

NMCSC Student Acceptable Use Policy

Technology (as defined below) at North Montgomery Community School Corporation (NMCSC) is provided for instructional and administrative use to assist the district in more effectively fulfilling its educational mission. All students of NMCSC are expected to exercise good judgment, use the technology in a professional manner and adhere to this policy and all applicable laws and regulations. The following policy is provided in order to assure that the district's investment in technology is used in accordance with this purpose. Any violation of the acceptable use policy may result in disciplinary action and loss of use. When applicable, law enforcement agencies may be involved.

Technology includes, but is not limited to the following items: computers, tablets, laptops, software, files; electronic communication systems (e-mail, phone/voice), published web content, learning systems, network equipment (servers, routers, switches, gateways, and wireless access), television, fax, telecommunication equipment, and administrative systems.

Student Responsibilities:

The use of technology is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Appropriate administrative staff members or the school principal will judge what inappropriate use is. Students must remember that they represent the North Montgomery Community School Corporation and as such, must respect the rights of others, protect the integrity of the networks and observe all relevant laws, regulations and contracts including software licensing agreements and copyright laws. Students should understand that computer accounts, data files (including, but not limited to those stored on retrievable mediums such as cd-roms, network drives, and cloud storage), e-mails are the exclusive property of the district and not the user's private property. NMCSC reserves the right to confiscate, remove, search or otherwise investigate any of the above mentioned items at its discretion as well as any personally owned storage device or media used on NMCSC property. Students are to utilize technology resources for school-related purposes. Students may not connect personal computer type devices to the NMCSC network. Secondary students may be permitted to access the guest wireless network with a personal device for school related work only. Any student device found to be in violation of the Student Acceptable Use Policy or determined to be detrimental will be denied access.

Unacceptable Uses

Unacceptable uses include, but are not limited to the following:

- a) Violating any local, state, or federal statute or copyright law.
- b) Sharing personal information such as address or phone number online.
- c) Using profanity, vulgarities, inappropriate language, discriminatory remarks, or harassing statements in online communications.
- d) Using technology without appropriate supervision.
- e) Using technology to harass, cyberbully, or threaten another individual.
- f) Using the account or password of another user.
- g) Accessing, uploading, downloading, distributing or e-mailing inappropriate, obscene, pornographic or otherwise explicit material or literature.
- h) Attempting to circumvent NMCSC computer restrictions or security systems for any purpose.
- i) Violating copyright or otherwise use the intellectual, personal or physical property of another individual or organization without permission.
- j) Attempting to vandalize, damage, or disable the property of another individual or

- organization.
- k) Attempting to download, upload, reconfigure, install software or otherwise alter the property of NMCS.
 - l) Attempting to access wagering sites or using Internet access including e-mail for personal, financial, commercial or political gain.
 - m) Propagating "chain letters," computer viruses, "broadcasting" inappropriate messages to lists or individuals, "spamming", sending messages to large groups of individuals for which they have little interest or causing congestion on the network.
 - n) Disclosing e-mail addresses (school or personal) of others for the purpose of spam or financial gain.
 - o) Downloading or storing entertainment software, games or other files not related to the mission and objectives of NMCS.
 - p) Using social networks at school that are not approved for the curriculum.
 - q) Any conduct deemed contrary to the best interests of the NMCS, its students, employees and property.

Social Media Guidelines for Students

Social media is user-created online content designed in a collaborative environment where users share opinions, knowledge, and information with each other. Tools include, but are not limited to: Blogs, Wikis, Social Networking Sites, Photo and Video Sharing Sites, Social Bookmarking Sites as well as Podcasting and Vodcasting.

Students should remember:

1. Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including but not limited to, last names, phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and post others' thoughts without giving credit. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone's identify.

8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

Guarantees and Privacy

NMCS staff shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying and how to respond when subjected to cyberbullying. NMCS electronic information resources, the Internet, and use of e-mail are not inherently secure or private. Students shall have no expectation of privacy while using NMCS electronic information resources. NMCS reserves the right to search data or e-mail stored on all school-owned or leased computers or other electronic storage devices at any time for any reason. NMCS reserves the right to monitor students' use of NMCS electronic information resources and to take appropriate disciplinary action based on use that is in violation of this policy. NMCS reserves the right to disclose any electronic message or data to law enforcement officials, and under some circumstances, may be required to disclose information to law enforcement officials, the public, or other third parties, e.g., in response to a document production request made in a lawsuit involving the NMCS or by a third party against the user or pursuant to a public records disclosure request. NMCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. NMCS will not be responsible for any damages incurred by users, including loss of data resulting from delays, non-delivery, service interruptions, or any other cause. NMCS will not be responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of NMCS's electronic information resources. Use of any information obtained via the Internet is at the user's risk. NMCS specifically denies any responsibility for the accuracy or quality of information obtained through its service. Users are responsible for any losses sustained by NMCS resulting from the user's intentional misuse of the NMCS's electronic information resources.

NMCSC Acceptable Use Policy

Please sign and return the below portion to the school your child attends.

Use Agreement Authorization Form

User Authorization:

I hereby certify that I have read and understand the NMCSC Student Acceptable Use Policy and agree to abide by its terms and conditions. I understand that if I violate the NMCSC Student Acceptable Use Policy, my network/Internet access privilege will be revoked and I may be subject to disciplinary action. I further understand that a violation of this policy may subject me to criminal and/or civil liability.

User Name (please print): _____ Grade _____

User Signature: _____ Date: _____

Parent or Guardian Authorization:

(Must be completed if user is a student)

As the parent or guardian of the above-named user, I hereby certify that I have read and understand the NMCSC Student Acceptable Use Policy. I further understand that some materials accessible to network/Internet users may be offensive, illegal, defamatory, or inaccurate, and that although the North Montgomery Community School Corporation has taken reasonable precautions to restrict access to such materials, such exposure may nevertheless occur. With that understanding, I hereby give permission to the North Montgomery Community School Corporation to provide network/Internet access for my child. I further agree to indemnify and hold harmless the North Montgomery Community School Corporation, its employees and agents, from any and all claims arising from or related to my child's use or misuse of the network/Internet, and waive any and all claims I may have against the District for such use or misuse.

Parent or Guardian's Name (please print): _____

Signature: _____ Date _____