

# Appendix A

## Student Internet and Technology Responsible Use Policy

Porter Township School Corporation believes that students need access to technology but they should act in a responsible, efficient, courteous, and legal manner that supports the district's mission, goals and student initiatives.

The mission of the Porter Township School Corporation 1:1 Digital Learning Initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. All students will be immersed in a technology rich environment, which motivates, engages and challenges students to learn 21<sup>st</sup> Century skills, as it will be an integral part of virtually every aspect of daily life.

It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. Responsible uses of technology are devoted to activities that support teaching and learning. The following statements represent the students' agreement about the responsible use of technology:

### **I will:**

- Bring my iPad to school fully charged each day.
- Keep private information private. (My password and identity are mine and not to be shared with anyone other than my parent(s)/guardian(s)).
- Treat others with respect online and offline alike.
- Strive to be a responsible digital citizen.
- Encourage others to be good digital citizens.
- Use computers for school-related purposes during school hours.
- Credit my sources when I am using other people's information, images or other material.
- Respect the work of other students and not copy, alter or otherwise damage work that is not mine.
- Follow PTSC policies, rules and regulations.
- Take care of technology equipment.
- Notify an adult immediately if I violate the Responsible Use Policy.
- Keep track of my iPad's whereabouts.
- Follow classroom rules and procedures when using the iPad.
- Only use my own Apple ID on loaner iPads unless specified otherwise by an Administrator.
- Keep my iPad in an approved protective case at all times.

### **I will not:**

- Feign/fake/purposely cause an issue with technology for any reason or purpose.
- Attempt to circumvent Apple Classroom or any other monitoring tools.
- Read another student's private communications and schoolwork without permission.
- Use improper language or pictures
- Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- Use another student's accounts regardless of whether I have permission.
- Give out my full name, address or other personal information to someone I don't know.
- Give out names, addresses or any other personal information of others.
- Take pictures and/or record audio/video without the consent of that student or 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.
- Decorate the iPad with stickers, writing or other markings.
- Hide another student's iPad as a joke or for any other reason.

**I understand:**

- My work can be lost and I should be careful to backup important work.
- The Internet and PTSC technology may not work at all times.
- Not all content available on the Internet is true.
- It is my responsibility to validate information or research on the Internet.
- The use of the Internet provided by PTSC is a privilege and not a right.
- The full use of the iPad is a privilege and not a right.
- The iPad is the sole property of PTSC.
- The Technology Department may access the iPad at any time they deem necessary.
- School personnel have full authority over the iPad.
- In the event the iPad is misplaced, the Technology Department can help find it using a multitude of device and network tools, but these tools might not always be successful.
- If I find an iPad and/or device that is not mine, I will turn it in to my teacher, the office, an administrator or the Technology Department.
- If I damage another student's iPad, I will be responsible for any costs unless specified otherwise by an administrator.
- Failure to return the device at the end of the year or when withdrawing will result in consequences.
- If my case is not considered protective enough by PTSC, I may be required to obtain a more protective case.

**Consequences for misuse:**

- School administrators may revoke the use of iPad features due to my poor performance in academics, attendance and/or behavior.
- I may be disciplined at school up to and including suspension or expulsion if I act irresponsibly.
- Any violation of these policies may result in restrictions being placed on the iPad by the Technology Department.

The Board of School Trustees of the Porter Township School Corporation recognizes the importance of technology education and computer access in preparing students. While the district's intent is to make Internet access available in order to further educational goals and objectives, not all information which can be accessed from external networks is appropriate to the education of our students; consequently, administration shall develop an agreement for the use of external networks which shall specify guidelines to help ensure appropriate utilization by students. Additionally, it is the intention of this policy to have student Internet activities monitored by the school corporation to ensure students are not accessing inappropriate sites. Each school corporation computer with internet access available to students, will have a filtering device or software that blocks and/or monitors access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. Students will be expected to sign the agreement before using an external network. The provision of this policy and the content of the accompanying exhibit are subordinate to local, state and federal statute.

Porter Township School Corporation firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

## **INTERNET/TECHNOLOGY – TERMS AND CONDITIONS**

1.) **Acceptable Use** – Porter Township School Corporation’s Internet/network must not be used to visit prohibited areas/sites and areas/sites my teacher(s) prohibit me from visiting.

2.) **Privileges** – The use of the Internet/computer is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Department will deem what is inappropriate use and their decision is final. In addition, the Technology Department may suspend Internet/network/device access at any time as required. The administration, faculty, and staff of PTSC may request the Technology Department to deny, revoke, or suspend network access to specific devices.

3.) **Disclaimer** – Porter Township School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. PTSC will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. PTSC specifically denies any responsibility for the accuracy or quality of information obtained through its services.

4.) **Security** – If you feel you can identify a security problem on the system, you must notify the Technology Department. Do not demonstrate the problem to other users. Do not use another individual’s account. Any user identified as a security risk or having a history of problems with other computer systems may be restricted of user privileges.

5.) **Prohibitions** – Users of the Porter Township School Corporation Internet resources and computer accounts may not:

- a.) Access, upload, download or distribute pornographic, obscene or sexually explicit materials.
- b.) Transmit obscene, abusive or sexually explicit language.
- c.) Violate any local, state or federal statute.
- d.) Vandalize, damage or disable the property of another person or organization. This would include uploading or downloading e-mail attachments and executable files infected with a virus.
- e.) Access another person’s materials, information or files without the implied or direct permission of the person.
- f.) Violate copyright or otherwise use another person’s intellectual property without his or her prior approval or proper citation.