



Technology Guidelines Acceptable Use Policy

Technology Guidelines

Welcome to the Batesville Community School Corporation's student device program. To support your learning, you will receive a district-issued device for the school year. This handbook outlines the essential guidelines for device distribution and collection, proper care and handling, and daily classroom expectations. By following these policies, you help ensure that your technology remains safe, functional, and ready to use every day.

Device Distribution & Collection

Distribution:

- Devices are distributed on the first day of school once school registration is complete.

Collection:

- All devices, cases, and chargers must be returned at the end of the school year (or upon transferring/withdrawing).
- Summer school students may keep devices but must return them immediately after their course concludes.

Inspections & Fees:

- The Technology Department inspects returned items for damage.
- Families are financially responsible for missing parts, unauthorized alterations, or damage beyond normal wear and tear.
- Optional device insurance is available at the start of each school year and semester.

Device Care & Handling

General Care:

- Keep food, drinks, liquids, and pets away from the device.
- Use the device only on flat, stable surfaces, and never leave it unattended.

Screen Protection:

- Do not place objects on top of the device, close the lid with items on the keyboard, or apply excessive pressure.
- Clean the screen only with a soft, dry microfiber or anti-static cloth.

Carrying & Security:

- Always transport the device fully closed inside its school-issued bag.
- Do not tamper with or remove the school asset tag sticker, as doing so may result in full replacement charges.

Sharing:

- Never swap or loan your device, charger, or cords to others; the assigned student is exclusively responsible for them.

Daily Expectations & Usage

Preparation:

- Bring the device to school every day fully charged.
- Devices must be muted during class unless a teacher gives permission.

Logins & Privacy:

- Log in using your district Google account and keep your password strictly private.

No Privacy Expectation:

- The school district owns the network and accounts.
- Staff can monitor screens and record device activity at any time without prior notice.
- Internet filtering applies both at school and at home.

Media & Printing:

- Avoid inappropriate wallpapers and media.
- Do not record audio or video of students or staff without permission.
- Digital sharing is preferred; printing is limited at school but allowed at home.

Software & File Management

Applications:

- Only the school technology team may install or remove software.
- If technical issues occur, the device will be reset/re-imaged.

File Backups:

- Save all work frequently to Google Drive.
- The district is not responsible for lost files or data deleted during device resets; students must maintain their own backups.

Repairs & Loaners

Reporting:

- Report all issues immediately to the building's technology department.
- Do not attempt self-repairs or use outside repair services.

Loaner Devices:

- Loaner devices are provided during repairs, and students are fully responsible for any damage to the loaner.
- Students will be notified via Canvas when their original device is ready.

Digital Citizenship & Social Media

Safety & Conduct:

- Act responsibly, ethically, and legally online.
- Never post personal contact details, use inappropriate language, or look up filtered/inappropriate content.
- Report online bullying or harmful material to a teacher immediately.

Intellectual Property:

- Respect copyright laws.
- Do not pirate software or media, and always properly cite sources and URLs when using someone else's work.

Consequences:

- Violating technology guidelines or the acceptable use policy may result in disciplinary action and the loss of device or network privileges.

Student Technology Acceptable Use and Safety

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology Resources (as defined in Bylaw 0100 - Definitions) to support the educational and professional needs of its students and staff. With respect to students, School Corporation Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational apps and services to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources by principles consistent with applicable local, State, and Federal laws, the Corporation's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of Corporation Technology Resources and students' personal communication devices when they are connected to the Corporation computer network, Internet connection, and/or online educational apps and services, or when used while the student is on Corporation-owned property or at a Corporation-sponsored activity (see Board Policy 5136 - Personal Communication Devices).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right to or expectation of privacy when using Corporation Technology Resources (including but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

First, the Corporation may not be able to limit access technologically, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them),

access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology-related devices owned or leased by the Corporation or connected to the Corporation computer network.

Pursuant to State and Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Director temporarily or permanently may unblock access to websites or online education apps and services containing appropriate material if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protective actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to apps and services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

1. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communication
2. the dangers inherent with the online disclosure of personally identifiable information
3. the consequences of unauthorized access (e.g., "hacking," "harvesting," "digital piracy," "data mining," etc.), cyberbullying, and other unlawful or inappropriate activities by students online
4. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Corporation Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms and cyberbullying awareness and response. Users of Corporation Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications and apps and services that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using Corporation Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, in school hallways, on other school premises and at school-sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may use Corporation Technology Resources to access or use social media only if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Use of Artificial Intelligence/Natural Language Processing Tools for School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly

prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

1. **Research assistance:** AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
2. **Data Analysis:** AI/NLP tools can be used to help students analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments - e.g., scientific experiments and marketing research.
3. **Language translation:** AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
4. **Writing assistance:** AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
5. **Accessibility:** AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be used as a supplement to but not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action may be imposed on them. Users are personally responsible and liable both, civilly and criminally, for uses of Technology Resources that are not authorized by this Policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of Corporation Technology Resources.

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Batesville Community School Corporation Acceptable Use Agreement

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

Student Name: _____ Grade: _____ School: _____

(Please Print)

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 Acceptable Use Policy of the Batesville Community School Corporation. I understand, agree to its provisions, and grant permission for my child to use the technology and access the Internet. I also understand that it is impossible for Batesville Community School Corporation to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network/Internet. It is further understood that students and their parents/guardians may be held liable for violations.

Parent/Guardian Name: _____

(Please Print)

Parent/Guardian Signature: _____ Date: _____

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.