

ACCEPTABLE USE POLICY (AUP) - 50050
For West Noble School Corporation Technology Resources

West Noble School Corporation (WNSC) provides staff and students with a wide array of technology resources. All technology must be used in a responsible, ethical, and legal manner. It must also be used in accordance with the policies and educational objectives of WNSC. These expectations apply regardless of whether access is on campus or remote. When used on campus or during school sponsored events, personally owned technology resources must also meet these guidelines.

Appropriate Use

Technology should be used to support and enhance learning. This includes:

- Creating, communicating, presenting, publishing, and organizing school work.
- Deepening knowledge and understanding of topics being studied in school.
- Gathering information related to career, life circumstances, community service, employment, and/or further education.
- Communicating with teachers, experts, agencies, or others connected with school work.
- Participating in online assessment.

Inappropriate Use

The use of technology should be viewed as a privilege, not a right. Inappropriate use may result in the loss of privileges. West Noble prohibits viewing, searching, downloading, retrieving, transmitting, storing, or publishing any material in violation of state or federal laws or material that is beyond the scope of stated education-related objectives. This includes, but is not limited to:

- Materials that are threatening, violent, or destructive in presentation or advocacy.
- Materials that are pornographic, obscene, or sexually oriented in presentation or advocacy.
- Materials that advocate or promote violence, hatred, or prejudice towards any individual or group.
- Materials that advocate or promote the superiority of one race, ethnic, or religious group.
- Materials that could be construed as political activity.
- Language that is obscene, insulting, ostracizing, harassing, or intimidating.
- Plagiarism – presenting intellectual property of others as if one’s own work.
- Use of software, media, music, or digital content that is in violation of fair-use copyright restrictions and/or licensing policies.
- Intentional damage or modification of technology resources and/or school networks.
- Intentional or neglectful transmission of viruses.
- All forms of hacking.
- Use of school resources to conduct a business or other commercial activity.
- Use of school resources for financial gain or fraud.
- Using technology in a way that incurs an expense to school accounts (unless spending authority has been granted.)
- Improper disclosure of any student or staff information, including names, photographs, grades, home address, phone numbers, and other personal information as defined by federal guidelines and confidentiality laws.
- Use of school resources to participate in non education-related activities, such as gaming, role-playing, gambling, spamming, social networking, and streaming.
- Any activity that violates school rules and policies and/or state, local, or federal laws.

Note: In accordance with federal mandates and in an attempt to safeguard technology users from offensive and/or inappropriate material, WNSC filters and monitors online activity. Users should be aware that no filtering system is failsafe.

General Guidelines and Expectations

WNCS staff will promote, model, and teach digital citizenship and responsibility. Responsible use will protect our technology users as well as our technology resources. To the extent possible, students using technology will be supervised by school personnel at school and by parents/guardians outside of school. Ultimately, responsibility falls to the individual users.

- Keep passwords and log-ins private. Do not allow others access to your accounts, the Internet, or your home directory.
- Do not vandalize, abuse, modify, or disrupt technology or data. Vandalism is defined as an intentional act that requires another person's time to repair, replace, or perform corrective work.
- Use quality and current virus protection and anti-spyware software on any personal computer used to access the district network.
- Do not use email for discussions that are best conducted in person.
- Report technology-related security issues immediately.
- Report harassment, threats, hate-speech and inappropriate content immediately to a teacher, administrator, or technology director.
- If uncertain of the appropriateness of an activity or website, contact a teacher, administrator, or technology director.
- Protect yourself by keeping personal communication and personal use out of the school environment.
- Always conserve resources – e.g. bandwidth, memory, paper, supplies, ink, electricity, storage space.

Consequences for Misuse

Failure to follow stated terms and conditions may result in disciplinary action or legal action. Misuse of technology resources will result in disciplinary action as outlined here and in school handbooks.

- Students may lose access privileges.
- Student-owned technologies may be temporarily confiscated and turned over to guardians.
- Personal technology will not be allowed if it causes disruptions to the learning environment.
- Personal technology will not be allowed if it interferes with the operation of school resources.
- Individual schools may choose to have additional rules and regulations pertaining to the use of personal and/or school provided technology resources.
- Intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other school resources are punishable under local, state, and/or federal law.

Privacy

Digital storage on school provided resources is West Noble property. Files and communications may be viewed or reviewed at any time without consent. Staff and students should not expect files stored on or with school resources to be private. All school resources are subject to the Public Records Law which means that any email or files sent, received, created, or stored on school provided technology could become public information (i.e. published by news media or subpoenaed by court). Speech transmitted by the use of school technology is subject to regulation by the administration.

Reliability and Limitations of Liability

West Noble School Corporation (WNCS) makes no warranties of any kind, expressed or implied, for the technology resources it provides. Additionally, WNCS cannot service or support personal equipment used at school. WNCS is not responsible for any damages including those arising from service interruptions, unauthorized use, loss of data, or exposure to harmful or inappropriate material or people. Use of any information obtained via the Internet is at the user's risk. Students, staff, and/or parent/guardians will indemnify and hold WNCS harmless from any losses sustained as the result of misuse.