

# TCSC Primary and Intermediate Schools Internet & Technology Responsible Use Policy Grades K-6 (Approved 06/10/2024)

## Purpose

The Tri-County School Corporation believes that when students have access to technology for the purpose of resource sharing, innovation, and communication & collaboration, they will develop skills to prepare them for future citizenship, work opportunities, and life. With that stated, we provide access to multiple different technologies for TCSC students and staff.

The mission of the Tri-County Intermediate (TCI) & Tri-County Primary (TCP) Technology Initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. TCSC believes the advantages of using technology for its proper intents and purposes outweigh the potential for misuse. ***Families should be aware that TCSC takes precautions to safeguard the material, to which your child has access. However, it is possible your child could come in contact with some material that may contain items that are illegal, defamatory, inaccurate, sexually explicit, or otherwise potentially offensive to some people.***

TCI & TCP find it imperative that our users understand their responsibilities and conduct themselves as responsible learners at all times. This Responsible Use Policy (RUP) outlines the guidelines and behaviors TCI & TCP expects of its users when using school technologies, a personally-owned device, a TCSC owned device, or TCSC provided accounts.

### ***I will:***

- bring my Chromebook/iPad to school fully charged every day.
- bring my charger to school every day.
- carry my Chromebook/iPad in a protective case at all times.
- keep private information private. (My password and user ID are not for sharing).
- treat others with respect, both online and offline.
- use suitable language free of profanity, vulgarity, or any other inappropriate nature.
- strive to be a responsible digital citizen, and encourage others to act the same.
- use my Chromebook/iPad for school-related purposes during school hours.
- credit my sources when using other's information, images, or other material.
- respect the digital work of others.
- follow TCI & TCP policies, rules, and regulations as per the student handbook
- treat TCSC technology equipment with care and respect.
- Change any desktop wallpaper or screen saver that does not reflect TCI or TCP expectations.

### ***I will NOT:***

- read another student's private communications or schoolwork without consent.

- use/send improper language or pictures with TCSC provided devices or web resources.
- harass, intimidate, ridicule, or otherwise harm others electronically.
- pretend to be someone else online.
- give out my or any else's personally identifiable information (PII) online.
- take pictures and record audio/video without the consent of that student/staff member
- search for, possess, read, view, or copy inappropriate pictures or information.
- damage, change or tamper with the hardware or network in any way.
- not install any software on my laptop without consulting with the Technology Department

### ***I Understand:***

- I could lose my files due to hardware malfunction. I shall maintain a back-up of all work.
- That the Internet/specific sites may go down for reasons beyond the control of the TCSC technology department.
- Not everything on the Internet is true.
- It is my responsibility to validate data researched on the Internet to be accurate and factual
- The use of the Internet or devices provided by TCSC is a privilege, not a right.
- I understand my failure to log in properly with my Tri-County Issued accounts may cause me to lose information/bookmarks/etc on my device.
- I understand that programs copied to/installed on TCSC equipment may/will be removed by TCSC Tech Staff
- the Chromebook/iPad is the sole property of TCSC
- ALL school personnel have full authority over my Chromebook/iPad
- Teachers can monitor my device/online activity at any time during the school day. *School day is defined as Monday - Friday 7:30 am - 3:30 pm In-Person or Remote*
- Administrators/Technology can monitor my device/online activity at any time during a school day remote or in-person
- It is not appropriate to send pictures or messages of a sexual nature to others.
- If my device triggers a security alert multiple times in a short period of time, it may be erased on the spot by the technology department.
- Attempts to gain access to blocked sites/circumventing the Content Filter, in any manner is not acceptable.

### ***Consequences for misuse/abuse:***

- School administrators may revoke my privilege of using TCSC issued devices.
- I may be disciplined at school up to and including suspension or expulsion if I act irresponsibly, ***inappropriately***, or maliciously.
- Consequences are at the Administrator's discretion depending upon the severity of misuse/abuse.
- In Indiana, [IC 35-42-4-4](#) Child exploitation; possession of child pornography; exemptions; defenses (b) is a level 5 Felony or (d) a level 4 felony.
- In Indiana, [IC 35-42-4-6](#) Child solicitation can be a level 5 Felony or level 4 Felony

## **Internet/Technology Terms and Conditions**

### **Technologies Covered**

TCSC may provide access to Internet, desktop computers, mobile computers or devices (ipads, ipods, kindles, nooks, etc.), video conferencing units, online collaboration capabilities, email, and more. This policy applies to all TCSC owned devices as well as personally owned devices utilizing TCSC owned network and Internet Access. This policy will also apply to any future technologies that are new to TCSC.

All TCSC provided technologies shall be handled with care. If you notice any damage to your TCSC provided technology, it is your responsibility to bring it to the IT department immediately. In the event that your TCSC provided technology needs repair, a loaner technology will be provided, only if a loaner item is available.

### **Web Resources**

All students of TCSC may be granted access to the Internet. Access to the Internet will be filtered in order to keep our schools CIPA compliant. Web browsing activity can and will be monitored by TCSC staff. The logs may be retained indefinitely.

TCSC may provide users with an email account. The main purpose of this account is for school-related purposes, there will not be access to outside entities with the TCSC issued email. This account will be terminated after you leave TCSC. Email messages will be archived and maintained according to county ordinances.

TCSC may provide users with accounts to different educational web resources/applications. By signing the RUP you give TCSC teachers or school administrators the right to sign students up for the use of websites/applications for educational purposes. These tools may allow students and staff to work collaboratively on projects. Basic demographic information may be provided to these web resources such as student name, email address, grade level. These may also be monitored, and you are reminded to behave according to the student handbook. On some occasions, additional parent consent might need to be recorded outside of the signing of the RUP.

### **Security/Personal Safety**

TCSC installs security software on school-provided Technology devices. If you think your TCSC provided device has been infected with a virus or Malware, please bring it to the Technology department office immediately. **You are not to try and remove a possible infection on your own.**

TCSC filters internet traffic per CIPA requirements. TCSC employs programs in conjunction with the content filter that monitor online activities of minor students. Appropriate online behavior lessons, videos, tutorials may be shared by someone from the Instructional Technology Team with TCSC students.

Users are not to share usernames or passwords provided by TCSC. This is your personal account and meant to be used by only you. Accessing another user's account will be considered

hacking, and punishable per the terms agreed upon by the building administrator and Technology Director.

Users should never share PII when online, including phone numbers, addresses, social security numbers, date of birth, or financial information over the Internet.

Cyberbullying will not be tolerated. Don't send messages or post comments with the intent of scaring, harming, intimidating, dissing, flaming, impersonating, tricking, or excluding another person. The behavior of such will result in disciplinary action and/or loss of privileges. In some cases, cyberbullying may be a crime.

### **Terms of Agreement**

Legal Title/Ownership of the TCSC provided technology is in Tri-County School Corporation's name and shall remain so. The right of possession and use is limited to and conditional upon full and complete compliance with the TCSC Internet and Technology Responsible Use Policy.

Your right to use and possession of TCSC provided technologies and resources will terminate no later than the last day of the school year, unless terminated earlier due to withdrawal from the District, or for various other reasons. If you do not return your TCSC provided technology the last day of school, or upon withdrawal from TCSC, a police report may be filed for theft of the TCSC owned device.

You agree to not remove any software pre-installed on your TCSC provided technology.

You agree to be financially responsible for any repairs not covered under the current warranty. If the TCSC provided technology is damaged, lost, or stolen, the parent/guardian is responsible for the reasonable cost of repair, or its fair market value on the date of loss. Loss or theft of the property must be reported to the School Corporation by the next school day after the occurrence and a police report may be required.

### **Take Home Agreement - Tri-County Intermediate**

It will be the intention to allow sending home devices with students in grades 3 - 6 during inclement weather times, for the purpose of Remote Learning on inclement weather days. Students will be allowed to take their devices home each day and will be expected to bring their devices back with the charger each day at the teacher's discretion. This would be during the approximate time period of December 1 - March 1 of each school year. These dates could be altered depending on the weather prior to and after said dates. After March 1, students at Tri-County Intermediate will leave their devices at school.

### **Disclaimers**

TCSC does not support a BYOD environment due to security issues. Any BYOD device discovered on TCSC Wifi Networks, without a prior permission/registration from/with TCSC Technology staff will/may be

blocked from access.

TCSC will not be held responsible for:

- Loss of data, including but not limited to personal pictures, music, and/or personal or educational works. All students and staff are to maintain a personal backup procedure.
- Unauthorized financial obligations from on-line access while using TCSC provided technologies, or while accessing TCSC provided technologies with personally owned devices
- Any unpaid Technology Fees for Repair will be added to your current School Fees at the end of the school year.
- When a student reports a lost charger or a charger left at home, a loaner charger will no longer be handed out. Replacement chargers must be paid for up front before a new charger is issued. The ability to leave your laptop in the technology office to charge for a period of time will be a service offered.
  - If a student finds their lost charger, a refund for replacement charger cost will be issued. All chargers will remain the property of TCSC Technology
  - If a charger is not turned in with the laptop, the cost of a replacement charger will be added to your current School Fees.

**Fees Schedule (This is for all non-warranty repairs/replacements)**

Replacement Charger: \$30.00. Must be paid up front before a new charger is issued

**Progressive Fee Schedule:**

**1st time: \$30.00**

**2nd time: \$60.00**

**3rd time: \$90.00**

**After the 3rd instance, 24:7 access to a device may/will be revoked.**

**Lost/Damaged beyond repair Chromebook: \$300.00**

**Lost/Damaged beyond repair iPad: \$474.00**