

CLARKSVILLE COMMUNITY SCHOOL CORPORATION

TECHNOLOGY DEPARTMENT

STUDENT ACCEPTABLE USE (AUP) ADMINISTRATIVE GUIDELINES FOR BOARD POLICY 7540.03

The Clarksville Community School Corporation, hereinafter referred to as CCSC, is committed to the effective use of technology to enhance student learning and the efficiency of Corporation operations.

Along with this commitment comes the responsibility to provide safeguards for our students. At the same time, the Corporation's investment in hardware and software must be protected. To keep this commitment, all students must abide by certain terms and conditions.

The provisions of this policy, hereinafter referred to as the AUP, are subordinate to local, state and Federal law. Students who do not abide by the AUP are subject to disciplinary action.

COMPLIANCE WITH THE CHILDREN'S INTERNET PROTECTION ACT (CIPA)

CCSC complies with the Children's Internet Protection Act (CIPA), which places a duty on the Corporation to protect students from inappropriate material on the Internet, in email, instant messaging, chat rooms, and elsewhere. CCSC has several measures in place, such as filtering and firewall protection, to protect children from exposure to inappropriate materials. It is impossible to provide 100% assurance that students will not encounter some inappropriate material while using CCSC resources.

TERMS AND CONDITIONS

1. Use of CCSC technology systems, including hardware, software, network and Internet access, is a privilege, not a right. As such, it is subject to regulation, inspection, denial and discipline for misuse.
2. The student accepts the responsibility for the consequences of inappropriate use of the privilege.
3. The use of technology must be consistent with the educational goals and policies of the Corporation.
4. All files and messages created on school equipment or messages sent or retrieved via the network or Internet, are the property of CCSC. The Corporation reserves the right to access and monitor all equipment, logs, messages and files on the network as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources and

conducting routine network maintenance. Any information discovered would be confined 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.

5. The signed AUP agreement will remain in effect as long as the student is enrolled in the Corporation. The policy will be reviewed periodically and amended to reflect new trends in technology. Such amendments will be communicated to students in writing, and new signature pages may be required.
6. Violation of this policy will result in disciplinary action in accordance with CCSC policy. Misuse of the network or Internet which results in breaking local, state, or Federal laws, may result in prosecution under applicable state and Federal statutes.

ACCOUNTS

Students will be given access to CCSC technology by the creation of an account with a unique and private ID and password. **The account will be activated only when a signed AUP form is on file.**

- Signed contracts will be maintained and monitored by the building principal.
- Accounts are the responsibility of the student, and sharing this information with other students is prohibited.
- Using another account is prohibited.
- Account passwords are distributed only to the individual account user.
- Copying, changing, reading or using files of another user without his/her consent is prohibited.
- Students are not to use adult workstations without prior permission.
- Students are not to alter the desktop or background associated with his/her account. Altered desktops will immediately be reset and disciplinary actions may result.
- Student's use of mass storage devices (USB drives, CDs, DVDs) is prohibited. If access is available, the supervising teacher must approve devices. Such approval is based on the device being virus free and containing appropriate content.

Misuse includes, but is not limited to, the following:

- Intentionally accessing, uploading, downloading, posting, e-mailing, or otherwise transmitting unlawful and/or inappropriate information profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.
- Materials that are racially or ethnically offensive.
- Materials that are obscene or sexually explicit, including images, messages, cartoons, jokes and audio files.
- Material to be plagiarized.
- Information that would likely result in the loss of a recipient's work or system
- Any computer code, files or programs, or repetitive requests for information designed to interrupt, destroy or limit the functionality of any technology equipment or the CCSC network
- Any use of the Corporation's hardware, software, equipment, network or any of its technology systems to access Facebook or any other social network or similar site is forbidden.

Participating in uses which would cause congestion of or diminished network bandwidth, including but not limited to:

- Playing online games
- Downloading games
- Downloading music
- Streaming audio or video (listening to Internet radio or watching TV shows) posting, responding, or forwarding "chain letter" emails uploading, posting, emailing, or otherwise transmitting or posting links to any content that facilitates hacking.

Using the network or Internet in a way that would violate any federal or state law, or CCSC policy including, but not limited to:

- Uploading and downloading copyrighted material or threatening material
- Installing or using file-sharing software such as eDonkey, Limewire, Kasaa and Gnutella
- Transmitting material that may be construed as political lobbying
- Spreading computer viruses
- Attempting to gain authorized access to system programs or computer equipment and files, including attempts to override any firewalls or other security techniques on the network, including the use of proxy server
- Participating in on-line gambling
- Using CCSC technology for commercial purposes or financial gain

- Vandalizing equipment including, but not limited to, defacing, disassembling, or destroying equipment, computers or network.
- Attempting to obtain and/or using any administrative passwords is expressly forbidden and will result in termination of privileges, and disciplinary actions.

SOFTWARE

CCSC technology personnel must do software installation. Licensing documentation must be available to the Technology Department.

Software purchases must be approved by the Tech Department to avoid redundancy and incompatibility issues.

EMAIL AND INSTANT MESSAGING:

Students are not permitted to access personal email. A supervising teacher may make arrangements with the Technology Department if a class project includes email access for students.

Use of instant messaging software, such as Yahoo! Instant Messenger, AOL Instant Messenger (AIM), MSN Instant Messenger, and iChat is forbidden for all students.

CCSC provides adequate technology and computer availability for students to carry out the educational program. Because of the constant threat of computer viruses, non school-owned equipment will not be attached to the network. Any personally owned devices are subject to this AUP when on school property.

WEB CONTENT

All web pages created by students on the Corporation's web site will be subject to treatment as district-sponsored publications and should reflect the professional image of CCSC.

OFF CAMPUS The use of CCSC technology by a student confers on CCSC the authority to take disciplinary action for student electronic communications, which do not use CCSC equipment and are taken off site of CCSC property if such communications adversely affect the safety or well being of a student while in school.

WARRANTIES AND RESPONSIBILITIES

CCSC makes no warranties of any kind, expressed or implied, for the services it provides. CCSC will not be responsible for any damages suffered for any reason, including loss of data.

Use of any information obtained via the network is at the user's risk. CCSC is not responsible for the accuracy or quality of information obtained through the service.

PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S SCHOOL

In consideration for CCSC providing access to computer equipment, software, and the network, students and students' parents and guardians agree to hold CCSC harmless.

All parties involved agree to indemnify CCSC from any and all liability.

Student's Name _____

Grade Level: Elementary Middle School High School

(Circle one)

Parent (guardian) Signature _____

Date _____

Approved by the Board of School Trustees

Clarksville Community School Corporation

August 9, 2011

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