

Acceptable Use of Technology Policy

It is the policy of Perry Central Community Schools (PCCS) to provide electronic resources to students and staff for the purposes of:

-Enhancing the educational opportunities for students and to provide a technology-rich environment in which students can learn.

-Providing enhanced curricular opportunities and greater opportunities for shared learning and collaboration among teachers, students, parents, and members of the community.

1. The PCCS Administration expects students and staff to utilize these resources in a manner consistent with this policy.
2. The PCCS students and staff are responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts.
3. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.
4. The rules and guidelines in this policy detail responsible use of electronic information resources under which students, staff, and all members of the PCCS community, herein referred to as "users" will be held accountable. The rules and guidelines outlined in this policy provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity.

Responsible Use

1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with PCCS's educational mission, curriculum and instructional goals.
2. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property.
3. Students also must comply with all specific instructions from school staff.
4. Students may not bring their own devices for use at school unless permission is granted by the PCCS Technology Director.

Prohibited Use

1. 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.
2. 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. PCCS and its employees assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.

3. 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 Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. 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.
5. Use for Non-School-Related Purposes – PCCS'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; and 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.
6. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other user's passwords; access or use the other users' accounts; or attempt to circumvent network security systems.
7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption 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.
8. 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.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the PCCS 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.
10. 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.

Compensation for Losses, Costs and/or Damages, Repairs and Service

1. Users may be responsible for compensating PCCS for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. PCCS assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.
2. The cost for specific repairs or services are estimated below. Families will be charged no less than \$20 and/or the cost of the repair or service for each investigation

or repair that was a result of purposeful negligent action. An estimated charge for computer repairs is as follows and these estimates are subject to change at any time based on availability and costs of parts from vendors:

Current estimated repair costs:

- HP Laptop Replacement cost: \$350 (HP 455 G2)
- Chromebook replacement cost: \$290 (HP Chromebook 11 G4)
- HP Laptop Broken Screen Repair: \$130
- Broken USB port for any device: \$125
- Replacement Chromebook Case: \$30
- Chromebook Broken Screen Repair: \$75
- Broken Keyboard on any device: \$50
- Charger for any device: \$25
- Broken Battery for any device: \$25
- Broken Charging port repair: \$125
- Replacement DVD Drive: \$125

Student and Staff Security

1. 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.
2. Staff may post student pictures on district/school/classroom “public” websites through passive parent consent.
3. PCCS is a closed campus. PCCS retains all rights concerning any recording and/or publishing of any student's or staff member's work(s) or image(s). Students must obtain permission from an PCCS staff member to publish a photograph or video of any school related activity. It is best practice and common courtesy to ask permission before recording an individual or groups. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.
4. PCCS staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
5. Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

Technology Privacy

1. All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district's property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with district's computer system, telephone system, electronic mail system, and voice mail system. Students and

staff should not have an expectation that any information contained on such systems is confidential or private.

System Security

1. Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the PCCS Technology Department.

USER CONTRACT FOR TECHNOLOGY USE

My dependents,
(list all that apply below)

have read this contract and the Technology Responsible Use Policy; and they understand and will abide by their terms, conditions, and provisions. They accept the duties thus imposed upon them to be a responsible technology user. Should they violate any of the guidelines or otherwise break this contract, they will be subjected to disciplinary action, including but not necessarily limited to cancellation of the privilege to access technology, after-school detention, in-school or out-of-school suspension, expulsion, and or, when appropriate, to legal action. They agree to report any misuse of the hardware, software, the internet, and or wireless communication devices to the proper school administrator.

I am the legal guardian of the student(s) referenced. I have read, or have had read to me, the Technology Acceptable Use Policy and this contract, and I understand their terms, conditions, and provisions. I understand that access to technology is a privilege and that its use is to be restricted to educational purposes only. I also understand that the nature of technology use does not lend itself to the authority and control of the Perry Central Community School Corporation and that, allowing my child to take advantage of this opportunity may involve being exposed to various items of information and or materials of a controversial nature not necessarily having any educational benefit.

PERMISSION GRANTED (Acceptable Use of Technology Policy)

I AGREE

I DO NOT AGREE

(circle one above) to all of the conditions in this Acceptable Use Policy and wish for my dependent(s) to be issued a device. (By not agreeing to this policy, you will prevent your dependent from receiving/retaining a school issued device)

Parent/Guardian Signature: _____ Date: _____