

WARRICK COUNTY SCHOOL CORPORATION BOONVILLE, INDIANA	Code 5300
	Acceptable Use Policy for Technology

WARRICK COUNTY SCHOOL CORPORATION ACCEPTABLE USE POLICY FOR TECHNOLOGY

Warrick County School Corporation (hereafter referred to as WCSC) is committed to the effective use of technology to enhance the quality of student learning, increase communication, and improve productivity. It also recognizes that safeguards must be established to ensure the protection of our school community. Safeguards protect the corporation's investment in hardware and software and ensure the benefits of technology. This technology will allow WCSC students and staff to access global resources, communicate and collaborate with other individuals/groups, and significantly expand access to digital information.

The provisions of this policy and associated regulations and agreements are subject to school, local, state, and federal law. WCSC has the duty to investigate any suspected violations of this policy.

The Acceptable Use Policy sets the standards to ensure that all users benefit from technology in our school system. The policy encourages the use of technology appropriate for a school environment, discourages harmful practices, and sets penalties for those who choose to violate the policy. This policy describes the use of social media and appropriate communication of all users.

Definition of Technology

Technology resources are defined as any electronic/digital tool, device, program, or system. Some examples of technology include, but are not limited to:

- computer hardware and software applications
- cell phones, handheld technologies, and personal storage devices
- analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- distance learning through multiple means and locations
- electronic (e-mail) mail systems and communication technologies
- copiers, printers, and scanners
- televisions, projectors, and telecommunications technology
- servers, routers, hubs, switches, and Internet gateways including wireless access

- information systems software, including online applications
- digital recording devices
- cameras
- related and forthcoming systems and new technologies

The following definitions apply for the use of electronic media:

- Electronic media - includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Instagram, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- Communicate - means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to corporation regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.
- Corporation Users Employee - means any person who utilizes employed by the Corporation.

Personal Devices

Personally-owned devices are not the responsibility of the WCSC and are not to be connected to the WCSC network infrastructure including wireless access unless authorized by the building level administrator. WCSC is NOT responsible for any virtual or physical damage incurred to personal technology/devices. This includes, but is not limited to power surges, viruses, accidental or malicious acts from others.

Access to School-Provided Technology

WCSC personnel will be assigned access to school technologies as required by duties assigned to them. Upon employment, building administrators will request the necessary access and accounts will be created at that time. It is the responsibility of each staff member to maintain the security of login information, passwords, and any other security codes they are given. This confidential information will not be shared with any other individual, with the exception of the WCSC Technology Department.

It is also expected that all WCSC employees ensure security of school data systems. If you feel your secure login information has been compromised, you are expected to contact the WCSC Technology Department immediately. Furthermore, sensitive login information and security codes should not be written or displayed where others may be able to retrieve the information.

Access to WCSC Technology may only be permitted by authorized users approved by building administration. Other non-authorized use is expressly forbidden.

Some uses of school-provided technology or personally-owned devices (used at school) are prohibited and may lead to disciplinary action. These uses include, but are not limited to:

- Sending, displaying, downloading or uploading offensive messages, text, pictures, videos and/or viruses.
- Transmitting obscene, abusive, violent, or sexually explicit language.
- Harassing, insulting, attacking others, or any other inappropriate communication.
- Using social networks at school unless approved for curricular activities.
- Damaging computers, computer systems, or computer networks.
- Violating local, state or federal laws, including copyright laws.
- Revealing personal addresses or phone numbers.
- Using another person's account or password.
- Trespassing in another user's folder, work, and/or files.
- Wasting limited resources.
- Using the network for commercial purposes.
- Use not in the best interest of students, Warrick County School Corporation, or use that is deemed disruptive to the educational process as determined by the principal or principal's designee.

Cyberbullying

Cyberbullying is the use of technology to harass, threaten, embarrass, or target another person. The WCSC does not allow access to social networking through network facilities without approval. Any building allowing personal devices must educate staff and students on cyberbullying and appropriate online behavior.

Unauthorized Devices

Unauthorized devices, hardware, or software are not to be attached to or allowed to interact with WCSC infrastructures. This includes, but is not limited to: wireless routers, switches, hubs, cables of any kind not provided by or authorized by the WCSC.

Safety and Reliability

The Warrick County School Corporation does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet.

Even though WCSC blocks access to certain sites, the faculty and staff are expected to diligently monitor students' computer and Internet usage. The school corporation will run filtering software as required by CIPA (Childhood Internet Protection Act). The staff is always responsible for the supervision of students whenever they are using technology. If a staff member or student witnesses inappropriate activity, it is their responsibility to report this activity to supervising staff member or building-level administration.

WCSC staff may have access to sensitive and confidential data. Staff members should only view data that is pertinent to the duties assigned to them and are not to violate Federal Laws such as FERPA and HIPAA.

No Expectations of Privacy

WCSC may at any time and without notice or consent from users, obtain access to all information, conveyed or stored anywhere on any of the school's electronic/technological systems, including telephone calls and electronic mail messages, even if the information has been password protected or encrypted. WCSC may use the information obtained for any legal purpose, including disclosure to third parties, subject only to applicable law, but otherwise is the sole discretion of WCSC. WCSC may exercise an investigation triggered by any indication of impropriety as necessary to locate substantive information that is not readily available by other less intrusive means.

1. Personal information sent to school-owned equipment or accounts should not be considered private.
1. Personal equipment brought to school is subject to the WCSC Technology Acceptable Use Policy.

Documents/Files

The school corporation has final editorial authority over online content that is stored on WCSC servers.

All data stored on WCSC networks is archived and is subject to eDiscovery laws and is part of public record. This includes email, Internet activity, documents, files, and voicemail messages that do not violate FERPA and HIPPA laws. The storage of personal data files on the WCSC network servers is expressly forbidden.

Each individual is responsible for any and all data stored on any school provided device. If non-compliant material is discovered or located, disciplinary action may be taken.

Corporation-Provided Mobile Technology

1. Overview

WCSC may provide mobile technology (laptops, tablets, iPods, iPads) to students or staff members to be used at school and off WCSC property. The purpose of such mobile technology is to provide opportunities for collaboration within the school corporation and to provide tools to work at home on school related materials. The corporation-provided mobile technology is not to be considered as personal property. It is corporation-owned property and should be treated accordingly. The following guidelines have been established for use.

2. Purpose

- a) Mobility for moving from room to room, within the building or around WCSC schools using the wireless network
- b) Professional development/collaboration purposes
- c) Use at home for educational productivity

3. Educational Use

- a) While at school, staff and students will ensure that the device is always kept secure when not in use.
- b) Periodically, the device must remain at school for necessary updates. Advanced notice will be given along with an approximate timeframe for such work. Updates and/or maintenance may occur during the school year or during summer months as needed.

4. Home Use

- a) Technology is to be used only by the student or staff that it was issued to; other family members may not use the school-owned device/software.
- b) Personal files may not be saved to the device.
- c) If accessing the Internet from home on your laptop, access would be filtered as it is at school (via content filtering software).
- d) The Technology Staff does not support home or personal use, including but not limited to: troubleshooting home internet service provider issues, installing personal software, printers, or providing access to non-educational websites.
- e) Unauthorized physical or virtual changes to the device/software/data are prohibited.

5. Liability

- a) WCSC students and staff shall be financially responsible for the replacement cost of the device or its accessories if damaged or stolen.
- b) If damage occurs while on WCSC property, disciplinary action may be taken.
- c) WCSC is not responsible for damages resulting from the use of the device, which includes, but not limited to: home service interruption, spread of viruses to other personal computers, and/or loss of personal data.
- d) Unauthorized alterations, repairs, and/or maintenance of WCSC technology is prohibited.

Social Media and communication for all users

1. Employee Use of Electronic Media - As role models for the corporation's students, employees are responsible for their conduct even when they are not acting as corporation employees. Employees will be held to the same standards in their use of electronic media as with any other professional conduct and will follow these general guidelines:
 - a) Exercise good judgment in online conduct.
 - b) Obtain prior approval before sharing information that references fellow staff members, administrators, parents, volunteers, suppliers, or others associated with the Corporation.
 - c) Never use ethnic slurs, personal insults, obscenities, or engage in any conduct that would not be acceptable in the educational environment.
 - d) Show proper consideration for others' privacy and for topics that may be considered offensive, objectionable or inflammatory.
2. Employee Personal Use of Electronic Media - If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content. The employee is subject to disciplinary action, up to and including termination of employment, if an employee's use of electronic media interferes with:
 - a) the employee's ability to effectively perform his/her job duties or;
 - b) distracts/disrupts from the educational process
3. Use of Electronic Media When Communicating With Students - An employee may communicate through electronic media with students who are currently enrolled in the corporation, however the communications must comply with the provisions outlined below. An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. When communicating with students through electronic media, employees shall observe the following:
 - a) Employees may not list or "follow" current students as "friends" on social networking sites.
 - b) The employee may use any form of electronic media.
 - c) All contact and messages by extra/co-curricular sponsors/coaches with team members shall be sent to all team members using a group texting app which conceal the sender's number. (Individual messages concerning medical or academic privacy matters, will be copied to the athletic director and the school principal.)
 - d) It is not recommended that users of electronic communication to give out their private cell or home phone numbers.

- e) Improper fraternization with students in any form, including electronic media, is strictly prohibited.
- f) The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests); for an employee with an extracurricular duty, matters relating to the extracurricular activity.
- g) The employee does not have a right to privacy with respect to communications with students and parents.
- h) Prohibits against soliciting or engaging in sexual conduct or a romantic relationship with a student.
- i) Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any currently enrolled student(s).
- j) Upon written request from a parent or student, the employee shall discontinue communicating with the student through electronic media.

Parental Choice

The educational use of technology and/or equipment is the joint responsibility of students, parents, and employees of the school corporation. If a parent/guardian does not wish for his/her child to use technology, the building principal should be contacted.

Policy Exceptions

The Acceptable Use Policy shall be followed by all WCSC technology users. The superintendent or school board may make exceptions as warranted.

The administration is authorized to adopt rules and regulations to implement and enforce this policy.

Any violation of WCSC policy, regulations, and/or rules may result in disciplinary action up to and including dismissal of an employee or suspension of a student from WCSC. When applicable, law enforcement agencies may be involved.

Ref. 47 U.S.C. § 254

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