off-site computer privileges
- Suspension of network, technology, or computer privileges in extreme cases
- Notification to parents in most cases
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

## Parent/Guardian Responsibility

Talk to your children about your values and the standards they should follow on the use of their school issued devices such as video, apps, social media, games, and music/audio streaming.

After hours and off school grounds, the device is under your household rules, along with the school district's responsible use of technology guidelines.

## Device Damage Policy

### 3 Strike Policy

**1<sup>st</sup> Strike**—District covers cost of repair

**2<sup>nd</sup> Strike**—Parent/Guardian is responsible up to 10% cost of the repair.

**3<sup>rd</sup> Strike**—Parent/Guardian is responsible for 100% of the repair up to full replacement cost of the device

In the event of loss or theft of the device, power cord, or case—Parent/Guardian is responsible for replacement cost. You may want to check your home owners/renters insurance policy for coverage.

## Student Pledge for Device Use

1. I will take good care of the device, power cord, and protective case.
2. I will take responsibility for the location and condition of my device at all times and will report any lost, stolen, or damaged laptops to the Technology Director building administrator and/or teacher.
3. I will charge my device's battery daily.
4. I will not disassemble any part of my device or attempt any repairs.
5. I will protect my device by only carrying it using the building's approved methods.

I understand the primary purpose of this device is for educational purposes and the content use/viewed on this computer can always be determined appropriate or inappropriate by the staff of South Central Calhoun CSD and is subject to inspection at any time without notice and remains the property of the South Central Calhoun CSD.

### I will:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite source using online sites and resources for research, ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

**I will not:**

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Enable personal hotspots or connect to VPN with the intent to bypass security and content filters.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Use technology as a means for cheating.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts or content that isn't intended for my use.

Any violations of the pledge will be dealt with on a case by case basis.

Before district devices are issued, parent/guardian (grades 1-12) and students (grade 4-12) must sign the Student Pledge for Electronic Device Use form acknowledging that they have read and will abide by the Responsible Use of Technology Policy. Copies of this policy are also available at [www.scc.k12.ia.us](http://www.scc.k12.ia.us) under the District tab or are available in print by contacting the district office.

*It is the policy of the South Central Calhoun Community School District to not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socioeconomic status in its programs, activities or employment practices. Questions or grievances related to this policy may be addressed to the district's Equity Coordinator, Wendi Geno, at South Central Calhoun CSD, 1000 Tonawanda Avenue, Rockwell City, IA 50579 or call 712-297-7222.*

*South Central Calhoun High School offers the following Career and Technical Education courses:*

*Agricultural Business and Management  
Construction Trades  
Automobile/Automotive Mechanics Technology/Technician  
Administrative Assistant and Secretarial Science, General  
Health Service/allied Health/Health Science, General  
Family and Consumer Sciences*

*In the Career and Technical Education courses there are prerequisites for some of the advanced course work which includes, but is not limited to introductory courses, grade levels for some of the courses, etc. for the various courses' program of study.*

*South Central Calhoun Parent & Student*

## **Responsible Use of Technology Policy Acknowledgement Form**

### **Student Pledge for Device Use**

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2. I will take responsibility for the location and condition of my laptop at all times and will report any lost, stolen, or damaged laptops to the Technology Director building administrator and/or teacher.
3. I will charge my laptop's battery daily.
4. I will not disassemble any part of my laptop or attempt any repairs.
5. I will protect my laptop by only carrying it using the building's approved methods.

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I acknowledge that I will have read and will abide by all the content of the South Central Calhoun Responsible Use of Technology Policy.

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Student Name

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Date

I, as a parent/guardian, acknowledge that I have read and will abide by all the content of the South Central Calhoun Responsible Use of Technology Policy.

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Parent/Guardian Name

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Date