Introduction

The Crawfordsville Community School Corporation (CCSC) acknowledges that access to technology affords our students improved opportunities to a future rich in technological change and development. Access to technology at CCSC affords our staff the freedom to cultivate 21st century skills so that our students become prepared for work, life, and the global community after leaving CCSC. We are committed to developing student's digital citizenship, communication, and responsible use of technology. As a result, CCSC willfully provides the privilege of access to technologies to staff and students.

Scope

This Acceptable Use Policy (AUP) applies to the users of the CCSC network, CCSC technology equipment, and personal devices and equipment used on CCSC campuses to access CCSC networks. Use of CCSC networks include electronic communication and transmission to or through CCSC networks. The AUP outlines the guidelines and behaviors that all users are expected to follow when using CCSC technologies and personally owned devices (on or off campus) when accessing CCSC networks. These guidelines and behaviors include (but are not limited to):

A. CCSC networks are intended for educational purposes only, and are not a public access service or public forum.
B. All activity over CCSC networks or using district technologies will be monitored and may be retained.
C. Access to online content via CCSC networks may be restricted in accordance with our filtering policies and Federal regulations, such as the Children's Internet Protection Act (CIPA).
D. Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.
E. Misuse of school resources can result in disciplinary action.
F. CCSC makes a reasonable effort to ensure students' and staff safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
G. Users of CCSC networks and other technologies are expected to alert IT staff immediately of any concerns for safety or security.
H. All technologies provided by CCSC are intended for education purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

The AUP governs the use of all electronic communications, via CCSC networks and technology equipment, including but not limited to:

- Desktops, laptops, tablets
- Electronic bulletin / message boards
- File transfer
- Network storage
- Electronic mail
- Social media
- Internet access
- Electronic discussion / news groups
- Streaming media
- Database access
- Learning Management Systems

Purpose
The purpose of electronic communications with CCSC is to promote educational excellence in schools. The purpose of this agreement is to ensure that electronic communications are properly and efficiently used, and that the school and CCSC are protected from potential liabilities, including, without problems arising from error, fraud, defamation, breach of copyright, unlawful discrimination, illegal activity, privacy violations, and service interruptions. The additional purpose of this policy is to inform parents/guardians, staff, and students of their legal and financial responsibility for their access to, use of CCSC owned or leased equipment, Internet access, and to require their agreement to abide by this policy as a condition to the use of such equipment.

Rationale
The use of electronic communications and technology equipment at CCSC carries with it many responsibilities. Access to CCSC networks and technology is a privilege, and anyone who abuses this privilege will be subject to consequences. Use of CCSC networks and technology is managed and monitored to assure appropriate use. The process by which CCSC seeks to manage staff and student use of CCSC networks and technology is through the development and implementation of this document. CCSC reserves the right to periodically inspect at will, anything stored on a corporation owned device.

Responsibilities
It is the responsibility of CCSC to ensure that the persons to whom this agreement applies have been notified of this agreement. This should include, but not limited to:
- Providing a copy of the agreement to staff and students on an annual basis.
- Communicating updates or changes to this agreement.

It is the responsibility of the users to abide by this agreement and manage his or her own data or quality of stored files. The user should not permit others to use their CCSC credentials to access CCSC networks or technology.

Breaches
Breaches are considered to be acts that violate the spirit of this agreement and may include, but are not limited to:
- The introduction of unauthorized information, computer viruses, or harmful data or programs into CCSC networks via public or private files and messages.
- The downloading of gaming or entertainment software.
- Participation in gambling, on-line gaming, or chat forums.
- The assignment of students to use technology without proper supervision.
- Participation in non-job related online shopping or bartering.
- Broadcasting via technology unsolicited personal views on social, political, religious or other non-school related matters, or the posting of information intended to defame others.
- Installation of any non-CCSC owned software, or use of encryption or devices to circumvent filtering and other securities. Any attempt to bypass filtering will result in disciplinary action. Requests for access to blocked internet sites should be made to the building technology department or to the CCSC technology director.
- Accessing user accounts, network files, or email using false credentials.
- Accessing file swapping services or attempting to download copyrighted media.
- Storing or transmitting obscene, profane, or offensive material on or through CCSC networks or technology. Including, but not limited to:
    - Accessing, processing, or distributing erotic, lewd, or sexual materials, messages, or jokes.
    - Accessing, processing, or distributing material which violates CCSC harassment policy, or creates an intimidating or hostile environment.
- Vandalism
  Vandalism is the deliberate destruction of CCSC equipment. Any act determined to be

intentional damage to district technology hardware, software, or data will be considered vandalism and will result in disciplinary action according to school policies. Vandalism that requires a person's time to repair, replace, or perform corrective work on equipment or data is subject to repair costs as outlined below.

		Screen	Keyboard	Charger	Total Loss
Chromebook	1st offense	$25	$15	$20	$200
	2nd offense	$50	$35	$30	
Windows PC	1st offense	$50	$15	$20	$250
(laptop)	2nd offense	$75	$35	$30	

CHS 1:1
CHS students will be issued a device, charger, and laptop bag. It is the students' responsibility to:
- bring the device fully charged to school every day
- use the device, chargers, and bags with care
- protect the device from weather, keeping it secured and attended to at all times, and kept inside the school-issued case when not in use. Extreme cold or heat can damage the device components.
- keep the device clean and protected from drinks, food, and pets.
- keep the device clean and free of stickers, labels, or drawings
- keep the device, charger, bag, and bag label in their possession and not trade with other students.
- refrain from taking pictures or video without the consent of a staff member
- refrain from using personal devices (BYOD), including cell phones, without specific approval from teachers or administrators

CMS 1:1
CMS students will be issued a laptop and charger and will be expected to transport the device in their personal backpack to and from school.
- bring the device fully charged to school every day
- use the device and charger with care
- protect the device from weather, keeping it secured and attended to at all times, and kept inside a backpack when not in use. Extreme cold or heat can damage the device components.
- keep the device clean and protected from drinks, food, and pets.
- keep the device clean and free of stickers, labels, or drawings
- keep the device and charger in their possession and do not trade with other students.
- refrain from taking pictures or video without the consent of a staff member
- refrain from using personal devices (BYOD), including cell phones, without specific approval from teachers or administrators

Web Access
CCSC provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. All users must utilize the CCSC internet for web browsing while on campus. Personal mobile hotspots and 'tethering' are not permitted while users are on campus. Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review to building technology staff.

Web Pages / Social Media
CCSC authorizes the creation of websites and social media accounts by third parties, staff, and students for the purpose of educating, informing, and communicating. Websites and social media accounts created by students must be prepared under the supervision of a staff person. Any hosted site or service which requires a student login or other credentials must meet FERPA guidelines. If you are unsure whether a site is FERPA-compliant, please ask CCSC IT staff. All websites and social media accounts created under this agreement are copyright of CCSC, and must adhere to other CCSC policies. Under no circumstances is a CCSC represented website or social media account to be created for commercial purposes, political lobbying, or personal financial gain of a student or staff person. Staff members shall not require students to connect to the staff person's non-CCSC webpages to complete the work of any class. Recognizing the benefits collaboration brings to education, CCSC may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online. Staff who update and edit CCSC social media accounts and pages should only post school related items during the work day. Posts should not include student first and last names, unless a media release is on file, and a media release must be on file for a student image to be posted online.

Mobile Devices
CCSC may provide users with mobile computers or other devices to promote learning outside of the classroom. A CCSC or grant-funded mobile device's primary function is for classroom and educational purposes. Users shall abide by the same acceptable use agreements when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users shall immediately report any loss, damage, or malfunction to IT staff. Staff and students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored. Mobile devices include but are not limited to: laptops, tablets, and cell phones.

Personally Owned Devices
The Crawfordsville Community School Corporation technology department is dedicated to our staff and students in creating, supporting, and maintaining a 21st century learning environment. After adhering to prerequisite conditions found in the student handbooks, CHS students and all staff members may bring in their own devices to access the internet and collaborate with other staff or students in support of their teaching and curriculum. These devices must be connected to the CCSC BYOD network, while use of student BYOD devices is determined by classroom teachers. Personally-owned devices, including printers, wireless access points, storage devices, physical or virtual servers, and similar equipment, shall not be connected to the school network without express permission from CCSC IT staff. In some cases, such as dance competitions (etc.), a separate network may be provided for personally-owned devices. Please remember, this Acceptable Use Policy applies to privately-owned devices accessing the CCSC BYOD network.

Netiquette
Staff and students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet. Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it's out there – and can sometimes be shared and spread in ways you never intended.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, trolling, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Limitation of Liability

CCSC will not be responsible for damage or harm to persons, files, data, or hardware. While CCSC employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. CCSC will not be responsible, financially or otherwise, for unauthorized transactions conducted over the CCSC networks or technology. The parent / guardian is responsible for the cost of repair and/or replacement of the device, case, or charger if the CCSC property is:

- Not returned
- Damaged
- Lost
- Stolen

Parent / Student Signature

Date

For CCSC Staff Only:

I have read and understand this Acceptable Use Agreement and agree to abide by it:

Staff Signature   Date

Staff Printed Name