BATESVILLE

COMMUNITY SCHOOL CORPORATION

Technology Handbook
Respectable Use Policy
Permission to Publish

School Board Approved: June 19, 2023

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Receiving/Returning the Device

Distribution:
Distribution of devices and paperwork will occur the first day of school unless otherwise communicated by the building administrator. All new and returning students must complete the school registration process before being assigned a device.

Collection:
All devices, cases, bags, and charging supplies will be examined for misuse, faults, and breakage the week after the last day of school. For any student not enrolled in select summer school courses, the device will be collected for the summer. Students who are enrolled in a select summer school course will return their device after inspection for use until the end of the summer school course.

Caring for the Device

Student Responsibilities:
Each student will receive a school issued device for the school year. Any student issued a device or other technology equipment is responsible for it.
- Students are expected to use school technology in a responsible, ethical, and legal manner.
- No food or drink should be around the device.
- Cords, cables, headphones, and other removable storage devices must be inserted carefully into the device.
- Devices should not be used or stored near pets, water or other liquid, food, and potential weather hazards.
- Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Devices must remain free of any writing, drawing, stickers, labels, etc.
- Objects should never be placed on top of devices.
- Never swap or share your device. Students are responsible for their assigned device.
- Students are only permitted to download/install software or other materials provided by the school.
- Devices should only be used while they are placed on a flat and stable surface.
- Keep the device secured and attended at all times.
- Charging is done at home unless permission has been given to charge while at school.
- Students are not to record video or audio without permission and must be of educational purpose.
- Always transport the device with care inside the school issued case or bag.
- Do not put items other than the school issued device in the main part of the assigned bag.
- Never open the device by pushing on the screen.
- Never pick up the device with the screen open.
- Students attending or participating in activities outside of school should exercise extreme caution to protect the device from harm. Students are liable for all damages and theft.

Screen Care:
- The device screen can be damaged if subjected to heavy objects, rough treatment, cleaning solvents, other liquids, etc. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a device case when it is closed.
- Do not store a device with the screen exposed (case open).

- Do not place anything on the outside that will press against the cover.
- Make sure there is nothing on the keyboard before closing the case (pens, pencils, etc.).
- Only clean the screen with soft, dry microfiber cloth or anti-static cloth.

Asset Code Tag:
- All devices and cases are labeled with a school asset code sticker. These stickers may NOT be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a device for tampering with an assigned asset code sticker or turning in a device without an assigned asset code sticker.

Using the Device

Using your Device at School:
- Students are expected to bring their assigned device fully charged to school each day. Students are also expected to bring their devices to class unless specifically advised not to do so by their teacher or principal.

Logging onto a Device:
- Students will login to their device using their school issued username and password.
- Students should never share their passwords with others, unless requested by an administrator or technology team member.

Use of Media:
- Inappropriate media may not be used as device backgrounds. The presence of such may result in disciplinary action.
- Sound must be muted at all times unless permission is obtained from the school.
- Headphone/earbuds may be used at the discretion of the teacher.
- Cameras are installed on each device. Appropriate and responsible use of the camera is expected.

Printing:
- Students are expected to digitally publish and share their work with teachers and peers when appropriate.
- Students may be able to print through their teacher, when necessary, on a limited basis.
- Students are able to print on their home printer.

Using Devices Outside School:
- Students are encouraged to use their device at home and other locations outside of school. A Wi-Fi connection is encouraged, but not mandatory. Some applications can be used while not connected to the Internet. All Internet content is filtered and sent to the Batesville Community School Corporation content filter no matter the location of the device.

Privacy:
- Students have no expectation of confidentiality or privacy with respect to any usage of a device, regardless of whether that use is for school related purposes or not, other than as specifically provided by law. Batesville Community School Corporation may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student device at any time for any reason related to the operation of the district. Teachers, school administrators, and the Technology Department may use monitoring software that allows them to view the student screens and activity.

Managing your Work

File Management:
It is recommended to save all work in Google Drive. Some files may be stored on the device itself, but this is not recommended. Students should always remember to save frequently when working on digital media. Batesville Community School Corporation is not responsible for the loss of any student work. Students are also encouraged to maintain backups of their important work.

- Student accounts for Google Apps for Education have the following login:
  - o flastnamegraduationyear@batesville.k12.in.us
  - o password (assigned password from district technology department)

Applications on the Device

Originally Installed Applications:
The applications originally installed by the school on each device must remain on the device in usable condition and readily accessible at all times. Only technology team members are allowed to add or remove applications. Staff may periodically check devices to ensure that applications have not been added or removed. The school may also add other applications periodically. Some licenses for applications require that the application be deleted from the device at the completion of a course.

Procedure for Reloading Applications or Extensions:
If technical difficulties occur or unauthorized applications are discovered, technology staff will reset the device. The school does not accept responsibility for the loss of applications or documents deleted due to a reset.

Application or Extension Upgrades:
The district will distribute upgraded versions of licensed applications from time to time through network processes or manually by the technology department

Device Damage or Loss

Damage:
- Batesville Community School Corporation will pay for the normal wear and tear.
- The Batesville Community School Corporation Technology Department will work with the device distributor to determine normal wear & tear.
- Student/parents are financially responsible for any damages to the device not deemed as normal wear & tear.
- Parents will have the opportunity to purchase device insurance at the beginning of each school year and at the end of the first semester.

Devices being Repaired:
- All devices in need of repair must be brought to the building technology department as soon as possible.
- Technology Staff will analyze and fix any issues and escalate problems that cannot be fixed internally.
- Students/parents are not permitted to remove or change the physical structure of any devices, including the keyboard keys, screen, casing, etc. Doing so will void the warranty on normal wear and tear, and families will be responsible for the cost of repair or replacement.
- Loaner devices will be available to students when their school-issued device is being repaired.

- A student borrowing a loaner device will be responsible for any damage to or loss of the loaned device. All rules in this policy apply to the loaner equipment.
- Devices on loan to students having their school-issued device repaired may be taken home on a case-by-case basis.
- A member of the Technology Department will contact the student via Canvas or other means when a student's device is repaired and available to be picked-up.
- All repair and replacements must go through the Batesville Community School Corporation IT Department. Students should report all problems, issues, etc. to the building technology department.
- The cost for most repairs can be found at batesvilleinschools.com/departments/technology/support/device-repair-costs/

Digital Citizenship

Guidelines of a Responsible Digital Citizen:
While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

- **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

- **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

- **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

- **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources and validate information. I will use and abide by the fair use rules.

- **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and opensource alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Appendix A - Device Agreement

The Batesville Community School Corporation (BCSC) has implemented its Digital Learning Initiative program involving one-to-one student device loaning for students enrolled at BCSC with devices as well as related peripherals including a case and charger cable.

Participation in this program is subject to the following terms and conditions:

- 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 reimbursement 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 Respectable Use Policy.
- Both student and parents/guardians agree to adhere to the terms and conditions of the Batesville Community School Corporation Technology Handbook.
- The student shall be the exclusive user of this device and shall not grant access to any other individual.
- The student must comply with all applicable technology-based license agreements.
- The device and any related peripherals must be returned to Batesville Community School Corporation at the end of each school year, or at the time of transfer or withdrawal from any of the Batesville Community School Corporation Schools.
- The device and related peripherals will be returned in good condition with reasonable wear and tear as outlined in the Batesville Community School Technology Handbook.
- Batesville Community School Corporation may charge a late fee and/or take disciplinary measures if the device and related peripherals are not returned on or before the return date.
- The care and maintenance of the device and related peripherals are the responsibility of the student and parent/guardian while in their care. There will be a fee assessed if the device and related peripherals are broken, lost, or damaged.
- All students and staff who access the Internet through BCSC will complete and sign the attached BCSC Respectable Use Policy Agreement- Appendix D
- 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.

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

Appendix B - Student Pledge for Use of the Device

Student will…

- Take proper care of the device.
- Not loan the device, charger, or cords to others.
- Be accountable for the device at all times.
- Bring mobile device to school each day in working order with the battery fully charged.
- Not leave the device in an automobile.
- Keep food and beverages away from the device.
- Not disassemble any part of the device, or attempt to repair the device.
- Not remove district-required applications, including, but not limited to FileWave.
- Not install inappropriate applications on the device.
- Protect the device by closing it, storing it, and carrying it in the case provided.
- Respond to all alerts from my school's help desk regarding unauthorized applications in a timely fashion.
- Not stack objects on top of the device nor force it into tight areas.
- Not leave the device outside or use it near water as it is not waterproof or water resistant.
- Save data to the cloud storage specified by the district. (Batesville Community School Corporation will at times re-image the device. All files not saved to other storage media will be deleted during this process. Students are ultimately responsible for regularly backing up the device assigned. The district is not responsible for lost data.)
- Not place decorations (such as stickers, markings, paint, etc.) on the device or device case.
- Not deface the serial number, manufacturer labels or district labels on any device.
- Follow district policies outlined in the Technology Handbook and the district's Responsible Use Policy.
- Be responsible for all damage or loss caused by neglect or abuse.
- Conduct themselves in a responsible, safe, ethical, and legal manner while using the network. Report any threatening or inappropriate behavior to the appropriate authorities.
- Use polite and appropriate language in all communications inside and outside of the school community, including emails, messages, digital images/videos, or web postings. Personal information posted online is both public and permanent and could tarnish their digital reputation.
- Refrain from using personal communication devices to capture, record, or transmit images or video of any student, staff member, or other person, per Batesville Community School Corporation Policy 5136. (https://go.boarddocs.com/in/bate/Board.nsf/Public?open&id=policies#)
- Refrain from using any form of digital communication to insult, harass, intimidate, or bully anyone.
- 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.
- 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.
- Be provided the necessary login and email accounts to access the Internet and other curricular tools.
- Keep their password and login information private by not providing this information to others.
- Not access other peoples' accounts or electronic device. Do not open, copy, change, delete or damage files or folders of others without their permission.

- Backup academic files on a regular basis either in the cloud or on a personal external storage device.
- Mute their electronic device sound to avoid disruptions during class and at school.
- Keep their mobile device in a safe place, such as their school locker, when not in use. This includes after school activities as well as during the school day.
- Take responsibility for and report any damages when using all school-owned electronic resources (laptops, iPad, cameras, microphones, software, etc.).
- Refrain from using personal electronic devices during classroom hours (cell phones, etc.), unless given permission by the teacher.
- 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.
- 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.
- Properly cite all information, images, music, and videos used for school or personal purposes.
- Conserve and protect natural resources by only printing when necessary.
- Refrain for accessing filtered sites by using alternate access sites or processes.
- Refrain from sending, sharing, viewing, searching, or possessing pictures, text messages, emails, or other material that may be considered inappropriate by others.
- I agree to return the device, case and power cords when I transfer or leave the district for any reason.
- 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.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself. Students must obtain permission from a Batesville Community School Corporation staff member to publish a photograph or video of any school-related activity. Batesville Community School Corporation retains all rights concerning any recording and/or publishing of any student's or staff member's work(s) or image(s).
- 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.

Appendix C - Social Media Guidelines

1. Be aware of what you post online. Social media venues, including blogs, photo and video sharing sites, are open and available to the public. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.

2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.

4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.

5. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts without giving credit. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.

6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.

7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

8. Blog posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

9. If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Introduction
The purpose of 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.

Digital Web 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: https://batesvilleinschools.com/download/coppa/?wpdmdl=1725&refresh=62ab349fbcbbc1655387295

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 https://www.ftc.gov/business-guidance/resources/complying-coppa-frequently-asked-questions

Batesville Community School Corporation is committed to providing educational opportunities for all students and maintains compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.). To that end, we provide the privilege of access to technologies for student and staff use. This Responsible Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on the school campus, as every member of the Batesville Community School Corporation community is responsible for their actions and activities involving the school district's electronic devices, network and Internet services, regardless of how these are accessed, and for their tablet files, passwords and accounts. These guidelines and behaviors provide general guidance concerning the use of school tablets and other electronic devices and provide examples of prohibited uses.

Additional information may be found on the Batesville Community School Corporation Neola policies website located at
https://go.boarddocs.com/in/bate/Board.nsf/Public?open&id=policies

The rules do not attempt to describe every possible prohibited activity. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school-issued electronic resources, whether on or off school property. Students also must comply with all specific instructions from school staff. To that end, guidelines and behaviors within this RUP include:
● The Batesville Community School Corporation network is intended for educational purposes.
● All activity over the network or using district technologies may be monitored, documented 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) and confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
● 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.
● Using an Internet filter and other technologies, Batesville Community School Corporation 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 use of school technologies.
● Users of the district network or other technologies are expected to alert school corporation staff immediately of any concerns for safety or security.

Students, parents, and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator

Technologies Covered:
This Responsible Use Policy applies to both school-owned technology equipment utilizing the Batesville Community School Corporation network, the BCSC Internet connection, and/or private networks/Internet connections accessed from school-owned devices at any time. This Responsible Use Policy also applies to privately-owned devices accessing the Batesville Community School Corporation network, the Batesville Community School Corporation Internet connection, and/or private networks/Internet connections while on school property. As relevant new technologies emerge, Batesville Community School Corporation School Technology Handbook will seek to provide access to them. The policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

Usage Policies:
All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document. Users should be safe, appropriate, careful and kind; not try to get around technological protection measures; use good common sense; and ask if they don't know.

Web Access:
Batesville Community School Corporation provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely. Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should contact the technology helpdesk and request a website review.

Email and other Education Accounts including Social/Web 2.0/Collaborative Content:
All user accounts shall be used only for educational purposes that directly relate to a school project or assignment. If users are provided an account, the account(s) should be used with care. Users should be careful not to share personally identifying information online; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and 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. Email usage may be monitored and archived. In other education accounts, posts, chats, sharing, and messaging may be monitored. Please refer to the Batesville Community School Corporation Social Media Guidelines for additional information on social communication.

Social Media:
Batesville Community School Corporation will filter public facing social media for students on all networks and/or corporation-issued mobile devices. Students should not attempt to bypass these filter settings. There are social media guidelines in place for staff and students,
should users take part in internal educational activities that simulate the collaborative nature of social media. These guidelines are suggested for use of social media outside corporation use as well, to help protect our staff and students while online.

Personally Owned Devices:
All users are bound to policies stated in the Technology Handbook regarding electronic devices in their school. In some cases, a separate network may be provided for personally owned devices. Please remember, the Responsible Use Policy applies to privately owned devices accessing the Batesville Community School Corporation network, the Batesville Community School Corporation Internet connection, and private networks/Internet connections while on school property.

Mobile Devices:
Batesville Community School Corporation may provide users with mobile tablets 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; these are expensive devices that the school is entrusting to users care. Users should immediately report any loss, damage, or malfunction to staff. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may still be monitored.

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. Users should never share personal information. If users believe a tablet or mobile device they are using might be infected with a virus, they should alert their building technology helpdesk. Users should not attempt to remove the virus themselves or download any programs to help remove the virus. Any user who identifies a security problem must notify his/her building technology helpdesk 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 Batesville Community School Corporation Technology Department.

Downloads:
Users should not download or attempt to download or run programs over the school network or onto school resources without express permission from IT staff. Users may be able to download other file types, such as images of videos. For the security of the network users should download such files only from reputable sites and only for education purposes.

Netiquette:
Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet. Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Cyberbullying:
Cyberbullying will not be tolerated. Harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Users should not be mean or 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 online activities may be monitored and retained.

Disclaimer of Limitation of Liability – BCSC, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, Batesville Community School Corporation is not responsible for:
1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal tablets or other devices.
3. Unauthorized financial obligations resulting from the use of Batesville Community School Corporation electronic resources.

Terms of Use:
Batesville Community School Corporation reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action for violations of this policy. Additionally, all handbook regulations apply to the use of the Batesville Community School Corporation network, Internet, and electronic resources.

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 Respectable 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.

Appendix E - Permission to Publish Agreement

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.

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: _____