

## **Clarksville Community School Corporation**

### **RESPONSIBLE USE POLICY FOR ELECTRONIC RESOURCES (RUP) ADMINISTRATIVE GUIDELINES FOR BOARD POLICY 7540.03**

All Clarksville Community School Corporation (CCSC) students and staff 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 CCSC community, herein referred to as "users," will be held accountable. The rules do not 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 or where they are accessed.

#### **Responsible Use**

1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with CCSC's educational mission, curriculum and instructional goals.
2. Users must comply with all 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 must comply with all specific instructions from school staff.
4. Students are expected to create backups of their own school-related files using the network and/or cloud storage provided. CCSC assumes no responsibility for the loss of student created data.

#### **Prohibited Uses**

In compliance with the Children's Internet Protection Act (CIPA), unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Users 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** – Users 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, school rules or any local, state or Federal statutes. CCSC and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
3. **Cyber Bullying/Harassment** - Use of any form of technology (phone call, text message, picture message, social networking, blogs, etc.) to harass or bully another person is strictly prohibited.
4. **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.
5. **Plagiarism** – Users 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.
6. **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. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user’s responsibilities and performance; 2) does not interfere with system operations or other system users; 3) is not for commercial purposes or financial gain and 4) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. “Incidental personal use” is defined as use by an individual for occasional personal communications.
7. **Misuse of Passwords/Unauthorized Access** – Users may not share passwords; use other users’ passwords; access or use other users’ accounts or attempt to circumvent network security systems.
8. **Malicious Use/Vandalism** – Users 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, malware or spyware.

9. Circumventing Internet Content Filters – Users may not attempt to use or use any software, utilities or other means to access Internet sites or content blocked by the Internet content filters.
10. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access Internet sites including, but not limited to, blogs, streaming audio/video services, social networking sites, forums, etc. that are prohibited by building administration or the CCSC Technology Department. Teachers and 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.
11. Wasting System Resources - Users shall not use the network in such a way that system resources are wasted or disrupts 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.
12. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district's secured network without permission from the CCSC Technology Department.

### **Compensation for Losses, Costs and/or Damages**

1. As technology has become more mobile many electronic devices owned by the Clarksville Community School Corporation and used by staff members or students are transported outside both the direct physical control and locations controlled by CCSC. It is in this outside environment, that responsibility shall be solely held by the individual staff member or student who chooses to take an electronic device off school grounds. In the event that an electronic device is stolen or damaged, the individual staff member or student is responsible for the full replacement value of the electronic device.
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 users (students and staff) 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 users while using school district computers, devices or the school network.

### **Student Security**

1. Users may not reveal personal information about themselves or another individual, including a home address and phone number, on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, social networking sites, etc. If users 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 guardian/parent has given permission by signing a Media Release. Student grades, test results, or personal information may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.
3. All Clarksville Community Schools are closed campuses. CCSC 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 CCSC 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 individuals or groups.
4. The use of cameras, in any type of electronic device, is strictly prohibited in locker rooms and restrooms.
5. CCSC staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
6. All staff, students and parents of the Clarksville Community School Corporation have a responsibility to supervise, monitor and educate themselves and others regarding the appropriate usage of school electronic resources and access to the Internet in accordance with this policy, Board policy, school rules, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.
7. 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 relate to a school project or assignment.

### **Technology Privacy**

All computers, telephone systems, voicemail systems, electronic mail, and electronic communication systems are the district’s property. The district retains the right to access and review all electronic and voicemail, 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 voicemail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

### **System Security**

Any user 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 CCSC Technology Department.

### **Personal Devices**

All users are prohibited from using privately-owned electronic devices in school unless explicitly authorized by the teacher, building Principal or CCSC district administration.

### **Additional Rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff**

1. Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. 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.
3. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report should be made immediately with the school resource officer and/or local police.
4. These policies and rules apply to the use of the electronic 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 careless use of those devices 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. Parents are responsible for supervising their child's use of the device when not in school.

7. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the building administrator or the CCSC Technology Department.
8. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on or with the device.
9. 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.

### **Terms of Use**

CCSC reserves the right to deny, revoke or suspend specific user 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 CCSC network, Internet, and electronic resources.

**Disclaimer** – CCSC, 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, CCSC 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 CCSC electronic resources.

**PLEASE SIGN AND RETURN THIS PAGE TO THE APPROPRIATE SCHOOL**

In consideration for Clarksville Community School Corporation providing access to electronic resources, software, devices, the CCSC network and the Internet, all students, staff and parents agree to hold CCSC harmless and indemnify CCSC from any and all liability.

Name: \_\_\_\_\_  
*(Please print.)*

Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_  
*(Only necessary for students under the age of 18.)*

Date: \_\_\_\_\_

Please check the box beside your school:

- Clarksville Elementary School
- Clarksville Middle School
- Clarksville High School
- Renaissance Academy
  
- Clarksville Community School Corporation

Revision to original policy adopted on August 9, 2011