

Pike County School Corporation

Student Internet and Technology Responsible Use Agreement (RUP)

PCSC Technology Vision Statement

Pike County School Corporation is dedicated to providing a technologically rich learning environment, guiding each student in their pursuit of individual passions and potential, while building modern skills and preparing them for today's workforce and tomorrow's opportunities.

Introduction

This RUP outlines the guidelines and behaviors that users are expected to follow when using school technologies or devices maintained by the school on or off the school campus.

- The use of PCSC telecommunications services is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges.
- The PCSC network is intended for educational purposes.
- All activity over the network or using 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's 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.
- PCSC makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from the use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.
- PCSC reserves the right to amend this agreement as needed.

Technologies Covered

PCSC may provide internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, PCSC will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and 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; ask if you don't know.

Web Access

PCSC provides its users with access to the internet, including web sites, 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 district protocol to alert an IT staff member or submit the site for review.

Mobile Devices

PCSC may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same Responsible 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. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school issued mobile devices off the school network will be monitored using the same filter as used in school.

Personally-Owned Devices

Students should keep personally-owned devices (including laptops, tablets, smartphones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. School Board members, employees, and vendors are free to use personally-owned devices on campus.

Examples of Responsible Use

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ 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, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that the use of school technologies is a privilege and treat it as such.
- ✓ Help to protect the security of school resources.

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

Examples of Irresponsible/Unacceptable Use

I will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- 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 text and messaging services outside of Google Classroom/Google Hangouts without permission of the classroom teacher.
- Gain access to other student's accounts, files, and or data.
- Listen or view media or books labeled "Explicit"
- Illegal installation or transmission of copyrighted materials
- Use chat rooms, sites selling term papers, book reports and other forms of student work.
- 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, or content that isn't intended for my use.

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

Social/Web 2.0/Collaborative Content

Recognizing the benefits collaboration brings to education, PCSC 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. Users should be careful not to share personally-identifying information online.

Personal Safety

Users should never share personal information, including a 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.

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.

Email

PCSC 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 an unknown or untrusted origin; should use appropriate language; 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. School-issued email is monitored and archived.

Network Etiquette

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.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. 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.

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 alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over 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.

Plagiarism

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.

Limitation of Liability

PCSC will not be responsible for damage or harm to persons, files, data, or hardware. While PCSC employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. PCSC will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Responsible Use Agreement

Violations of this policy may have disciplinary repercussions determined by building administrators, including:

- Notification to parents
- Suspension of network, technology, or Chromebook/computer privileges
- Detention, suspension and/or expulsion from school and school-related activities
- Legal action and/or prosecution
- Financial Consequences

District-Issued Chromebook (These rules apply to all students using a district-owned device, Grades 5-12)

While enrolled at PCSC, students may be issued a Chromebook for educational use both on-campus and off-campus. All district-issued Chromebooks are the property of PCSC. Any fees attached to these devices (and the payment of those fees) does not render ownership of the devices to students, or their parents/guardians.

Handling and Care of the Chromebook

- The user must keep the Chromebook in the district-provided protective case at all times.
- Chromebooks must remain free of any writing, drawing, or labels that are not applied by PCSC.
 - Appropriate stickers may be applied to district-provided protective cases for personalization purposes.
- Do not remove or deface the asset tag applied to the device by PCSC.
- Use the Chromebook on a flat, stable surface.
- Do not set books on the Chromebook.
- Do not have food or drinks around the Chromebook.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not expose the Chromebook to extreme temperatures or elements including water and sunlight.

Power Management

- It is the user's responsibility to charge the Chromebook's battery so it is fully charged by the start of the next school day.

Transport

- The Chromebook should be transported in its protective case at all times.
- Do not leave Chromebook in a vehicle for extended periods of time or overnight.
- Do not leave Chromebook in visible sight when left in a vehicle.

Monitoring and Supervision

- Do not leave the Chromebook unattended in an unlocked classroom, a bathroom, or during an extracurricular activity.
- Do not lend your Chromebook to a classmate, friend, or family member.
- You are responsible for the safety/security of the Chromebook and any activity on the at all times.

How to Handle Problems

- Promptly report any problems to a teacher or tech team member
- Don't force anything (e.g., connections, charging cables, etc.) Seek help instead
- When in doubt, ask for help.
- Do not go outside of PCSC for repairs.

Screen Care

- The Chromebook screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the Chromebook screen with anything (e.g., pen, pencil, etc.) other than approved Chromebook screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only. Do not use a glass cleaner.
- Never leave any object on the Chromebook. Do not stack notebooks, books, or other items on top of it and do not place pencils or pens in the hinge when open. This is one of the most frequent causes of broken screens.

Personal Health and Safety

- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks, altering your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.

NOTE:

Chromebook Repairs resulting from Accidental Damage: Students will be allowed an annual limit to include PCSC coverage of expenses associated with 1 accidental damage repair, not to exceed \$30. Any damages occurring after the first incident, or exceeding \$30 will be the Student/Parent responsibility. Accidental damage includes broken screens and keyboards.

Repairs resulting from Negligence or Misuse: Students/Parents will be responsible for the full cost of repairs or replacement of the Chromebook.

Repairs resulting from Device Failure at no fault of the student will be covered by PCSC.