

TCJSHS Internet and Technology Responsible Use Policy *(adopted 03/13/2023)*

The Tri-County Junior-Senior High School believes that when students have access to technology for the purpose of resource sharing, innovation, and communication & collaboration, they will develop skills to prepare them for future citizenship, work opportunities, and life. With that stated, we provide access to multiple different technologies for TCJSHS students and staff.

The mission of the TCJSHS Technology Initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. TCJSHS believes the advantages of using technology outweigh the potential for misuse. ***Families should be aware that TCJSHS takes precautions to safeguard the material, to which your child has access. However, it is possible your child could come in contact with some material that may contain items that are illegal, defamatory, inaccurate, sexually explicit, or otherwise potentially offensive to some people.***

TCJSHS finds it imperative that our users understand their responsibilities and conduct themselves as responsible learners at all times. This Responsible Use Policy (RUP) outlines the guidelines and behaviors TCJSHS expects of its users, when using school technologies, a personally-owned device, ***a TCSC owned device, or TCSC provided accounts.***

I will:

- Bring my laptop to school fully charged every day.
- Carry my laptop in a protective case at all times.
- keep private information private. (My password and user ID are not for sharing with friends).
- treat others with respect, both online and offline.
- use suitable language free of profanity, vulgarity, or any other inappropriate language.
- strive to be a responsible digital citizen, and encourage others to act the same.
- use my laptop for school-related purposes during school hours.
- credit my sources when using other's information, images, or other material.
- respect the digital work of others.
- follow TCJSHS policies, rules, and regulations as per the student handbook
- treat TCJSHS technology equipment with care and respect.
- Uninstall any software that did not come pre-loaded on my laptop if it causes conflicts with any TCJSHS programs.
- Change any desktop wallpaper or screensaver that does not reflect TCJSHS expectations.

I will NOT:

- read another student's private communications or schoolwork without consent.
- use/send improper language or pictures with TCSC provided devices or web resources.
- harass, intimidate, ridicule, or otherwise harm others electronically.
- pretend to be someone else online.
- give out my full name, address, or any other personal information to others.
- take pictures and record audio/video without the consent of that student/staff member
- search for, possess, read, view, or copy inappropriate pictures or information.
- damage, change or tamper with the hardware or network in any way.
- decorate the laptop with ink, pencil, marker, or engraving, stickers that can not be easily peeled off.

I Understand:

- If I fail to bring my device and charger to school a loaner will only be issued if one is available.
- I could lose my files due to hardware malfunction. I shall maintain a back-up of all work.
- I understand my failure to log in properly with my Tri-County Issued accounts may cause me to lose information/bookmarks/etc on my device.
- I understand that programs copied to/installed on TCSC equipment may/will be removed by TCSC Tech Staff
- The Internet/specific sites may go down for reasons beyond the control of TCSC Technology Department.
- Not everything on the Internet is true.
- It is my responsibility to validate data researched on the Internet to be accurate and factual
- The use of the Internet provided by TCSC is a privilege, not a right.
- The laptop is the sole property of TCSC
- ALL school personnel has full authority over my laptop.
- Teachers can monitor my device/online activity at any time during the school day. *School day is defined as Monday - Friday 7:30 am - 3:30 pm*
- A school day can also be Remote or In-Person
- Administrators/Technology can monitor my device/online activity at any time during the day.
- It is not appropriate to send pictures or messages of a sexual nature to others
- If my device triggers a security alert multiple times in a short period of time, it may be erased by the technology department and set back to when the device was first issued.
- Attempts to gain access to blocked sites/circumventing the Content Filter, in any manner is not acceptable.

Consequences for misuse:

- School administrators may revoke the 24:7 privilege of my TCSC issued laptop.
- I may be disciplined at school up to and including suspension or expulsion if I act irresponsibly or maliciously.
- In Indiana, [IC 35-42-4-4](#)-Child exploitation; possession of child pornography; exemptions; defenses (b) is a level 5 Felony (d) a level 4 felony.
- In Indiana, [IC 35-42-4-6](#) Child solicitation can be a level 5 Felony or level 4 Felony

Internet/Technology Terms and Conditions**Technologies Covered**

TCSC may provide access to the Internet, desktop computers, mobile computers or devices (iPads, iPods, Kindles, etc.), video conferencing units, online collaboration capabilities, email, and more. This policy applies to all TCSC owned devices as well as personally owned devices utilizing TCSC owned network devices and Internet Access. This policy will also apply to any future technologies that are new to TCSC.

All TCSC provided technologies shall be handled with care. If you notice any damage to your TCSC provided technology, it is your responsibility to bring it to the IT department immediately. In the event that your TCSC provided technology needs repair, a loaner technology will be provided, only if a loaner item is available.

Web Resources

All students, staff, and guests of TCSC may be granted access to the Internet. Access to the Internet will be filtered in order to keep our schools CIPA compliant. Web browsing activity can and will be monitored by TCSC staff. The logs may be retained indefinitely.

TCSC may provide users with an email account. The main purpose of this account is for school-related purposes, there will not be access to outside entities with the TCSC issued email. This account will be terminated after you leave TCSC. Email messages will be archived and maintained according to county ordinances.

TCSC may provide users with accounts to different Educational Web Resources. These tools may allow students and staff to work collaboratively on projects. Basic demographic information will be provided to these Web Resources such as student name, email address, grade level. These may also be monitored, and you are reminded to communicate in a safe, courteous, respectful manner. This access also provided for school-related use.

Security/Personal Safety

TCSC installs security software on school-provided Technology devices. If you think your TCSC provided device has been infected with a virus or Malware, please bring it to the Technology department office immediately. **You are not to try and remove a possible infection on your own.**

TCSC filters internet traffic per CIPA requirements. TCSC employs programs in conjunction with the content filter that monitor online activities of minor students. Appropriate online behavior lessons, videos, tutorials may be shared by someone from the Instructional Technology Team with TCSC students.

Users are not to share usernames or passwords provided by TCSC. This is your personal account and meant to be used by only you. Accessing another user's account will be considered hacking, and punishable per the terms agreed upon by the building administrator and Technology Director.

Users should never share personal information, including phone numbers, addresses, social security numbers, date of birth, or financial information over the Internet. Communications via the Internet are often anonymous, and all users should take practical safeguards to protect themselves.

Cyberbullying will not be tolerated. Don't send messages or post comments with the intent of scaring, hurting, intimidating, dissing, flaming, impersonating, tricking, or excluding another person. The behavior of such will result in disciplinary action and/or loss of privileges. In some cases, cyberbullying may be a crime.

Terms of Agreement

Legal Title/Ownership of the TCSC provided technology is in Tri-County School Corporation's name and shall remain in the School Corporation. The right of possession and use is limited to and conditioned upon full and complete compliance with the TCSC Internet and Technology Responsible Use Policy.

You will receive your TCSC provided technology during the first two days of school.

Your right to use and possession of TCSC provided technologies will terminate no later than the last day of the school year unless terminated earlier due to withdrawal from the District, or for various other reasons.

You agree to not remove any software pre-installed on your TCSC provided technology.

You agree to be financially responsible for any repairs not covered under the current warranty. If the TCSC provided technology is damaged, lost, or stolen, the parent/guardian is responsible for the reasonable cost of repair, or its fair market value on the date of loss. Loss or theft of the property must be reported to the School Corporation by the next school day after the occurrence and a police report may be required.

Disclaimers

TCSC does not support a BYOD environment due to security issues. Any BYOD device discovered on TCSC Wifi Networks, without a prior permission/registration from/with TCSC Technology staff will/may be blocked from access.

TCSC will not be held responsible for:

- Loss of data, including but not limited to personal pictures, music, and/or personal or educational works. All students and staff are to maintain a personal backup procedure.
- Unauthorized financial obligations from online access while using TCSC provided technologies, or while accessing TCSC provided technologies with personally owned devices
- Any unpaid Technology Fees for Repair will be added to your current School Fees at the end of the school year.
- When a student reports a lost charger or a charger left at home, a loaner charger will no longer be handed out. Replacement chargers must be paid for up front before a new charger is issued. The ability to leave your laptop in the technology office to charge for a period of time will be a service offered.
 - If a student finds their lost charger, a refund for replacement charger cost will be issued. All chargers will remain the property of TCSC Technology
 - If a charger is not turned in with the laptop, the cost of a replacement charger will be added to your current School Fees.

Fees Schedule: This is for all This is for all non-warranty repairs/replacements

Replacement Charger: \$30.00. Must be paid up front before a new charger is issued

Progressive Fee Schedule:

1st time: \$30.00

2nd time: \$60.00

3rd time: \$90.00

After the 3rd instance, 24:7 access to a device may/will be revoked.

Excessive Cleaning Fee: \$20.00 any device that has excessive pen, marker, ink, stickers that are not easily removed (peeled off) will result in an additional charge for removal.

Lost/Damaged beyond repair Laptop: \$598.00