

SUNMAN-DEARBORN COMMUNITY SCHOOL CORPORATION TECHNOLOGY USAGE AGREEMENT

The Internet and various forms of technology are a collection of networks that allows access to an unprecedented amount of information and resources. When properly utilized, this can enhance collaboration, communication, learning, and classroom instruction. We are pleased to be able to provide this level of technology to both staff and students.

With access to such a great wealth of information and resources, both staff and students (collectively referred to as “users”) must understand and practice proper ethical use. All users must understand their responsibilities regarding procedures, policy, and security before using the network.

Important General Usage Guidelines

- A. S-DCSC seeks to provide access to digital and online materials for learning.
- B. School issued email accounts must be used for all school-related correspondence.
- C. File storage on campus computer systems is to be used for educational, instructional, or work related use only. Do not store games, videos, inappropriate pictures, hacking utilities, etc. on any computer or network resource.
- D. The use of slanderous language via any electronic communication is strictly prohibited.
- E. No staff member shall access inappropriate material via the Internet while on campus and/or using school resources. This includes, but is not limited to, pornographic sites, child pornography, racist sites, illegal activities, and any other site that is unlawful, immoral, or unethical. This policy includes all technology resources such as computers, mobile devices (including cell phones)

Users must never share their accounts with other users. Users are responsible for the accounts they have been issued. Therefore, it is extremely important that the password issued to the user be kept confidential to ensure proper network security.

Users are restricted from downloading, storing, or using any program designed to exploit network vulnerabilities. Copyrighted material such as music, pictures, media files, and programs shall not be downloaded or stored on any campus computer without proof of purchase or written consent from the owner. Any user identified as intentionally sending or infecting computers will be subject to disciplinary action and/or legal action.

TECHNOLOGY USAGE ADDITIONAL GUIDELINES

Conditions, Rules, and Acceptable Use Agreement

INTERNET: Sunman-Dearborn Community Schools (S-DCSC) has actively pursued advanced technology to provide access to learning opportunities for our students and staff. We believe that computers connected to the Internet will help propel today's schools into the information age by allowing students and staff to access and use information sources from distant computers, communicate and share information with individuals or groups of other students and staff, and significantly expand their knowledge base. The Internet is a tool for lifelong learning that will open the door to many advanced educational tools.

PROPER AND ETHICAL USE: With this new learning tool students and staff must understand and practice proper and ethical use. All students and staff must attend in servicing regarding procedures, ethics, and security involving the use of the Internet before receiving an account name and password in order to use the system.

CONDITIONS AND RULES FOR USE

A. Acceptable Use

The purpose of the Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of S-DCSC. Access to the Internet is made possible through an appropriate provider to be designated by S-DCSC at its sole discretion. S-DCSC and all users of the Internet must comply with existing rules and acceptable use policies, which are incorporated into this document.

B. Unacceptable Use

Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

C. Privilege

The use of the internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. S-DCSC, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account, at any time, based upon its determination of inappropriate use by the account holder or user.

D. Monitoring

The S-DCSC reserves the right to review any material on user accounts, computers, and file server space in order for S-DCSC to make determinations on whether specific uses of the

network are inappropriate. In reviewing and monitoring user accounts and file server space, S-DCSC will respect the privacy of those accounts.

E. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not use abusive language in your messages to others.
2. Use appropriate language. Do not use profanities, vulgarities, or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law.
3. Do not reveal, email, or publish on the web any personal information about your students or colleagues. This includes personal addresses and phone numbers.
4. Note that school issued electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.

F. No Warranties

S-DCSC makes no warranties of any kind, whether expressed or implied for the services it provides. S-DCSC will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by the S-DCSC negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. S-DCSC specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they contain and consider how valid that information may be.

G. Security

1. Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system.
2. If you feel that you have identified any security problem on the network, you must notify a system administrator. Do not demonstrate the problems to other users.

3. Do not use another individual's account.
4. Attempts to log on to the network as a system administrator may result in cancellation of user privileges.
5. Any user attempting to operate a malicious piece of software designed to hack, crack, or alter any part of the network, elevate user privileges, or produce unnecessary bandwidth consumption will have disciplinary action taken against them.
6. S-DCSC may deny Internet access to any user identified as a security risk for having a history of problems with other computer systems.

H. Vandalism and Harassment

1. Vandalism and harassment will result in cancellation of user privileges.
2. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, the Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, defacing hardware, changing network or individual computer settings or configurations, uploading or creating of computer viruses, trojans, and other malicious software. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted email.

I. Encounter of Controversial Material

Although the district employs an Internet Filtering Device, users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. Any decision by S-DCSC to restrict access to Internet material shall not be deemed to impose any duty on S-DCSC to regulate the content of material on the Internet.

PENALTIES FOR IMPROPER USE

- A. Any user violating these rules, applicable state and federal laws or posted classroom and district rules are subject to loss of network privileges and any other District disciplinary options.
- B. In addition, pursuant to the State of Indiana Law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of Indiana Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.