

**NORTH JUDSON-SAN PIERRE SCHOOL CORPORATION
TECHNOLOGY DEPARTMENT**



STUDENT ACCEPTABLE USE POLICY (AUP)

2015-2016

The North Judson-San Pierre School Corporation, hereinafter referred to as NJSP, is committed to the effective use of technology to enhance student learning and the efficiency of Corporation operations.

The North Judson-San Pierre School Corporation is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the Corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the Corporation institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the Corporation's acceptable use policy. That notwithstanding, the Corporation believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the School Corporation makes the Corporation's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

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)

NJSP 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. NJSP 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 NJSP resources.

TERMS AND CONDITIONS

1. Use of NJSP 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 NJSP. 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 NJSP 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 NJSP 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 Technology Department and Computer Lab Coordinators.
- 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. The superintendent and/or principals will designate employee(s) to maintain a master list of account passwords.
- 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.
- Student will access and use Google docs as a form of communication.

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 NJSP 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 is only allowed under teacher direction and supervision, 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 NJSP 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 NJSP 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

NJSP 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.

NJSP 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 NJSP.

The use of NJSP technology by a student grants NJSP the authority to take disciplinary action for student electronic communications if such communication adversely affect the safety or well-being of a student or staff member. This applies even when NJSP equipment is taken off campus, or if NJSP equipment is not used.

WARRANTIES AND RESPONSIBILITIES

NJSP makes no warranties of any kind, expressed or implied, for the services it provides. NJSP 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. NJSP is not responsible for the accuracy or quality of information obtained through the service.

BULLYING

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to

cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

Bullying as defined in State law means overt, repeated acts or gestures, including verbal, written, or electronic communications transmitted, physical acts committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the School Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Law enforcement may also be notified for conduct that may violate criminal laws. In addition to discipline schools will assist students and/or parents (guardians) to resolve concerns and issues. These interventions may include consultation, counseling, education, mediation and/or other opportunities.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

2015-2016

To read the AUP in its entirety, please see the NJ-SP website or request a copy from the office of the building in which your child is a student.

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

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

Student's Name _____

2015-2016 Student Placement

Elementary Middle School High School

(Circle one)

Parent (guardian) Signature _____

Date _____

To help us assess the feasibility of eLearning Days as opposed to Snow Make-Up Days, please provide the following information:

2015-2016 Grade Level _____

Do you/Does your child have Internet accessibility in your home through a computer? Yes No

Do you/Does your child have Internet accessibility on a tablet? Yes No

Do you/Does your child have Internet accessibility through a data plan on a smart phone? Yes No

*Approved by the Board of School Trustees
North Judson-San Pierre School Corporation
May 20, 2013*

