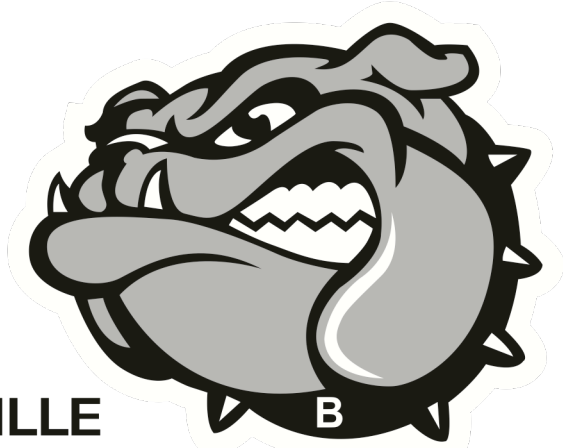


# Respectable Use Policy

Batesville Community School Corporation



BATESVILLE

**BULLDOGS**

*Technology*

## **Introduction**

The purpose for the Respectable Use Policy is to foster and support creativity and innovation in the pedagogical shift from a traditional teaching model to guiding, facilitating and exploration infusing technology to meet the needs of learners with ranging abilities, backgrounds and populations in the Batesville Community School Corporation (BCSC). BCSC offers students and staff access to electronic devices and the Internet as an element of the instructional program. The Respectable Use Policy establishes and maintains guidelines and procedures for appropriate technology utilization and infusion in the classroom, in the schools, and district administration. These procedures allow for planning and evaluation to more effectively prepare students for the transition from school to work for success in the workplace, and to improve the operations of the school district.

BCSC recognizes how valuable the appropriate use of technology is to improving teaching and learning. Accordingly, BCSC has made a significant commitment to integrating technological advances into the school program to enhance students' learning experiences. BCSC provides access to the school's Internet services from every mobile device connected to the network.

The purpose of BCSC provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, student and staff use must be in support of and consistent with the educational objectives of BCSC. **Access is a privilege, not a right and entails responsibility.** BCSC will take reasonable precautions (including filtering) to provide Internet security and ensure that Internet access is consistent with the educational objectives of the school corporation.

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, BCSC cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to an adult.

## **Information and Services Disclaimers**

BCSC makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. BCSC will not be responsible for any damage users suffer, including but not limited to, loss of data resulting from delays or interruptions in service. BCSC will not be responsible for the accuracy, nature or quality of information gathered through the provided Internet access. BCSC will not be responsible for unauthorized financial obligations resulting from the provided access to the Internet.

## **Utilization:**

All use of technology services shall be consistent with the mission, goals, policies, and priorities of BCSC. These rules are to be followed to prevent the loss of network/computer/Internet privileges. All users are responsible for their actions and the consequences if violated.

## **21<sup>st</sup> Century and Digital Web 2.0 Tools:**

In order for schools within the Batesville Community School Corporation to provide your child with the most effective tools for learning, our district utilizes several computer and iPad applications and web-based services managed and operated not only by BCSC, but also by third parties. Under federal law entitled *Children's Online Privacy Protection Act (COPPA)*, these third parties must provide parental notification before collecting information from children under the age of 13.

The law permits schools to consent to the use of the web sites or applications on behalf of the students, thereby eliminating the need for individual parental/guardian consent. For your reference, a complete and regularly updated list of programs can be found on the BCSC Technology Website: <http://batesvilleinschools.com/wp-content/uploads/2013/07/BCSC-COPPA-App-web-site-list-16.pdf>

While the most restrictive COPPA regulations apply to children 13 years of old and younger, we are strongly interested in protecting the privacy of our students. Therefore, we are sharing this information with parents of

students in all grade levels K-12. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.

### **Students will...**

- a. Conduct themselves in a responsible, safe, ethical, and legal manner while using the network. Report any threatening or inappropriate behavior to the appropriate authorities.
- b. Use polite and appropriate language in all communications inside and outside of the school community, including emails, instant messages, digital images/videos or web postings. Recognizing that personal information posted online is both public and permanent and could tarnish their digital reputation.
- c. Refrain from using any form of digital communication to insult, harass, intimidate or bully anyone.
- d. Accept that BCSC administration has the right to access all files and folders at any time, as well as monitor electronic resources (laptops, desktop computers, cameras, iPads, etc.) activity during school hours.
- e. Be provided access to the network services throughout each school via a wireless network. No unauthorized network access is permitted. The use of personal devices will not be permitted on the Batesville Community School Corporation's network.
- f. Be provided the necessary login and email accounts to access the Internet and other 21<sup>st</sup> Century Web 2.0 tools.
- g. Keep their password and login information private by not providing this information to others.
- h. Not access other peoples' accounts or electronic device. Do not open, copy, change, delete or damage files or folders of others without their permission.
- i. Bring mobile device to school each day in working order with the battery fully charged.
- j. Backup academic files on a regular basis either in the cloud or on a personal external storage device.
- k. Mute their electronic device sound to avoid disruptions during class and at school.
- l. Keep their mobile device in a safe place, such as their school locker, when not in use. This includes during after school activities as well as during the school day.
- m. Take responsibility for and report any damages when using all school-owned electronic resources (laptops, iPad, cameras, microphones, software, etc.). This includes keeping food and drink away from all personal and school-owned electronic equipment.
- n. Refrain from using personal electronic devices during classroom hours (cell phones, iPods, PSPs, etc.), unless given permission by the teacher.
- o. Use only school-approved and legally obtained software. The student also will refrain from upgrading the Operating System (Making illegal copies of music, games, movies, etc. is not acceptable). They will refrain from sharing/downloading non-academic files over the school's network.
- p. Refrain from using the electronic device for advertising or otherwise promoting the interests of any commercial, religious, political or other non-district agency or organization except as permitted through board approved agreements, school board policies or Superintendent.
- q. Properly cite all information, images, music and videos used for school or personal purposes.
- r. Conserve and protect natural resources by only printing when necessary.
- s. Refrain for accessing filtered sites by using alternate access sites or processes.
- t. Refrain from sending, sharing, viewing, searching, or possessing pictures, text messages, emails, or other material that may be considered inappropriate by others.

### **User Agreement**

- a. All students and staff who access the Internet through BCSC will complete and sign the attached BCSC Respectable Use Policy Agreement.
- b. All students and staff understand that the BCSC network and email accounts are owned by BCSC and are not private. BCSC has the right to access information at any time.
- c. All District-Owned devices and carrying cases are the property of BCSC, and are provided for educational purposes only. Any damage, loss, or theft must be reported to BCSC personnel immediately. In addition, you will be held responsible for re-imbursement for any damage or theft that occurs through an act of negligence which may occur at school or away from school. Students who are loaned school equipment and/or devices agree to be bound by the terms and conditions of the Responsible Use Policy.

- d. The signatures on the attached agreement are legally binding and indicate the party (parties) who signed has/have read the terms and conditions carefully and understand their significance.

### **Permission to Publish**

Your child may be included in activities or photos that are published on the school and classroom websites, community access channel, or other media. This may include an individual photograph without a name, small group or team photo with a name, class list, honor roll list, documents, assignments, or discussion posts. The photographs, names, or work will only be published with your permission.

**NOTICE: This policy and all its provisions are subordinate to local, state and federal statutes**

# Respectable Technology Use Agreement

## Batesville Community School Corporation

This agreement must be completed by anyone requesting access to computers and the Internet through Batesville Community School Corporation. The agreement is for adults and students alike.

<b>Respect Yourself.</b>	I will show respect for myself through my actions.
<b>Protect Yourself.</b>	I will ensure that the information I post online will not put me at risk.
<b>Respect Others.</b>	I will show respect to others.
<b>Protect Others.</b>	I will protect others by reporting abuse.
<b>Act With Integrity.</b>	I will cite sources for media and information.
<b>Protect Intellectual Property.</b>	I will protect intellectual property.

### PLEASE PRINT:

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

*I acknowledge that I have read, or have had the policy read to me, and understand the terms outlined for accessing the Internet and Technology use. I further acknowledge that violation of this policy will result in appropriate disciplinary and/or legal action.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent/Guardian Statement**

*As a parent or guardian for the above named individual, I have read the Responsible Technology Use and Permission to Publish Policy of the Batesville Community School Corporation and I understand and agree to its provisions. I acknowledge that I will not hold Batesville Community School Corporation or its employees responsible for any materials acquired on the Internet.*

### **Check one of the following for Internet Use.**

\_\_\_\_\_ The above user **may** use mobile device/computer and the Internet according to the rules outlined.

\_\_\_\_\_ The above user **may not** use the Internet but may use a mobile device/computer.

*(Note): by not allowing your student access to the Internet, it will prevent them from being able to access necessary academic resources.*

### **Check one of the following for Permission to Publish.**

\_\_\_\_\_ **Yes**, I give permission to publish my child's name, photograph, or work on school and classroom related websites, community access channel, or other media. This may include an individual photograph without a name, small group or team photo with a name, class list, honor roll list, documents, assignments, or discussion posts.

\_\_\_\_\_ **No**, my child's name, photograph, or work may not be published on the school or classroom related websites, community access channel, or other media. His/her name may not be included in a list.

Parent/Guardian Name: \_\_\_\_\_  
*(Please Print)*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_