

Technology/Acceptable Use Policy

Purpose

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.

Definition

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.

Regulations

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).

The use of DUCSC's technology resources is a privilege, not a right.

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.

User Terms and conditions

Educational Purpose

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

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.

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 rules set forth in this policy, the student disciplinary code, and the law, when utilizing the district internet system.
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.
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.

User Accounts

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
2. 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.

Student Electronic Mail (email) Accounts

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. (no changes, move from §2.17)

Laptop and Network Violations

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

1. School Issued Computer Violations

- a. Sending, accessing, creating, uploading, downloading, or distributing offensive, profane, threatening, harassing, pornographic, obscene, or sexually explicit materials.
- b. Unauthorized downloading or transmitting games, music, or video files using the school network.
- c. Vandalizing, damaging, or disabling, property of the school or another individual or organization.
- d. 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.
- e. Accessing another individual's materials, information, or files without permission.
- f. Using the network or internet for commercial, political campaign, or financial gain purposes.
- g. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others, except where permissible by law.
- h. Promoting or soliciting for illegal activities
- i. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- j. Violating copyright or other protected material laws.
- k. 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.
- l. Consequences:
 - i. The consequences for violating this policy will be handled in accordance with the Disciplinary Policies of the DUCSC.
 - ii. 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.

2. Computer Network Violations

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- d. Creating, Uploading, or transmitting computer viruses.
- e. Attempting to bypass computer or network security
- f. Sending, accessing, uploading, downloading or distributing data considered harassing, obscene, or threatening.
- g. Consequences:
 - i. The consequences of violating this policy will be handled in accordance with the Disciplinary Policies of DUCSC.

- ii. 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.

3. Network Information

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.

4. User Costs

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.

5. Problems

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

6. Student Responsibilities

Students will be held responsible for maintaining their individual school issued computers and keeping them in good working order.

- 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.
- Only labels or stickers approved by DUCSC may be applied to the school issued computer.
- Computing devices must be carried in their cases while transporting the computing device between classes and to and from home.
- 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.
- 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.
- School issued computing devices that are stolen must be reported immediately to the school administration and the police department by the student’s parent.

- 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.
- 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.
- 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.

Cyberbullying

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.

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)



Dugger Union Community Schools

Technology/Acceptable Use Policy Agreement

Student Name (print):	Grade:
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If a student user is under the age of 18 or subject to legal guardianship, by signing this document the parent acknowledges and agrees that all references to responsibilities for the cost of repairs and/or replacement of the school issued computing device and/or accessories shall be the parent/guardian's responsibility.

School issued computing devices remain the property of Dugger Union Community Schools and must be returned upon a student's graduation, withdrawal, or expulsion. If the student fails to return the school issued computing device at the end of the school year or upon termination of enrollment, that student and/or student's parent/guardian will be subject to criminal prosecution or civil liability. The student and/or student's parent/guardian will also pay the replacement cost of the school issued computing device. Failure to return the school issued computing device will result in a police report being filed with the appropriate law enforcement agency by the school administration.

Furthermore, the student and/or student's parent/guardian will be responsible for any damage to the school issued computers, consistent with the Acceptable Use Policy and must return the school issued computing device and accessories to the Technology Department in satisfactory condition. The student and/or student's parent may be charged a fee for any needed repairs not to exceed the replacement cost of the school issued computing device.

Parent or Guardian's Signature: _____ Date _____

Student Signature (grades 3-12): _____ Date _____

Initial by items received (grades 10-12): _____ MacBook Laptop Computer _____ Charger	Initial by Items received: (Grades K-9): _____ iPad _____ iPad Case (grades K-2) _____ iPad Keyboard/Case (grades: 3-9) _____ iPad Charger and Keyboard Charger (if applicable)
Parent or Guardian Signature:	
Student Signature:	

Office Use:

Device Number	Office Personnel:
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1:1 Dos, and Don'ts and Need to Knows

Things To Do

- You must carry your device (MacBook or iPad) in the school issued case at all times.
- Immediately report all problems and broken or missing parts to the Technology Department.
- Keep your passwords secret. Passwords should only be shared with parents and school staff.
- Computing devices (MacBook or iPad) must be brought to school every day fully charged.
- Computing devices (MacBook or iPad) must be shut down weekly.

Things Not To Do

- Do not carry your MacBook by the screen or walk with the MacBook while it is open.
- Do not place decorations (such as stickers or drawings) on your computing devices (MacBook or iPad) or case.
- Do not load movies, apps, games, or any other software on your computing device (MacBook or iPad).
- Do not attempt to gain access to other students or teachers accounts, files, or data.
- Do not send unsolicited messages to other students.
- Do not throw your computing device (MacBook or iPad).
- Do not sit books on top of your computing device (MacBook or iPad).
- Do not leave your computing device (MacBook or iPad) unattended.
- Do not give your computing device (MacBook or iPad) to another student for any reason.
- Do not physically alter your computing device (MacBook or iPad) or case in any way.
- Do not expose your computing device (MacBook or iPad) to extreme temperatures.
- Do not take any pictures or video recordings with your computing device (MacBook or iPad) unless approved by school personnel.
- Do not attempt any repairs to your computing device (MacBook or iPad). All repairs are to be completed by the DUCS Technology Department.

Things to Know

- Intentional damage or damage caused by negligent behavior will result in disciplinary action as well as cost for all repairs resulting from the damage being charged back to the student's parent/guardian.
- Repairs due to accidental handling or device malfunction will be repaired by the district's technicians.
- Computing devices (MacBook or iPad) will not be able to print. All assignments must be submitted digitally.
- Students have school email (grades 6 - 12: <first initial><last name>@duggerunionschools.org; in rare occasions where multiple accounts exist, the student's email address may include a 1 after their last name; grade K-5: <first name>.<last name>@duggerunionschools.org). Students should visit www.google.com; click the sign-in (top right corner). First time password is: PASSWORD. Follow the prompts to change the password. If you forget your password, the Technology Department can reset it. Students will only be permitted to email individuals within the Dugger Union Community Schools organization.
- Computing devices (MacBook or iPad) are subject to inspection at any time without notice and remain the property of DUCS.



Dugger Union Community Schools

Device Replacement Cost - updated October 19, 2020

(2020-2021 school Year)

MacBook Laptop Computer (**\$250**)

MacBook Charger (\$30)

iPad (**\$300 for iPads purchased through Apple in 2020, \$125 for older iPads**)

~~Case (\$40)~~

Case with Keyboard (\$50)

iPad Charger (\$20)

Approved by:

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