

RESPONSIBLE USE OF TECHNOLOGY

1. Statement of District Policy.

The MSD of Wayne Township believes accessing content on the Internet is an essential component to prepare students for their life and careers. The goal in providing access to the internet and other technology to staff and students is to promote educational excellence by facilitating collaboration,

technology.

4. Violation of this Policy.

a. Violations of this Policy may result in denial of further access to technology, suspension or expulsion of students, and discipline of employees including suspension or termination of employment. Such a violation by a person affiliated with a contractor or subcontractor rendering services to the District may result in cancellation of the contract of the contractor or sub-contractor.

b. A User observing or learning of a violation of this policy is required to report the violation of this Policy to the user's immediate supervisor (for employees or volunteers), or to a teacher or other school administrator (for students).

5. Ownership of District Technology & Information.

The technology provided by the District and all information stored by that technology is at all times the property of the District. Documents and other works created or stored on the District technology are the property of the District and are not the private property of the User. This includes all information created using technology and/or placed on a website, blog and/or other storage device.

6. Access to Information and Investigation of Potential Policy Violations.

a. Users shall not have an expectation of privacy in any use of District technology or the content of any communication using that technology, and the IT Services Staff or a designee may monitor their use of technology without notice to them, and examine all system activities the User participates in including but not limited to, e-mail, recorded voice and

Monitoring shall include the use of voicemail but shall not include monitoring a live communication between two or more parties unless at least one User is aware of the monitoring. In addition, use of District technology may be subject to production pursuant to the Indiana Access to Public Records Act, [Ind. Code 5-14-3](#).

b. A User at all times be subject to inspection by the IT Services Staff or a designee without notice to the User before or after the inspection.

c. If IT Services Staff has reasonable suspicion to believe a User has violated this policy or additional District rules, the IT Services Staff or a designee may investigate to determine if a violation has occurred. If the investigation is not conducted by the IT the results of the investigation shall be reported to the IT Services Staff by e-mail or in person, and the IT Services Staff shall take appropriate action.

d. A decision by IT Services Staff in response to an investigated allegation of a violation of this policy or additional District rules may be appealed in writing to the Superintendent decision concerning continued access to District technology and any other penalty shall be final.

7. Conditions and Standards for Responsible Use of Technology.

a. Responsible use of technology is ethical, academically honest, respectful of the rights to learn and communicate in correlation with the curriculum while under a teacher or used by students under teacher supervision with the purpose of improving instruction and student learning.

b. Users will become familiar with and comply with all expectations of the District for the responsible use of District technology as communicated in school handbooks, school District policy, and other communications and standards concerning the use of District technology.

c. Users must respect and protect the privacy and intellectual property rights of others and the principles of their school community. The IT Services Staff are the only individuals authorized to select, adopt and allow the use of specific web based resources for teacher and student use, including resources for website creation, multimedia projects, presentations, and other collaborations. The IT Services Staff in consultation with the coordinated professional development, and informed technical support. If a teacher or student desires to use an alternate resource, they must make a request to the IT Services Staff via the established process. Further, Users shall not alter, delete, or destroy data, information, or programmatic instructions contained in or on District technology without permission from the IT Services Staff. Personally generated files and documents may be deleted by the User who created them, unless they may include proprietary information, a tentially subject to litigation.

d. Any recording made on school grounds may be subject to copyright laws (see District policy _____ and the protection of the privacy rights of others, including personally identifiable information about a student protected by the Family _____ Where IT Services Staff or other District staff have reasonable suspicion that a recording, data, or image was made in violation of this Policy, such item may be confiscated by District staff. Any use of a recording device to invade the privacy of another person will result in sanctions for the person making the recording.

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software shall not be disabled or circumvented without the written authorization of IT Services Staff or designee.

m. While online, student Users should not reveal personal information such as name, age, gender, home address or telephone number, and are encouraged not to respond to unsolicited online contacts and to report to a teacher or supervisor any online contacts which are frightening, threatening, or otherwise inappropriate.

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c. Users should not access confidential information in the presence of others who do not have authorization to have access to the information. Confidential information should not be left visible on the monitor when a User is away from the monitor.

d. Users should not copy, file share, install or distribute any copyrighted material such as software, database files, documentations, articles, music, video, graphic files, and other information, unless the User has confirmed in advance that the District has a license permitting copying, sharing, installation, or distribution of the material from the copyright owner. Violation of the right of a copyright owner will result in discipline of a student or employee.

9. Incurring Fees for Services.

No User shall allow charges or fees for services or access to a database to be charged to the District except as specifically authorized in advance of the use by IT Services Staff. A fee or charge mistakenly incurred shall be immediately reported to the IT Services Staff. Incurring fees or charges for services to be paid by the District for personal use or without prior authorization of the IT Services Staff may result in discipline including suspension or expulsion of a student, or suspension or termination of an employee.

Users shall thoroughly review terms and conditions of any programs, software, or applications prior to accepting the terms and conditions. Users are responsible for ensuring the terms and conditions comply with Distr166(i)28(n)-8(ons)14(-)41Fons ons ons ons h TJETCn*~~n~~B/F1 12 Tf0 g0 (G)-13(on

Children's Internet Protection Act (CIPA)

MSD of Wayne Township, Marion County, Indiana

Adopted: January 15, 1996

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