PART V
Appropriate Use of Technology Resources for Students

The purpose of this document is to inform parents, guardians and students of the rules governing the use of district and personal technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access.

Please read the following carefully before signing your registration packet. DCSC reserves the right to modify the terms and conditions of this document at any time. The latest version of this document is available from the DCSC web site at www.delphi.k12.in.us

Introduction:
Delphi Community School Corporation (DCSC) is pleased to offer students access to district computers, communications systems (***includes e-mail, web sites, blogging, wikis, podcasting, social networks, listservs, and/or other emerging technologies***), the Internet and an array of technology resources to promote educational excellence. Each student is responsible for her/his use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles, and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Using the Internet and Communications Systems:
District technology resources are provided to students to conduct research, complete assignments, and communicate with others in furtherance of their education. Access is a privilege not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with district standards and honor this agreement to be permitted to use technology.
All digital storage is district property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on district servers will be private.

The educational value of technology integration in curriculum is substantial. Access to the Internet will enable students to use extensive online libraries and

databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access these other materials as well. DCSC does not condone or permit the use of this material and uses content filtering software (LightSpeed) to protect students to the fullest extent possible. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired, but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. DCSC believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standard that their children should follow when using technology. If a student accidentally access inappropriate material, they should back out of the information at once and notify the supervising adult.

Proper and Acceptable Use of All Technology Resources:
All district technology resources, including but not limited to district computers, communications systems, and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of DCSC.

Activities that are permitted and encouraged include:
- school work;
- original creation and presentation of academic work;
- research on topics being studies in school;
- research for opportunities outside of school related to community service, employment, or further education

Activities that are NOT permitted include:
- plagiarism or representing the work of others as one's own;
- using obscene language; harassing, insulting, ostracizing, or intimidating others;
- representing Copyright, Registered, and or Trademark materials as one's own work
- searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, employment, or further education (thus, searching inappropriate materials is not permitted);
- damaging or modifying computers or networks;

- intentional or neglectful transmission of viruses or other destructive computer files; hacking into district or external computers; intentionally bypassing district filters;
- use of USB, bootable CDs, or other devices to alter the function of a computer or a network;
- subscription to any online services or ordering of any goods or services;
- use of personal e-mail accounts, non district-provided e-mail accounts, on the district network;
- online sharing of any student's or staff member's name, home address, phone number, or other personal information;
- non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or raffles;
- participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher;
- use of district resources for commercial purposes, personal financial game, or fraud;
- any activity that violates a school rule or a local, state, or federal law.

Students are expected to report harassment, threats, hate-speech, and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Privacy and Security:
Students must use district technologies responsibly and in a secure manner. They must not share their logins, passwords, or access with others.

Online Assessments:
Student assessments may be conducted using technologies such as the Internet or audience response systems. Normally, students will use these technologies as part of their instructional day. Privacy and security, as defined above, along with confidentiality of assessment responses, are expected.

Vandalism:
Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism and subject to repair costs listed in the table below.

	Screen	Keyboard	Charger
1st Offense	$25	$15	$30
2nd Offense	$100	$35	$40

Technology Support Procedures:

If at any time a student needs technology support, they are to report to the student help desk located in the LMC. If at any time the help desk is required to keep a student's device for repair, a spare device will be issued to the student while the original is being repaired.

Consequences of Misuse:

Misuse of personal or district technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access may result in disciplinary action up to and including expulsion. This document shall be used in conjunction with DCSC Board of Education policies and our school handbooks. In addition, the student's use of district technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Individual schools may choose to have additional rules and regulations pertaining to the use of personal, networked, and communications resources in the respective buildings. Furthermore, intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or Federal law.

Reliability and Limitation of Liability:

DCSC makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. DCSC will not be responsible for any damages suffered by the student, including those arising from non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. DCSC specifically denies any responsibility of the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold DCSC harmless from any losses sustained as the result of misuse of the district's technology resources by the student.