

RESPONSIBLE USE OF TECHNOLOGY

Statement of Corporation Policy

The School Board believes accessing content on the Internet is essential to fully prepare students for their careers and life. The goal in providing access to the internet and other technology to staff and students is to promote educational excellence by facilitating collaboration, innovation, and communication. Western Wayne Schools (“Corporation”) believes in freedom and self-regulation and encourages students and staff to use the Internet and technology responsibly. The use of the Internet and technology is a privilege, not a right, and inappropriate use may result in a cancellation of some or all privileges. The Corporation reserves the right to read, print, delete, store, or use any transmission on this system at its discretion and grants permission to use this system for educational purposes only.

Scope of this Policy

This Policy applies to all technology provided by the Corporation as well as the personal devices of students and employees (collectively "Users"). This includes, but is not limited to, telephones, cellular devices, digital media players, tablets, laptop and desktop computers and workstations, direct radio communication, Internet access, voice mail, email, text messaging, facsimile transmission and receipt, and any computer-based research and/ or communication.

Definition of Terms Used in this Policy

As used in this Policy:

“Confidential information” means information that is declared or permitted to be treated as confidential by state or federal law, including the Family Educational Rights and Privacy Act (FERPA), or Corporation Policy on access to public records.

“Proprietary information” means information in which a person or entity has a recognized property interest such as a copyright.

"Personal device" includes cell phones, smart phones, laptops, tablets, handhelds or any other device that is not the property of the Corporation but is used at school or a school activity, or connected to Corporation technology by a wired or wireless link.

“Technology” means computers and computer systems, public and private networks such as the Internet, phone networks, cable networks, voice mail, e- mail, telephone systems, copiers, fax machines, audio-visual systems, cellular devices, tablets, laptop and desktop computers, direct radio communications, text messaging, and similar equipment as may become available.

“User” means a Corporation employee, student, volunteer or other person authorized to use Corporation technology.

Violation of this Policy

- a. Violations of this Policy may result in denial of further access to technology, suspension or expulsion of students, and discipline of employees including suspension or termination of employment. Such a violation by a person affiliated with a contractor or subcontractor rendering services to the Corporation may result in cancellation of the contract of the contractor or sub-contractor.
- b. A user observing or learning of a violation of this policy is required to report the violation of this Policy to the user's immediate supervisor (for employees or volunteers), or to a teacher or other school administrator (for students).

Ownership of Corporation Technology & Information

The technology provided by the Corporation and all information stored by that technology is at all times the property of the Corporation. Documents and other works created or stored on the Corporation technology are the property of the Corporation and are not the private property of the user. This includes all information created using technology and/or placed on a website, blog and/or other storage device.

Access to Information and Investigation of Potential Policy Violations

- a. Users shall not have an expectation of privacy in any use of Corporation technology or the content of any communication using that technology, and the IT Services Staff or a designee may monitor their use of technology without notice to them, and examine all system activities the user participates in including but not limited to, email, recorded voice and video transmissions, to ensure proper and responsible use of the Corporation's technology. Monitoring shall include the use of voicemail but shall not include monitoring a live communication between two or more parties unless at least one user is aware of the monitoring. In addition, the use of Corporation technology may be subject to production pursuant to the Indiana Access to Public Records Act, [Ind. Code 5-14-3](#).
- b. A user's history of use and all data stored on or sent to or from Corporation technology shall at all times be subject to inspection by the IT Services Staff or a designee without notice to the user before or after the inspection.
- c. If IT Services Staff has reasonable suspicion to believe a user has violated this policy or additional Corporation rules, the IT Services Staff or a designee may investigate to determine if a violation has occurred. If the investigation is not conducted by the IT the results of the investigation shall be reported to the IT Services Staff by email or in person, and the IT Services Staff shall take appropriate action.

- d. A decision by IT Services Staff in response to an investigated allegation of a violation of this policy or additional Corporation rules may be appealed in writing to the Superintendent within five (5) calendar days. The Superintendent's decision concerning continued access to Corporation technology and any other penalty shall be final.

Conditions and Standards for Responsible Use of Technology

- a. Responsible use of technology is ethical, academically honest, respectful of the rights of others, and consistent with the Corporation's mission. Technology should be used by students to learn and communicate in correlation with the curriculum while under a teacher or supervisor's direction. Student owned personal devices and Corporation technology shall be used by students under teacher supervision with the purpose of improving instruction and student learning.
- b. Users will become familiar with and comply with all expectations of the Corporation for the responsible use of Corporation technology as communicated in school handbooks, school Corporation policy, and other communications and standards concerning the use of Corporation technology.
- c. Users must respect and protect the privacy and intellectual property rights of others and the principles of their school community. The IT Services Staff are the only individuals authorized to select, adopt and allow the use of specific web-based resources for teacher and student use, including resources for website creation, multimedia projects, presentations, and other collaborations. The IT Services Staff in consultation with the Superintendent's other designees will select resources based upon online safety, coordinated professional development, and informed technical support. If a teacher or student desires to use an alternate resource, they must make a request to the IT Services Staff via the established process. Further, Users shall not alter, delete, or destroy data, information, or programmatic instructions contained in or on Corporation technology without permission from the IT Services Staff. Personally generated files and documents may be deleted by the User who created them, unless they may include proprietary information, a student's personally identifiable information, and/or information potentially subject to litigation.
- d. Any recording made on school grounds may be subject to copyright laws and the protection of the privacy rights of others, including personally identifiable information about a student protected by the [Family Education Rights and Privacy Act \("FERPA"\)](#). Where IT Services Staff or other Corporation staff have reasonable suspicion that a recording, data, or image was made in violation of this Policy, such item may be confiscated by Corporation staff. Any use of a recording device to invade the privacy of another person will result in sanctions for the person making the recording.
- e. Users must notify IT Services Staff if they have violated the conditions established for the use of Corporation technology or have witnessed or become aware of another user misusing Corporation technology. Users shall be responsible for noting and reporting any inappropriate use of Corporation technology in violation of Corporation policy or conduct

standards including threats, bullying, harassment, or communications proposing or constituting a violation of the law or the Student Code of Conduct.

- f. If a user creates a password, code or encryption device to restrict or inhibit access to electronic mail or files, the user will provide access to that information when requested to do so only by the user's supervisor, teacher, or the IT Services Staff. This includes personal technology brought to or accessed during work or student day or at a school activity including bus transportation. The IT Services Staff or a designee shall be authorized to override any password, code or encryption device to access the technology. Users shall not use Corporation technology anonymously or use pseudonyms to attempt to escape from responsibilities under this policy, regulations, or the law.
- g. Creation of an account, access to a new application, or any other initial use of software or technological applications in the public domain (non-Corporation managed technology) must be under the supervision of a teacher, for instructional purposes, and only on school approved sites.
- h. A user shall never use another user's password, or account, even with the permission from the user. Any need to have access to another user's account should be addressed to the IT Services Staff or a designee.
- i. An unauthorized attempt to log on to Corporation technology as a System Administrator will result in cancellation of the user's access to Corporation technology and may result in more severe discipline including termination for employees and expulsion for students.
- j. Students shall not be required to divulge personal information for access to a non-Corporation managed technology.
- k. Students will be permitted access to the Internet through Corporation technology unless a parent/guardian has signed and returned a "Denial of Internet Access Form" within the preceding twelve (12) months. Forms are available at A300-R.
- l. In order to comply with the Children's Internet Protection Act ("CIPA"), the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. Thus, Student use shall be filtered to minimize access to inappropriate materials. Student access to inappropriate materials despite the presence of the filter shall be reported immediately to the IT Services Staff. The filtering software shall not be disabled or circumvented without the written authorization of IT Services Staff or designee.
- m. While online, student users should not reveal personal information such as name, age, gender, home address or telephone number, and are encouraged not to respond to unsolicited online contacts and to report to a teacher or supervisor any online contacts which are frightening, threatening, or otherwise inappropriate.
- n. Students, parents and staff are advised that any student connection to any Internet or network provider not under Corporation control may not be filtered to the same degree as connection

through Corporation provided access. The Corporation is not responsible for the consequences of access to sites or information through resources that circumvent the Corporation's filtering software.

- o. Users accessing the Internet through personal devices connected to Corporation technology must comply with this policy.
- p. Users connecting personal devices to Corporation technology do so at their own risk. The Corporation is not responsible for damage to hardware or software as a result of the connection of personal devices to Corporation technology.
- q. Users must not knowingly cause damage to Corporation technology, including transmit a computer virus or other malware that is known by the user to have the capability to damage or impair the operation of Corporation technology, or the technology of another person, provider, or organization, nor shall a user take any action that could cause damage to Corporation technology or other Corporation property.

The Superintendent is authorized to develop administrative guidelines further refining what communication is related to Corporation business.

Social Media Use

- a. Students' and employees' personal or private use of social media, even when occurring off school property and outside school hours, may have unintended consequences that affect the school environment.
- b. Social media use should be in a manner sensitive to the Student Code of Conduct and the employees' professional responsibilities.
- c. The intent of this policy is not to infringe upon students' and employees' legal rights, such as freedom of expression, religion, and association. For example, this policy does not prohibit an employee from posting content outside the scope of their employment and on a matter of public concern. However, those rights do not include permission to post inflammatory comments and/or any statements that could compromise the Corporation's mission, constitute cyberbullying or harassment, or cause a substantial disruption to the school environment.

Violations

Violations of the social media use may result in disciplinary action (including expulsion for students or termination for employees), confiscation of the PCD, loss of use of Corporation Technology Resources, referral to law enforcement or the Department of Child Services, and the recording, data, or image made in violation may be deleted.

If the Superintendent or designee has reasonable suspicion to believe an employee or student has violated this Policy or Corporation rules related to technology, they may investigate to determine if a violation occurred.

Protection of Proprietary and Confidential Information Communicated or Stored on Corporation Technology

- a. Users of the Corporation's technology are expected to protect the integrity of data, personal privacy, and property rights of other persons when using Corporation technology.
- b. The practice of using distribution lists to send information shall not excuse the erroneous disclosure of confidential information. Users shall determine that distribution lists are current and review each name on any list before sending confidential information including, but not limited to, personally identifiable information about students protected by the Family Educational Rights and Privacy Act ("FERPA").
- c. Users should not access confidential information in the presence of others who do not have authorization to have access to the information. Confidential information should not be left visible on the monitor when a user is away from the monitor.
- d. Users should not copy, file share, install or distribute any copyrighted material such as software, database files, documentations, articles, music, video, graphic files, and other information, unless the user has confirmed in advance that the Corporation has a license permitting copying, sharing, installation, or distribution of the material from the copyright owner. Violation of the right of a copyright owner will result in discipline of a student or employee.

Incurring Fees for Services

No user shall allow charges or fees for services or access to a database to be charged to the Corporation except as specifically authorized in advance of the use by IT Services Staff. A fee or charge mistakenly incurred shall be immediately reported to the IT Services Staff. Incurring fees or charges for services to be paid by the Corporation for personal use or without prior authorization of the IT Services Staff may result in discipline including suspension or expulsion of a student, or suspension or termination of an employee.

Users shall thoroughly review terms and conditions of any programs, software, or applications prior to accepting the terms and conditions. Users are responsible for ensuring the terms and conditions comply with Corporation Policy and procedures and state and federal law. Users who are unsure of the terms and conditions shall contact the IT Services Staff prior to accepting any terms and conditions. Accepting terms and conditions that violate Corporation policy or procedures or state or federal law may result in discipline as described below.

Liability

Use of Technology is at the User's own risk. The system is provided on an "as is, as available" basis. The Corporation is not responsible for any damages Users may suffer. The Corporation is not responsible for the accuracy or quality of any advice or information obtained through or stored on the Corporation's system, nor is it responsible for damages or injuries from improper communications or damage to property used to access Corporation technology. The Corporation is not responsible for financial obligations arising through the unauthorized use of the educational technologies or the Internet.

Training

All students and those staff members who work directly with students shall receive annual training on social media safety, cyber bullying, and appropriate responses.

47 U.S.C. §254(h)(5)(B)-(C), 254(l)

20 U.S.C. §67777(a)

47 C.F.R. §54.520(c)(1)(i)

Children's Internet Protection Act (CIPA)

Western Wayne Schools, Wayne County, Indiana

Adopted: May 14, 2002

Revised: October 10, 2011

Revised: October 9, 2017

Revised: December 11, 2019