

Tri-Creek School Corporation Responsible Use Policy (RUP)

Rules and Codes of Ethics Relating to School Computer Users

Available at the Tri-Creek School Corporation web site: <http://www.tricreek.k12.in.us>

Last Update: August 1st, 2014

The Tri-Creek Board of School Trustees and the Tri-Creek School Corporation (TCSC) are committed to the effective use of technology to enhance the quality of student learning and the efficiency of TCSC operations. It also recognizes that safeguards have to be established to ensure that TCSC's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects. The goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication. The educational value of the Internet is the joint responsibility of students, parents, and TCSC employees.

This policy is established not only for proper acquisition of technology but also to ensure that staff and students are making appropriate and ethical use of the computers and other equipment as well as any networks that may be established. This policy is issued to students annually in the Student Handbook. Students of appropriate age are required to sign that they have read the Student Handbook. In addition, the RUP is available in every building in the district and on the TCSC web site. A copy of the RUP will be provided to all new employees.

The provisions of this policy are subordinate to local, state, and federal law. Students who do not abide by the RUP may suffer disciplinary action. Employees who do not abide by the RUP may also suffer disciplinary action, including, but not limited to, termination of their employment.

Telecommunications

Today's accessibility to computers and people all over the world bring with it the availability of material that may not be considered to be of educational value. On a global network, it is impossible to control all materials and information. Eventually, users may discover some information to be controversial, vulgar, or otherwise inappropriate. Although TCSC has incorporated Internet content filtering software, there are no guarantees the user cannot access inappropriate sites. The educational benefits of the Internet far outweigh the negative possibilities.

Children's Internet Protection Act (CIPA)

TCSC complies with the Children's Internet Protection Act by using filtering, tracking, and firewall technologies to monitor Internet activity on all school-owned devices and networks, including those taken home by students and staff.

One-To-One Computing Initiative

TCSC provides devices to certain student groups and staff as part of the school corporation's Strategic Plan. Additional Laptop Use Agreements, including information on insurance, responsibilities, and consequences, may be included as a supplement to this RUP. Parents, students, and staff are directed to review that content for additional policies to be aware of. Confirmation of receipt of this RUP does not supersede or should not be taken in place of these additional agreements.

Terms and Conditions

The Tri-Creek Technology Department (TCTD) will provide technology components including hardware, software, and access to the network and the Internet.

TCTD has the responsibility to monitor and maintain security on all technology. All computers, telephone systems, electronic systems, e-mail, and voicemail systems are the property of TCSC. TCSC retains the right to access and review all components of these systems. Students and employees should have no expectation that any information contained on or in any of these systems is confidential or private. Information may be reviewed with or without student or employee knowledge or permission. The use of passwords does not guarantee confidentiality, and TCSC retains the right to access information in spite of the existence of a password.

When accessing the Internet via a TCSC-networked computer, every site visited is logged and tracked based on the

user's login and the computer that is being used. This includes the use of TCSC-owned devices on home networks.

Review of any logs, technologies, and systems will only be done in the ordinary course of business for a legitimate reason. Searching for inappropriate use is a legitimate reason to review any logs, technologies, systems, computers, e-mail, or voicemails. Any information discovered would be limited 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.

1. Account Use:

Each technology user in TCSC will be provided all necessary accounts. Accounts will be maintained and monitored by TCTD.

- A. Users are responsible for their accounts and should take appropriate measures to prevent unauthorized access to their account(s) and equipment.
- B. Use of another user's account(s) is prohibited.
- C. Account passwords are to be distributed only to the individual account user.
- D. Copying, changing, reading, or using files of another user without their consent is prohibited.
- E. Unauthorized access to system programs or computer equipment is prohibited.
- F. A student must have permission to use computer equipment and software.
- G. Students are not to use adult workstations without prior permission.
- H. Upon parent request, students will be provided alternative activities that do not require Internet use.
- I. Mass storage devices (CD, DVD, USB flash drives, virtual drives, etc.) may be used for personal and professional purposes. However, they are never to be used for storage, transfer, or use of materials that are inappropriate, illegal, or in violation of copyright laws. The users creating or in possession of mass storage devices containing such material will be responsible for it.
- J. Users are not to violate copyright or otherwise use the intellectual property of another individual or organization without permission. This includes but is not limited to copying and/or downloading commercial software or other material (e.g., music, games, photos, or written documents) in violation of federal copyright laws.
- K. Accessing web sites or running applications (Proxies, shells, VPNs, etc.) for the purpose of bypassing the Internet content filter is prohibited.
- L. Users are not to use the network for financial gain, commercial or political activity, or illegal activity.
- M. Users are not to load a program or piece of code on a computer or network for the purpose of disrupting operations. This includes but not limited to virus, worms, ad ware, and key loggers.

2. Privileges:

The use of TCSC technological systems is a privilege, not a right, and is subject to regulation, inspection, denial, and discipline for misuse. The individual user accepts the responsibility for the ramifications and consequences of any inappropriate use of the account, and further accepts that the attitudes and perceptions of others can determine appropriateness. TCTD may authorize the use of additional district-developed procedures to determine student and staff privileges as needed, up to and including multiple tiers of access.

3. Responsible Use:

Use of network accounts should pertain to educational research or communications consistent with TCSC educational objectives and policies. Therefore, Internet access should be limited to educationally appropriate sites during all assigned instructional or supervisory times. The user, with the understanding that he or she may need to justify the site(s) to a peer, administrator, parent, or the general public, determines educationally appropriate sites. Transmission of any material in violation of any U.S. or state regulation is prohibited at all times. Furthermore, students and employees are strictly prohibited from transmitting material that is copyrighted, threatening or obscene, or may be construed as political lobbying. At no time are TCSC accounts to be used to receive or transmit any form of digital, electronic, tape, or wireless transmission of material containing obscene, vulgar, threatening, or inappropriate material.

4. Software Policies:

Software installation is the loading of a computer program(s) on workstations or network.

A. Software Programs:

1. TCTD must be notified and grant permission prior to the loading of programs onto school-owned computers. TCSC is not responsible for programs not approved by TCTD or any problems caused by or related to such programs. TCTD reserves the right to delete any programs or files.
 2. Unless otherwise stated in the software's license agreement, users cannot legally load software on more than one computer or onto the network.
 3. Users may not load software on any TCSC computer unless given permission by the TCTD. The TCTD will install any software on any TCSC computer, if requested. The software documentation must be accessible to TCTD at any time.
5. **Purchasing Policies:**
- A. TCTD must be informed of and approve all potential software purchases intended for any TCSC workstation or network installation.
 - B. Corporation-wide software is purchased with corporation funds via TCTD and in most cases will be networked or Internet accessible.

6. **Social Media/Web Page Policies:**

After receiving adequate training and approval, TCSC employees may create social media and web pages. The creation of social media/web sites by students must be done under supervision of an appropriate staff member. All social media/web sites must reflect the professional image of TCSC. To this end, TCTD has developed a supplementary Social Media Guidelines document as an appendix to this RUP. Please see the end of this document for additional guidelines for safe and effective social media usage.

The purpose of such social media/web sites is to create a technology-rich environment that provides opportunities within the school community to communicate, to gather, and to process information. The following criteria should be used to guide the development of social media/web sites:

A. **Educate:**

Content provided in the social media/web site should be suitable for and usable by students and teachers to support the curriculum and TCSC's objectives as listed in the Corporation's Strategic Plan.

B. **Inform:**

Content may inform the community about the school, teachers, or departments, including information about curriculum, events, class projects, student activities, and departmental policies and other TCSC-related events and activities.

C. **Communicate:**

Content may provide an avenue to communicate with the community. The information contained on the social media/web site should reflect and support TCSC's Mission Statement, Education Philosophy, and the Academic Improvement Process. All links included on the pages must also meet the above criteria and comply with state and federal law (e.g., copyright laws, FERPA, and CIPA). Under no circumstances is a social media/web site to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Social media/web pages should reflect an understanding that both internal and external audiences will view the information.

D. **Reporting of Social Media Accounts:**

Social media content to be used as a part of a course or school-sponsored club or activity should be reported to the Director of Information and Educational Technology or building administrator as appropriate. It is recommended that all school-related social media accounts be set up using a TCSC-issued email address in order to facilitate the retrieval of lost passwords or to get assistance from TCTD staff in configuring, supporting and troubleshooting issues with social media.

E. **Student and Employee Information:**

Social media/web site(s) are not to provide personal information about students without approval from the student's parent or guardian. Approval may include a blanket Media Use approval or a signed approval form specific to the project, course, or school with administrator's approval. Employees may provide personal information about themselves at their own discretion while in keeping with the spirit of TCSC's educational objectives.

6. **Communication Etiquette:**

Users are expected to abide by the generally accepted rules of communication etiquette. It is expected that staff members will provide guidance and instruction to students in the appropriate use of the Internet. These include, but are not limited to, the following:

- A. Any speech transmitted by the use of a school computer does not constitute speech in a “Public Forum” and is subject to regulation by the administration.
- B. Students and employees must use proper and courteous written language in messages. Vulgarities or any other inappropriate language is not allowed. Messages shall not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, violence, threats, or hate. All communications (i.e., list serves, e-mail, instant messaging, etc.) containing any material listed above is prohibited.
- C. Students are prohibited from broadcasting, instant messaging, or chatting with other users inside or outside of the TCSC network unless given explicit permission by an appropriate staff member.
- D. It is prohibited to access, upload, download, or distribute violent, threatening, pornographic, obscene, sexually explicit, or inappropriate materials.
- E. Students shall not reveal personal information about themselves or others. If it is deemed necessary for employees or students to reveal student personal information, written permission from the student’s parent or guardian must be obtained. Employees may provide personal information about themselves at their own discretion. Employees are not to provide protected information about other employees without permission from that employee. Public information about employees that may be provided by other employees includes name, position, grade or subject taught, e-mail address, phone number of school/building,/office/classroom, extra curricular responsibilities, and verification of employment.
- F. Electronic mail (e-mail) is available to all school employees. E-mail is accessible to students on a limited basis as part of instructional initiatives (i.e. New Tech). E-mail is not private and can be examined by the Network Administrator when necessary. E-mail relating to or in support of illegal activities shall be reported to the proper authorities. The forwarding of chain letters is discouraged.
- G. The network shall not be used in such a way as to disrupt its use by others. Communications and information accessible via the network is the property of TCSC and is not the private property of any individual.
- H. Copying, downloading, etc., without the implied or direct permission of the provider or in violation of any state or federal law, including copyright laws, is prohibited and may result in disciplinary action.
- I. Although users are encouraged to use shared drives established by TCTD (i.e. Google Drive) for cooperative work, the process of enabling file sharing via the network is prohibited. This includes web-based software such as BitTorrent, YouTube, or the like.

8. Warranties and Responsibilities:

TCSC makes no warranties of any kind, whether expressed or implied, for the services it provides. TCSC will not be responsible for any damages suffered for any reason, including loss of data for any reason. Students and staff are responsible for the backup and retrieval of any files stored on a TCSC-issued device and account. Use of any information obtained via the network is at the users own risk. TCSC is not responsible for the accuracy or quality of information obtained through this service.

9. Vandalism:

Vandalism is defined as any attempt to harm or destroy data or equipment. This includes, but is not limited to, the creating or transferring of computer viruses, changing of system defaults or passwords, destroying network data, or damaging computer equipment. Anyone responsible for vandalism is subject to denial of privileges, discipline, and repair or replacement cost.

10. Unsolicited On-Line Contact:

Students of TCSC are prohibited from responding to any unsolicited on-line contact. It is the student’s responsibility to notify an instructor of any such instance. The instructor will then notify TCTD. Although Internet filtering is used by TCSC, some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, violent, sexually explicit, or potentially offensive to some people.

11. Commercial Use by Students:

Goods and services purchased by students via the Internet could result in unwanted financial obligations for which students and their parents or guardians may be liable.

12. Indemnification:

In consideration of TCSC providing the user with access to computer equipment, software, and the network, employees, students, and students' parents and guardians agree to hold TCSC harmless. All parties involved agree to indemnify TCSC from any and all liability, loss or damages TCSC may suffer as a result of claims, demands, attorney's fees, costs or judgments against TCSC arising out of the user's violation of this policy.

13. Consequences:

Violations of this policy may result in disciplinary action by TCSC. It is a criminal act under Indiana law to access a computer system and/or damage or alter a computer program, data, or hardware without the consent of the computer owner. Indiana Code § 35-43-1-4 defines computer tampering, a Class D felony, as the knowing or intentional alteration or damage to a computer program without the consent of the owner. Indiana Code § 35-43-2-3 defines computer trespass, a Class A Misdemeanor, as a knowing or intentional access to a computer system network or a part thereof without the consent of the owner. Additionally, there are other criminal offenses dealing with theft and criminal mischief with similar or greater penalties of imprisonment.

Tri-Creek School Corporation - Social Media Guidelines

Our Mission

Tri-Creek School Corporation students, faculty, and staff are inspired to engage in a rigorous and safe learning environment leading to both fulfillment and high student achievement.

Students, faculty, staff, and community members engage collaboratively to ensure that all stakeholders are equipped with the support, opportunities, and resources to assure personal and professional growth. TCSC students are empowered as self-motivated learners to thrive in an ever-changing world.

Preamble

Within Tri-Creek School Corporation, we recognize that the effective use of social media with students both in and out of the classroom can help to create transformative learning environments. With it, we are able to further our vision as a “learning organization”, and create an environment “where the world opens up”. As this is a “new world” for many, we want to help educators and stakeholders with some guidelines that will help promote innovation in a safe manner for staff, students, and community.

Staff Guidelines

Personal Responsibility for Professional/Athletic/Classroom Social Media

- When developing a social media account for your professional, athletic or classroom use please make sure you let your Principal or Director of Educational Technology know so that we know it is out there representing Tri-Creek School Corporation. We can help you craft your account to make it accessible to all students and stakeholders and even list it on our district websites to increase your reach.
- Tri-Creek School Corporation employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy and respect the privacy of the students whom you serve.
- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use in face-to-face and/or personal relationships.
- Remember that blogs, wikis and podcasts are an extension of your classroom. What is inappropriate in your classroom should be deemed **inappropriate** online.
- When contributing online, do not post confidential student information or photos.

Copyright and Fair Use

- Respect copyright and fair use guidelines.
- It is recommended that blogs be licensed under a [Creative Commons Attribution 3.0 License](#).
- Please use sites such as [Creative Commons](#) for both using and sharing multimedia.

Personal Use of Social Media such as Facebook, Twitter, etc.

- Tri-Creek School Corporation employees are personally responsible for all comments/information they publish online. Be mindful that what you publish will be public for a long time—protect your privacy and the privacy of the students of Tri-Creek School Corporation.
- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face, and be in accordance with the highest professional Standards. When using social media, the world is your

classroom. Speak as if you were speaking to students.

- “Friending” students or parents on Facebook is not encouraged. With that being said, using social media to create Pages or accounts for your classroom is a great way to connect with students in this space without having to ‘friend’ them.
- By posting your comments and having online conversations etc. on social media sites you are broadcasting to the world, be aware that even with the strictest privacy settings what you ‘say’ online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a ‘private conversation’ may still end up being shared into a more public domain, even with privacy settings on maximum.
- Comments related to the school/school corporation should always meet the highest standards of professional discretion. When posting, even on the strictest privacy settings, staff should act on the assumption that all postings are in the public domain.
- Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues and students are concerned. The Media Use form does not cover this and is only for school corporation events and use.
- Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.
- Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and by that token an extension of your professional life and your classroom. If it would seem inappropriate to put a certain photograph on the classroom wall - is it really appropriate to put it online?
- Comments made using Twitter are public and are visible to those who do not have Twitter accounts in most cases. Employees should be aware of the public and widespread nature and ensure that they are not posting any items that would be deemed inappropriate. Staff are discouraged from having contacts and/or communications through social media and/or cell phones with students that are not curricular related - in particular, communications with staff and students beyond the school day that are more personal in nature. At all times, staff have the responsibility of being a moral exemplar to all students of Tri-Creek School Corporation.

Adapted from “[Social Media Guidelines for Faculty and Staff](#)”

For Students

Social Media Guidelines for Students

1. Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's handbook when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Adapted From:

<http://socialmediaguidelines.pbworks.com/w/page/17050885/Student%20Guidelines>