

# **Tri-Creek School Corporation Acceptable Use Policy (AUP)**

## **Rules and Codes of Ethics Relating to School Computer Users** Available Tri-Creek School Corporation web site: <http://www.tricreek.k12.in.us>

The Tri-Creek Board of School Trustees and the Tri-Creek School Corporation (TCSC) are committed to the effective use of technology to enhance the quality of student learning and the efficiency of TCSC operations. It also recognizes that safeguards have to be established to ensure that TCSC's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects. The goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation and communication. The educational value of the Internet is the joint responsibility of students, parents and TCSC employees.

This policy is established not only for proper acquisition of technology but also to ensure that staff and students are making appropriate and ethical use of the computers and other equipment as well as any networks that may be established. This policy is issued to students annually in the student handbook. Students of appropriate age are required to sign that they have read the student handbook. In addition, the AUP is available in every building in the district, on the network and on the TCSC web site. A copy of the AUP will be provided to all new employees.

The provisions of this policy are subordinate to local, state and federal law. Students who do not abide by the AUP may suffer disciplinary action. Employees who do not abide by the AUP may also suffer disciplinary action, including, but not limited to, termination of their employment.

### **Telecommunications**

Today's accessibility to computers and people all over the world bring with it the availability of material that may not be considered to be of educational value. On a global network it is impossible to control all materials and information. Eventually users may discover some information to be controversial, vulgar or otherwise inappropriate. Although TCSC has incorporated Internet content filtering software, there are no guarantees the user cannot access inappropriate sites. The educational benefits of the Internet far outweigh the negative possibilities.

### **Children's Internet Protection Act (CIPA)**

TCSC complies with the Children's Internet Protection Act by using filtering, tracking, and firewall technologies to monitor Internet activity.

### **Terms and Conditions**

The Information Technology Department (ITD) will provide technology components including hardware, software, access to the network and the Internet.

ITD has the responsibility to monitor and maintain security on all technology. All computers, telephone systems, electronic systems, e-mail and voicemail systems are the property of TCSC. TCSC retains the right to access and review all components of these systems. Students and employees should have no expectation that any information contained on or in any of these systems is confidential or private. Information may be reviewed with or without student or employee knowledge or permission. The use of passwords does not guarantee confidentiality and TCSC retains the right to access information in spite of the existence of a password.

When accessing the Internet via a TCSC networked computer, every site visited and the duration of time spent at each site is logged and tracked based on the user's login and the computer that is being used.

Review of any logs, technologies and systems will only be done in the ordinary course of business for a legitimate reason. Searching for inappropriate use is a legitimate reason to review any logs, technologies, systems, computers, e-mail or voicemails. Any information discovered would be limited to those who have a specific need to know that information. Administrators and supervisory staff authorized by the Superintendent have the authority to search and access information electronically.

**1. Account Use:**

Each technology user in TCSC will be provided all necessary accounts. Accounts will be maintained and monitored by ITD.

- A. Users are responsible for their accounts and should take appropriate measures to prevent unauthorized access to their account(s) and equipment.
- B. Use of another user's account(s) is prohibited.
- C. Account passwords are to be distributed only to the individual account user.
- D. Copying, changing, reading or using files of another user without their consent is prohibited.
- E. Unauthorized access to system programs or computer equipment is prohibited.
- F. A student must have permission to use computer equipment and software.
- G. Students are not to use adult workstations without prior permission.
- H. Upon parent request, students will be provided alternative activities that do not require Internet use.
- I. Mass storage devices (CD, DVD, USB, virtual drives, etc.) may be used for personal and professional purposes. However, they are never to be used for storage, transfer, or use of materials that are inappropriate, illegal or in violation of copyright laws. The users creating or in possession of mass storage devices containing such material will be responsible for it.
- J. Users are not to violate copyright or otherwise use the intellectual property of another individual or organization without permission. This includes but not limited to copying and/or downloading commercial software or other material (e.g. music, games, photos, or written documents) in violation of federal copyright laws.
- K. Accessing Web sites or running applications (Proxies, shells, JAP, etc.) for the purpose of bypassing the Internet content filter is prohibited.
- L. Users are not to use the network for financial gain, commercial or political activity, or illegal activity.
- M. Users are not to load a program or piece of code on a computer or network for the purpose of disrupting operations. This includes but not limited to virus, worms, ad ware, and key loggers.

## **2. Privileges:**

The use of TCSC technological systems is a privilege, not a right, and is subject to regulation, inspection, denial and discipline for misuse. The individual user accepts the responsibility for the ramifications and consequences of any inappropriate use of the account, and further accepts that the attitudes and perceptions of others can determine appropriateness.

## **3. Acceptable Use:**

Use of network accounts should pertain to educational research or communications consistent with TCSC educational objectives and policies. Therefore, Internet access will be limited to educationally appropriate sites during all assigned instructional or supervisory times. Personal use of accounts within the confines of the AUP may occur before 8:00am and after 3:00pm on school days and during any duty free time or on days school is not in session. The user, with the understanding that he or she may need to justify the site(s) to a peer, administrator, parent or the general public, determines educationally appropriate sites. Transmission of any material in violation of any U.S. or state regulation is prohibited at all times. Furthermore, students and employees are strictly prohibited from transmitting material that is copyrighted, threatening or obscene, or may be construed as political lobbying. At no time are TCSC accounts to be used to receive or transmit any form of digital, electronic, tape or wireless transmission of material containing obscene, vulgar, threatening or inappropriate material.

## **4. Software Policies:**

Software installation is the loading of a computer program(s) on workstations or network.

### **A. Software Programs:**

1. ITD must be notified and grant permission prior to the loading of programs onto school owned computers. TCSC is not responsible for programs not approved by ISD or any problems caused by or related to such programs. ITD reserves the right to delete any programs or files.
2. Unless otherwise stated in the software's license agreement, users cannot legally load software on more than one computer or onto the network.
3. Users may not load software on any TCSC computer. ITD will install any software on any TCSC computer. The software documentation must be accessible to ITD at any time.

### **B. Purchasing Policies:**

1. ITD must be informed of and approve all potential software purchases intended for any TCSC workstation or network installation.
2. Corporation wide software is purchased with corporation funds via ITD and in most cases will be networked or Internet accessible.

## **5. Web Page Policies:**

After receiving adequate training, TCSC employees may create web pages. The creation of web sites by students must be done under supervision of an appropriate staff member. All web sites must reflect the professional image of TCSC.

The purpose of such web sites is to create a technology rich environment that provides opportunities within the school community to communicate, to gather and process information. The following criteria should be used to guide the development of web sites:

- A. **Educate:**  
Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum and TCSC's objectives as listed in the Corporation's Strategic Plan.
- B. **Inform:**  
Content may inform the community about the school, teachers, or departments, including information about curriculum, events, class projects, student activities and departmental policies and other TCSC related events and activities.
- C. **Communicate:**  
Content may provide an avenue to communicate with the community. The information contained on the web site should reflect and support TCSC's Mission Statement, Education Philosophy and the Academic Improvement Process. All links included on the pages must also meet the above criteria and comply with State and federal law (e.g. copyright laws, FERPA and CIPA). Under no circumstances is a web site to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Web pages should reflect an understanding that both internal and external audiences will view the information.
- D. **Group Pictures:**  
Group photographs of a general nature may be used on the Internet for legitimate school purposes. A group picture is two or more people without any individual identifying description.
- E. **Student and Employee Information:**  
Web site(s) are not to provide personal information about students without written permission from the student's parent or guardian. Employees may provide personal information about themselves at their own discretion

**6. Network Etiquette:**

Users are expected to abide by the generally accepted rules of network etiquette. It is expected that staff members will provide guidance and instruction to students in the appropriate use of the Internet. These include, but are not limited to, the following:

- A. Any speech transmitted by the use of a school computer does not constitute speech in a "Public Forum" and is subject to regulation by the administration.
- B. Students and employees must use proper and courteous written language in messages. Vulgarities or any other inappropriate language is not allowed. Messages shall not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, violence, threats or hate. All communications (i.e. list serves, e-mail, instant messaging, etc.) containing any material listed above is prohibited.
- C. Students are prohibited from broadcasting, instant messaging or chatting with other users inside or outside of the TCSC network unless given explicit permission by an appropriate staff member.
- D. It is prohibited to access, upload, download or distribute violent, threatening, pornographic, obscene, sexually explicit or inappropriate materials.
- E. Students shall not reveal personal information about themselves or others. If it is deemed necessary for employees or students to reveal student personal information, written

permission from the student's parent or guardian must be obtained.

- F. Employees may provide personal information about themselves at their own discretion. Employees are not to provide protected information about other employees without permission from that employee. Public information about employees that may be provided by other employees includes name, position, grade or subject taught, e-mail address, phone number of school/building, /office/classroom, extra curricular responsibilities and verification of employment.
- G. Electronic mail (e-mail) is available to most school employees. E-mail is accessible to students on a limited basis under teacher supervision. E-mail is not private and can be examined by the Network Administrator when necessary. E-mail relating to or in support of illegal activities shall be reported to the authorities. The forwarding of chain letters is prohibited.
- H. The network shall not be used in such a way as to disrupt its use by others. Communications and information accessible via the network is the property of FCSC and is not the private property of any individual.
- I. Copying, downloading, etc., without the implied or direct permission of the provider or in violation of any state or federal law, including copyright laws, is prohibited and may result in disciplinary action.
- J. Although users are encouraged to use shared drives established by ITD (i.e. "H") for cooperative work, the process of enabling file sharing via the network is prohibited. This includes web-based software such as Imesh, Napster or the like.

**7. Warranties and Responsibilities:**

TCSC makes no warranties of any kind, whether expressed or implied, for the services it provides. TCSC will not be responsible for any damages suffered for any reason, including loss of data for any reason. Use of any information obtained via the network is at the users own risk. TCSC is not responsible for the accuracy or quality of information obtained through this service.

**8. Vandalism:**

Vandalism is defined as any attempt to harm or destroy data or equipment. This includes, but is not limited to: the creating or transferring of computer viruses, changing of system defaults or passwords, destroying network data or damaging computer equipment. Anyone responsible for vandalism is subject to denial of privileges, discipline, and repair or replacement cost.

**9. Unsolicited On-Line Contact:**

Students of TCSC are prohibited from responding to any unsolicited on-line contact. It is the student's responsibility to notify an instructor of any such instance. The instructor will then notify ITD. Although Internet filtering is used by TCSC, some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, violent, sexually explicit, or potentially offensive to some people.

**10. Commercial Use by Students:**

Goods and services purchased by students via the Internet could result in unwanted financial obligations for which students and their parents or guardians may be liable.

**11. Indemnification:**

In consideration of TCSC providing the user with access to computer equipment, software, and the network, employees, students and student's parents and guardians agree to hold TCSC harmless. All parties involved agree to indemnify TCSC from any and all liability; loss or damages TCSC may suffer as a result of claims, demands, attorney's fees, costs or judgments against TCSC arising out of the user's violation of this policy.

**12. Consequences:**

Violations of this policy may result in disciplinary action by TCSC. It is a criminal act under Indiana law to access a computer system and/or damage or alter a computer program, data, or hardware without the consent of the computer owner. Indiana Code § 35-43-1-4 defines computer tampering, a Class D felony, as the knowing or intentional alteration or damage to a computer program without the consent of the owner. Indiana Code § 35-43-2-3 defines computer trespass, a Class A Misdemeanor, as a knowing or intentional access to a computer system network or a part thereof without the consent of the owner. Additionally, there are other criminal offenses dealing with theft and criminal mischief with similar or greater penalties of imprisonment.