

North Lawrence Community Schools
Student Version
RESPONSIBLE USE POLICY

All North Lawrence Community Schools (NLCS) students 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. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail responsible use of electronic information resources under which students, staff, and all members of the NLCS community, herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity. 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.

Responsible Use

1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with NLCS's educational mission, curriculum and instructional goals.
2. Students must comply with all NLCS 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. The policy and rules apply to the use of a school issued device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of a school-issued device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
6. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

Prohibited Uses

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Students 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 – Students 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. NLCS and its employees and agents 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 – Students 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 - School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities.
6. Misuse of Passwords/Unauthorized Access – Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems. The device is to be used only by the student to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
7. Malicious Use/Vandalism – Students 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 – Students 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. – Students may not access blogs, social networking sites, etc. prohibited by building administration or the NLCS Technology Department. 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 - Students 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.
11. Unauthorized applications and device configurations may be subject to removal or disciplinary actions.

Compensation for Losses, Costs and/or Damages

- ***Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.***
1. In the event an electronic device is lost, stolen or damaged, the individual student will be responsible for the cost of the repair and/or cost of replacement as determined by school administrators. Multiple instances of damage may result in the loss of device or other disciplinary actions.
 2. Purposeful, malicious damage or vandalism as determined by school administrators will be subject to the full replacement value of said device.
 3. In addition all students may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by students while using school district computers, devices, or the school network.
 4. Students must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with local police.

Student Security

1. On school issued devices, students may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as websites, blogs, podcasts, videos, wikis, or social networking sites. If students 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 as long as the student’s name or other identifying information is not included. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.
3. All North Lawrence Community Schools are closed campuses. NLCS 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 a NLCS 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.
4. The use of cameras and recording devices are strictly prohibited at all times unless explicitly authorized by the building administrator.
5. NLCS staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
6. 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

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 should have no expectation that any information contained on such systems is confidential or private.

System Security

Any student 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 NLCS Technology Department.

Personal Devices

Personal devices may be used in approved areas for educational purposes at the authorization of building administrators. Usage of personal devices falls under the guidelines of the RUP.

Website and Social Media Guidelines

THINK before you act, because your virtual actions are real and permanent.

Guidelines
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn’t want friends, enemies, parents, teachers, future colleges, or employers to

see.
Follow the school's code of conduct when writing online. It is acceptable to disagree with other'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.
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not SHARE your password with anyone besides your teachers and parents.
Linking to other websites to support your thoughts and ideas is recommended.
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
Online work 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.
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

Terms of Use

NLCS reserves the right to deny, revoke or suspend specific student privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the NLCS network, Internet, and electronic resources.

Disclaimer – NLCS, 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, NLCS 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 computers or other devices.
 3. Unauthorized financial obligations resulting from the use of NLCS electronic resources.
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North Lawrence Community Schools
Receipt of the Handbook

*****To be completed at time of enrollment and after changes to applicable policy or guidelines*****

Student Name: _____ **Grade:** _____ **School:** _____

Student Section

I agree to abide by the guidelines and regulations pertaining to the use of technology as stated in NLCS Responsible Use Policy and Board Policy available on the corporation webpage or in hard copy upon request. I agree to follow the rules contained in this document. I understand that if I violate the agreement, my access can be terminated and I may face other disciplinary measures.

Student Signature: _____ Date: _____

Parent/Guardian Section

Handbook & Responsible Use Policy: I have read the NLCS Responsible Use Policy and hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the electronic network. This includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes, but is not limited to claims that may arise from the unauthorized use of the network components. Furthermore, I understand that NLCS filters and monitors all internet traffic on school issued devices.

I have received and read the North Lawrence Community Schools Handbook as assigned to my student.

Parent/Guardian CHIRP (Children & Hoosiers Immunization Registry Program) Immunization release:

I hereby consent to the release of the following information concerning my child, _____, to the Indiana State Department of Health's Children and Hoosiers Immunization Registry Program. Information may include student's full name, date of birth, immunization data, and demographic data such as address, telephone number, and school in attendance.

Your signature below allows your child to have their image placed on approved district/school websites and social media networks. If you do not want your child to participate by having their image on the district/school website, you must check the space below:

_____ *I do not want images of my child on the district/school website.*

Parents are responsible for supervising their child's use of the school-issued device when not in school.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

