



**Triton School Corporation**

**Acceptable Use Policy**

**Parent/Guardian Acknowledgement:**

As the parent or guardian of this student, I consent to being allowed access to the Internet with TSC technology assets. I have read TSC's Acceptable Use Policies and understand that this access is designed for educational purposes. Triton School Corporation has taken precautions to eliminate controversial material. However, I also recognize it is impossible for TSC to restrict access to all controversial materials and I will not hold them responsible for materials acquired on an outside network. I hereby give permission to issue a technology account for my child and certify that the information contained on this form is correct.

I AGREE with the rules regarding Internet usage as stated in the TSC Technology Acceptable Use Policy. This document can be found online at [www.triton.k12.in.us](http://www.triton.k12.in.us) under Resources/Forms and Downloads.

School: \_\_\_\_ Triton Jr-Sr High School      Grade : \_\_\_\_  
          \_\_\_\_ Triton Elementary School      Grade: \_\_\_\_

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Name (Please Print)

\_\_\_\_\_  
Parent Signature

Date: \_\_\_\_\_

\_\_\_\_\_ Check here if you wish to receive a **paper copy** of TSC Acceptable Use Policy.

## **1. Triton School Corporation's Acceptable Use Policies**

The educational value of student technology and Internet access is the joint responsibility of students, teachers, parents and employees of the Triton School Corporation (TSC). Since access to technological advances are a valuable and limited resource, students are expected to place a premium on the quality of use. Taking up valuable bandwidth and access time to pursue frivolous ends, would not be consistent with the mission of the TSC. These statements are responsible for setting and conveying the standards that their children should follow when using media and information sources. TSC makes the district's complete Internet policies and procedures available for review by all parents, guardians, and other members of the community.

- **Care and Usage Expectations**

- A. All users must be consistent with the educational mission and goals of the school district.
- B. The intent of the use policy is to make clear certain cases, which are consistent with the educational objectives of the school district, not to exhaustively count all such possible uses.
- C. The Superintendent and his designees may at any time make determinations that particular users are or are not consistent with the purpose of the school district.
- D. Parents and students will be required to sign the Internet usage form for their students to participate in accessing the Internet.
- E. Electronic devices and the cases loaned or leased to students and staff shall be used only for educational purposes that directly relate to school projects or assignments, unless otherwise explicitly authorized by a building administrator.
- F. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
- G. If a device is stolen, a report will be made immediately with the building principal and the technology director. If the principal or technology director cannot locate the device, then the parents will need to file a report with the local law enforcement.
- H. The policy and rules apply to the use of the electronic device at all times and/or places, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
- I. Users shall not alter the device configuration in any way. No software applications shall be installed, removed, or altered on the device unless the technology director explicitly gives permission.
- J. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
- K. The device, cords, and case must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

- **Outlining Prohibited Uses**

Unacceptable uses of school electronic resources include, but are not limited to, the following:

- A. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
- B. Illegal Activities – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules.

C. Violating Copyrights or Software Licenses – Downloading, copying duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair (Extra Carriage Return) Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

D. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.

E. Use for Non-School-Related Purpose – School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use:

1. Does not interfere with the user's responsibilities and performance
2. Does not interfere with system operations or other system users
3. Does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules.

"Incidental personal use" is defined as use by an individual for occasional personal communications.

F. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.

G. Malicious Use/Vandalism – Users may not engage in any malicious use, disrupting or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

H. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.

I. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by the building administration or the Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.

J. Wasting System Resources – Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.

K. Unauthorized Equipment – Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district's secured network without permission from the Technology Department.

L. Devices or cases will not be decorated with stickers, writings, or other markings.

M. Users shall not use school district computers or networks for purposes of personal profit.

N. The use of cameras in any type of electronic device is strictly used for educational purposes only.

O. Cameras used in the restroom and locker room are strictly prohibited.

## **2. Consequences for Misuse**

A. School administrators may revoke the use of devices due to poor performance in academics, attendance, not having a device in the supplied case and/or behavior.

B. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device

under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.

C. Use of the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

### **3. Textbook and Technology Fees**

A. When school property, equipment, or supplies are damaged, lost, or taken by a student, a fee will be assessed. The fee will be reasonable, seeking only to compensate the school for the expense or loss incurred. The device, cord and/or case apply to this policy.

B. A charge shall not exceed the combined cost of the material used, freight and/or handling and and processing charges, and nominal add-on for loss.

C. In the event the above course of action does not result in the fee being collected, the Board authorizes the Superintendent to take the student and/or his/her parents to small Claims Court for collection.

D. The Device may be restricted due to:

1. Failure to pay for Device damages and/or cost of repair.
2. Failure to pay for textbook/technology rental by the end of the first semester or an approved payment plan.
3. Multiple instances for Device damages.

E. iPad Repair/Replacement Charges

1. Case - \$50.00
2. Charger - \$28
3. Screen Replacement - \$150.00 + Shipping
4. iPad Full Replacement - \$299.00

F. Chromebook Repair/Replacement Charges (Most common items listed.)

1. Case - \$26.00
2. Charger - \$35.00
3. Hinges - \$20.00
4. Screen w/ Bezel = \$60.00
5. Keyboard w/out Trackpad = \$65.00
6. Motherboard = \$140.00
7. Chromebook Full Replacement = \$209.00

### **4. Accidental or Intentional Damage**

A. Accidental, purposeful, and/or malicious damage as determined by school administrators will be subject to the full replacement value of the electronic device. In addition, students may be responsible for compensating the school district for any losses, costs, or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or cost incurred by users while using school district computers, devices, or the school network.

B. TSC makes no assurances of any kind, whether expressed or implied, regarding any Internet service provided. The school district will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user's own risk. The school district will not be responsible for any damages users suffer, including but not limited to:

1. Loss of data resulting from delays or interruptions in service.

2. Accuracy or quality of information stored on school district's computers.
3. Nature or quality of information gathered through TSC's Internet access.
4. Personal property used to access school district computers or network for school district-provided Internet access.
5. For unauthorized financial obligations resulting from TSC's Internet.
6. TSC and its employees and agents assume no responsibility for illegal activities of students while using school computers or school issued electronics resources
7. Families will not be charged insurance for technology. However, if a device is lost, stolen, or intentionally damaged then the entire replacement cost will be charged to the student. If the protective case is damaged beyond normal wear and tear, then the family could be charged up to the replacement cost at the discretion of the principal.
6. Student Information Security

C. Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

D. Students' grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.

E. TSC staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

F. The Superintendent, principals, and other administrators may review and monitor all student computers and Internet activity to maintain system integrity and ensure that users are acting responsibly. Privacy is not guaranteed. Electronic messages and files stored on school-based computers are school property.