

Technology/Acceptable Use Policy ([Section 4 of the Student and Parent Handbook](#))

1.1. Purpose

- 1.1.1. Dugger Union Community School Corporation (DUCSC) is pleased to offer all students, kindergarten through 12th grade, access to technology resources for school work and enrichment activities. The purpose of DUCSC's technology program is to provide additional educational resources and communication methods for students and teachers. These resources will help teachers facilitate education and research consistent with the objectives and goals of DUCSC.

1.2. Definition

- 1.2.1. DUCSC's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

1.3. Regulations

- 1.3.1. Parents must sign and return the Acceptable Use Policy Agreement form in order for the student to be able to take a school issued laptop home. Refusal by the parent/guardian to execute all required forms will result in the student having privileges for computer use only during the school day ("Day User"--see student responsibilities for specifics about a day user account).
- 1.3.2. The use of DUCSC's technology resources is a privilege, not a right.
- 1.3.3. The privilege of using the technology resources provided by DUCSC is not transferable or extendable by students to people or groups who are not part of the DUCSC system. Access to technology resources terminate when a student is no longer enrolled in DUCSC. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

1.4. User Terms and Conditions

1.4.1. Educational Purpose

- 1.4.1.1. The use of DUCSC technology resources is subject to the following terms and conditions:

- 1.4.1.1.1. The corporation Internet system has been established for a limited “educational purpose”. The term “educational purpose” includes classroom activities, continuing education, professional or career development, and high-quality educationally enriching personal research. In compliance with Federal law, the school corporation shall make reasonable efforts to restrict access to inappropriate materials and shall monitor the online activities of the end users in the school environment.
- 1.4.1.1.2. The corporation Internet system has not been established as a public access service or a public forum. The corporation has the right to place reasonable restrictions on the material you access or post through the system. Students are expected to follow the uniform set of policies, the student disciplinary code, and the law, when utilizing the district internet system.
- 1.4.1.1.3. Students may not use the corporation Internet system for commercial purposes. A user may not offer, provide, or purchase products or services through the corporation Internet system. DUCSC is not responsible for unauthorized financial obligation resulting from purchase of goods or services through the Internet.
- 1.4.1.1.4. Profanity, illegal usage, unnecessary personal use, and/or vandalism to school computer equipment will be reported and disciplinary action will be taken. A student desiring Internet access must have permission from a staff member and abide by the Internet usage policy. Students and parents/guardians must sign a contract that will be furnished at enrollment. Vandalism, obscene, abusive, or sexually explicit materials will result in the loss of the student’s privileges. The administration and staff of DUCSC may request the system administrator to deny, revoke, or suspend specific user accounts.

1.4.1.2. User Accounts

- 1.4.1.2.1. All students may hold accounts on the network. The person in whose name an account is used is responsible at all times for its purpose. Users should report unauthorized use to their classroom teacher for elementary students and office personnel for junior/senior high school students

- 1.4.1.3. User accounts are considered the property of the school corporation. Network administrators may review school computers to maintain system integrity and ensure that users are using the system responsibly. Users should not expect anything stored on school computers or networks will be private.

- 1.4.2. Student Electronic Mail (email) Accounts

- 1.4.2.1. All DUCSC students enrolled in grades kindergarten through twelfth grade will have access to a Dugger Union Community Schools electronic mail account. Students will only be permitted to send electronic mail messages within the Dugger Union Community Schools organization.

- 1.5. Laptop and Network Violations

- 1.5.1. Prohibited technology resources activities include, but are not limited to the following:

- 1.5.1.1. School Issued Computer Violations

- 1.5.1.1.1. Sending, accessing, creating, uploading, downloading, or distributing offensive, profane, threatening, harassing, pornographic, obscene, or sexually explicit materials.
- 1.5.1.1.2. Unauthorized downloading or transmitting games, music, or video files using the school network.
- 1.5.1.1.3. Vandalizing, damaging, or disabling, property of the school or another individual or organization.
- 1.5.1.1.4. Students are prohibited from taking pictures or video recording with their computing device. The camera function should only be used for educational purposes and with approval from school personnel.
- 1.5.1.1.5. Accessing another individual's materials, information, or files without permission.
- 1.5.1.1.6. Using the network or internet for commercial, political campaign, or financial gain purposes.
- 1.5.1.1.7. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others, except where permissible by law.
- 1.5.1.1.8. Promoting or soliciting for illegal activities

- 1.5.1.1.9. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- 1.5.1.1.10. Violating copyright or other protected material laws.
- 1.5.1.1.11. Subscribing to mailing lists, mass email messages, games or other services that generate several messages that can slow the system and waste other users' time and access.
- 1.5.1.1.12. Consequences:
 - 1.5.1.1.12.1. The consequences for violating this policy will be handled in accordance with the Disciplinary Policies of the DUCSC.
 - 1.5.1.1.12.2. The Network Administration, along with the school administration, reserve the right to discipline the students based on the severity of the offense. This may result in an office referral for the student and/or suspension/expulsion.

1.5.2. Computer Network Violations

- 1.5.2.1. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- 1.5.2.2. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- 1.5.2.3. Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- 1.5.2.4. Creating, Uploading, or transmitting computer viruses.
- 1.5.2.5. Attempting to bypass computer or network security
- 1.5.2.6. Sending, accessing, uploading, downloading or distributing data considered harassing, obscene, or threatening.
- 1.5.2.7. Consequences:
 - 1.5.2.7.1. The consequences of violating this policy will be handled in accordance with the Disciplinary Policies of DUCSC.
 - 1.5.2.7.2. Depending on the violation, students may also be referred to law enforcement authorities, and may also be subject to possible long term suspension or recommended expulsion from school.

1.5.3. Network Information

- 1.5.3.1. DUCSC does not guarantee that its technology resources will be uninterrupted or error free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an “as is” basis, without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or internet.

1.5.4. User Costs

- 1.5.4.1. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person’s account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as DUCSC explicitly agrees to pay.

1.5.5. Problems

- 1.5.5.1. Any security or equipment problems arising from the use of technology resources must be reported to the DUCSC technology department or school administration.

1.5.6. Student Responsibilities

- 1.5.6.1. Students will be held responsible for maintaining their individual school issued computers and keeping them in good working order.
 - 1.5.6.1.1. Computer batteries must be charged and ready at the beginning of the school day. Students with an iPad should not bring their chargers to school. Students in 10th through 12th grade with a Macbook are encouraged to bring their computing device’s charger to ensure usage all day.
 - 1.5.6.1.2. Only labels or stickers approved by DUCSC may be applied to the school issued computer.
 - 1.5.6.1.3. Computing devices must be carried in their cases while transporting the computing device between classes and to and from home.
 - 1.5.6.1.4. School issued computing devices that malfunction or are damaged must first be reported to the Technology Department or school administration. DUCSC will repair school issued computing devices that malfunction.

- 1.5.6.1.5. Accidental damage to school issued computers: Students who have recorded repeated instances of accidental laptop damage may be asked to check their laptop with the Technology Department or school administration after school. Computing devices may be checked out again before classes begin the next day.
- 1.5.6.1.6. School issued computing devices that are stolen must be reported immediately to the school administration and the police department by the student's parent.
- 1.5.6.1.7. A list of replacement costs for computing devices and accessories will be on file in the junior/senior high school office and elementary office. Parents/guardians are responsible for replacement cost and all damage repairs beyond normal use and wear of the computer will be the burden of the student's parent/guardian. DUCSC will provide parents an option to purchase additional insurance coverage. The cost of the insurance premium is the responsibility of the parent/guardian.
- 1.5.6.1.8. School issued computing devices and accessories must be returned to the Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at DUCSC for any other reason must return their individual school computing devices on the date of termination.
- 1.5.6.1.9. As a "Day User", the student is responsible for signing out the school issued computer from the Technology Department before 8:15 AM and must sign the school issued computing device back into the Technology Department before 3:15 PM each school day. A day user is also responsible for ensuring that the school issued computing device is plugged in to charge over night before leaving for the day.

1.6. Cyberbullying

- 1.6.1. Electronic aggression or "cyberbullying" is defined as any type of harassment or bullying (such as teasing, telling lies, making fun of someone, making rude or mean comments, spreading rumors, or making threatening or aggressive comments (that occurs through email, a chat room, instant messaging, a website (including blogs), social networking sites like Facebook, etc.; text messaging, videos or pictures posted on websites or sent through cell phones.

- 1.6.2. Cyberbullying includes the use of technology or other electronic means to post any hurtful information about another person on the Internet, or making unwanted contact by threatening or insulting. Bullying or Cyberbullying will not be tolerated. (Approved and Adopted on 6/22/20)

1.7. Hotspot Use Policy

1.7.1. Purpose

- 1.7.1.1. Dugger Union Community Schools was awarded funds through the Indiana Governor's Emergency Education Relief Grant to improve home internet connectivity. As a result of the award, DUCS has chosen to provide students with mobile hotspots.

1.7.2. Priority

- 1.7.2.1. DUCS has a limited number of devices available to loan to students. Students who have been identified as living in the geographic areas, as defined by JOINK Internet Services, that do not have a reliable internet connection.
- 1.7.2.2. If any devices remain available, students who have been identified as receiving free or reduced, as defined by the United States Government, and the State of Indiana, will be provided a hotspot device.
- 1.7.2.3. Should any devices remain available, DUCS will provide a mobile hotspot to any student requesting a device.

1.7.3. Loan Agreement

- 1.7.3.1. The Dugger Union Community School Corporation is supplying a mobile hotspot to specific students. These devices are new and/or in excellent working order. It is the student's responsibility to care for the equipment and ensure it is retained in a safe environment. Students may not alter the hotspot, its charger, or the cable in any way. For example, students may not remove stickers, write on the devices or stickers, or place stickers on any of these devices. The mobile hotspot is the property of Dugger Union Community School Corporation and is lent to the student for educational purposes only for a period of time. The student may not deface or destroy this property in any way. Inappropriate use of the Internet via hotspot may result in the student losing his or her right to use the mobile hotspot. The equipment must be returned when requested by the Dugger Union Community School Corporation, or if the student withdraws from Dugger Union Community Schools. The mobile hotspot may be used by the student only for

non-commercial purposes, in accordance with the corporation's policies, rules, and the corporation's Acceptable Use Policy, as well as, local, state, and federal statutes. Only school board devices or a family device being used for educational purposes should be connected to the mobile hotspot. No more than two devices should be connected to the device at a time.

- 1.7.3.2. The student may not change or allow others to change the privileges and capabilities of the device. The device has identification on it indicating that it is the property of the Dugger Union Community School Corporation. That identification should not be altered, removed, or modified in any way. The student acknowledges and agrees that the student's use of a computing device and the mobile hotspot is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the mobile hotspot and to return it in the same excellent condition that it was received. In the event that the mobile hotspot is damaged, lost, or stolen, the parent/guardian is responsible for the cost to replace said equipment. *In the event of theft or loss, it is very important to notify a school administrator immediately.*

1.7.3.3. **Parent/Guardian Responsibilities**

- 1.7.3.3.1. Your child has been issued technology equipment owned by the Dugger Union Community School Corporation to improve and personalize his or her education. It is essential that the following guidelines be followed to ensure the safe, secure, and ethical use of the technology equipment.

- 1.7.3.3.2. The Parent/Guardian signing below agrees to:

- 1.7.3.3.2.1. Supervise my child's use of the loaner technology equipment and Internet at home.
- 1.7.3.3.2.2. Discuss my family's expectations regarding the use of the Internet at home.
- 1.7.3.3.2.3. Notify the school (812-648-7109) immediately in the event of damage, theft, or loss.
- 1.7.3.3.2.4. Charge the unit daily (Please unplug and let the battery cycle at least weekly.)
- 1.7.3.3.2.5. Return the loaned technology equipment to school when requested or upon my child's withdrawal from

the Dugger Union Community School Corporation school.

- 1.7.3.3.2.6. Reimburse the Dugger Union Community School Corporation for the cost of replacement of the lost, damaged, or stolen loaned mobile hotspot. Replacement cost for the mobile hotspot will be determined by the DUCS Administration, but shall not exceed the actual replacement cost for the device..

1.7.3.3.3. **Student Responsibilities**

- 1.7.3.3.3.1. Your mobile hotspot and computing devices are an important learning tool. It is to be used for educational purposes to help you succeed. To borrow this technology equipment, you must be willing to accept the responsibilities listed below.
- 1.7.3.3.3.2. The Student signing below agrees to:
 - 1.7.3.3.3.2.1. Follow all rules of the school, school corporation,, including the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and federal laws.
 - 1.7.3.3.3.2.2. Treat all DUCS loaned technology with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
 - 1.7.3.3.3.2.3. Never write, draw, scratch or place stickers or labels on the mobile hotspot.
 - 1.7.3.3.3.2.4. Never lend the hotspot to anyone, not even my friends or siblings.
 - 1.7.3.3.3.2.5. Always use email or any other computer communication for appropriate, legitimate, and responsible communication and never share personal information.
 - 1.7.3.3.3.2.6. Keep all accounts and passwords assigned secure, and not share these with any other person.
 - 1.7.3.3.3.2.7. Never attempt to alter the device in any way.

- 1.7.3.3.3.2.8. Avoid leaving the device in a vehicle.
- 1.7.3.3.3.2.9. Recharge the device each day. (Please unplug and let the battery cycle at least weekly.)
- 1.7.3.3.3.2.10. Return the device when requested or upon withdrawal from Dugger Union Community Schools.
- 1.7.3.3.3.2.11. Provide the device as requested by any Ascension Parish Schools staff member to be inspected at any time.
- 1.7.3.3.3.2.12. Avoid taking photographs or video of other people with connected devices except for if required for an educational assignment. (Source of the policy: Ascension Parish School Board; Donaldsonville, Louisiana; adopted 9-14-2020)