Wawasee Community School Corporation
Technology Responsible Use Policy

The Purpose of this policy is to set forth the guidelines and expectations for the responsible use of technology by students, staff and teachers in order to provide a safe, appropriate and effective learning environment for all at Wawasee Community School Corporation.

In order to achieve this purpose we understand that both the individuals using technology and the School have certain responsibilities.

For the Individuals Using Technology

1. We expect the exercise of personal integrity and responsibility.
2. We expect students to master certain social-emotional skills in order to maintain ethical use of such technology.
3. We expect students to avoid device activities which interfere with the learning process.

For the School

1. The School will provide a social-emotional curriculum based on stages of human development to guide the implementation of our technology program.
2. Our goals are (a) to provide access to educational tools, resources, and communication and (b) to encourage innovation and collaboration.
3. Our policies are intended to promote the most effective, safe, productive and instructionally sound uses of these tools.

Expectations & Rules

Responsible use of WCSC's technology resources is ethical, respectful, academically honest and supportive of the school's mission. Some activities are expressly prohibited by law; other activities are inappropriate as defined by the administration of the school. The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as we cannot outline every possible permutation of student behavior with technology. We require students to use technology in accordance with general expectations for appropriate student behavior as outlined in this document and the Warrior Way.

Violating any portion of this agreement may result in disciplinary review, including possible suspension or expulsion from WCSC and/or legal action. WCSC will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network. The school reserves the right to apply disciplinary consequences for device-related activities conducted off-campus if such activity adversely affects the safety or

well-being of students or other members of our community or constitutes behavior embarrassing to the school.

Online Behavior

• I understand that as a member of the WCSC community, my actions could reflect on the school. In all of my online communication, I will be respectful and polite. This includes, but is not limited to: email, chat, instant-messaging, texting, gaming and social networking sites.

• If I am uncertain whether a specific device activity is permitted or appropriate, I will ask a teacher, parent or the technology department before engaging in that activity.

Privacy

• I will not share any of my passwords with anyone or use anyone else's passwords. If I become aware of another individual's password, I will inform that person or a member of the technology staff.

• I will be ethical and respect the privacy of others throughout the WCSC network and internet and will not share or access others' folders, files or data without authorization.

• I understand that WCSC has the right to look at any data, email, logs or files that exist on the network or on individual or personal devices without the prior consent of system users. In addition, WCSC reserves the right to view or remove any files on the network without prior notice to users.

• I will not share or post online personally identifying information about any members of the WCSC community without permission (addresses, phone numbers, email addresses, photos, videos, etc.)

• I will not make and/or post photo, audio or video recordings of another student, teacher or WCSC event without permission.

Use of School Technology Resources

• I will not play games, instant-message or access music or videos at school, unless it is part of the curriculum or is authorized by a teacher/division.

- I will use the WCSC network space only for school-related activities.
- I will not use my WCSC email account to send out mass unsolicited messages or to forward chain letters, joke collections or other objectionable materials.

• I will not use WCSC technology resources for commercial activity or to seek monetary gain.

• I will not deliberately perform any act which will negatively impact the operation of anyone's devices, printers or networks.

• I will not use file-sharing or music downloading software such as Bittorrent or Limewire while on the WCSC network.

• I will make an effort to keep my device free from viruses and other destructive materials. If my device is accidentally infected, I will seek help from the technology department.

• I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring or network security circumvention.

• I will not install or boot to non-approved operating systems on WCSC devices.

Cyber Bullying

Cyber Bullying is when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person.

I will not intentionally hurt or embarrass another person or group with my technology use as described above.

I will notify an administrator, a counselor, a teacher, or a technology department member immediately if I become aware of any behavior that may hurt or embarrass another person or group through the use of technology.

Obscene or Inappropriate Materials

• I will not search for (or download) any material that is offensive, lewd, or pornographic. (Offensive material is pro-violence, hateful, discriminatory, or anti-social. An exception to this policy is granted for teacher-assigned research projects.)

• If I mistakenly access inappropriate information, I will notify a teacher or staff person immediately.

Copyright & Plagiarism

- I will properly cite any resources that I use in my school-work.
- I will not plagiarize from any sources. (Plagiarism is taking someone else's writing, images or idea and presenting it as your own.)

• Except for "educational fair use" as defined by a teacher, I will not copy, save, or redistribute copyrighted material (files, music, software, etc.) Users should assume material is copyrighted unless it is stated clearly to the contrary.

Personally Owned Computer Equipment & Devices

• Equipment not approved by the technology department shall not be allowed to connect to the WCSC network. This includes, but is not limited to: cell phones, iPods, and non-WCSC laptops/tablets.

• Connecting to other networks while on campus is prohibited. This includes using cell phones to connect WCSC laptops/ tablets to the Internet.

Limitation of Liability

WCSC takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the internet. WCSC reserves the right to block content that negatively impacts the academic performance of students. WCSC cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. WCSC is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network.

Please note:

Any concerns regarding student or faculty use of technology may be confidentially reported to the Director of Technology in addition to the resources mentioned above.