

## Acceptable Use Policy for Students

- 1) The intended use of technology in the Merrillville Community School Corporation is to a) enhance the educational experience of students by direct interaction with technology, and to b) indirectly enhance the educational experience of students by allowing faculty and staff to access and process important information in a more timely and efficient fashion.
- 2) As with all aspects of life, the use of technology comes with not only benefits, but also responsibilities. The purpose of this document is to define the responsibilities of students pertaining to technology used in the school corporation and to define the consequences when those responsibilities are not met. This document shall be deemed relevant where any aspect of a situation involves technology, as defined in this document and impacts or has bearing on the school corporation; or any member of its faculty, staff or student body while engaged in any school related activity.
- 3) For the purposes of this document, the following terms are used and defined as follows:
  - a) “*MCSC*” shall mean and refer to the Merrillville Community School Corporation.
  - b) “*Computer Related Technology*” shall mean all computer related technology or equipment including but not limited to portable, mobile or stationary computers, computer peripherals (items directly connected to or designed to be connected to a computer), computer related electronics, printers, network related or network connected equipment, all MCSC networks, and/or communications equipment that utilizes any MCSC network resource, that is owned, leased, borrowed, or operated by or otherwise being used by the Merrillville Community School Corporation. Further, the term “*Computer Related Technology*” shall also encompass and include all data or voice communications networks, all database systems, servers, backup systems, or any other equipment related to the operation and maintenance of a computer or voice network, and that is owned by, leased by, borrowed by, operated by or otherwise being used by the MCSC. Further, as used in this document, the term “*Computer Related Technology*” shall also encompass and include all information or data or computer generated product owned, operated, created, collected, controlled, or used by the MCSC. In general this term includes all aspects of technology that are used by, in, or under the auspices of the MCSC. It does not mean or include privately owned technology used off campus.
  - c) “*Habitual violators*” is a status defined as a) having multiple violations of any provision of this policy in any combination, AND b) having displayed, to the degree that any reasonable person would interpret as having been displayed, a deliberate disregard of or malice towards the provisions of this policy AND, that c) the MCSC administrators have no reason to believe said student has any true intent to appropriately modify said inappropriate behavior.

- d) “*Computer probation*” shall be defined as; a status a student is placed on in which the student’s ability to access *computer related technology* has been limited or restricted. A student placed on *computer probation* will be permitted to use *computer related technology* only after having acquired the direct permission of the student’s teacher, and while being directly supervised by said teacher. The student may, at the discretion of the student’s teacher, be required to use traditional non-computer based research and preparation techniques to complete any assigned class work or project. Unless otherwise indicated, *computer probation* will last the duration of the academic semester but not less than 30 days. If in order to bring the duration to a full 30-day period, the probation may be extended into the following academic school year or semester.
  - e) A student shall be considered to be in violation of this policy when after due consideration, the facilities principal having been presented the evidence, would conclude that said student has violated this policy.
  - f) “Unauthorized” shall mean that a student has not gained the permission of the student’s teacher, principal or appropriate authority as otherwise specifically defined in this document.
- 4) Access to *computer related technology* is a privilege and not a right.
  - 5) Unless otherwise indicated by a student’s parents or by virtue of a student’s inability or unwillingness to follow established guidelines and rules and/or the provisions of this document, all students of the *MCSC* will have access privileges to various authorized and established technologies.
  - 6) The following unacceptable uses of *computer related technology* are divided into two categories for which the consequences of violation by a student are different and dependent upon the seriousness of the violation. In all cases the following activities and uses are prohibited:

#### Section I.

- a) The deliberate use of *computer related technology* for any purpose that violates any federal, state, local law, regulation, or ordinance.
- b) The use of *computer related technology* with the intent to damage, harm, or make unusable any services, information, data, data storage system, or computer resource.
- c) The use of *computer related technology* with the intent to “hack”, “break into” or gain unauthorized access to any computer system, network, network resource, database, or data storage system regardless of who owns said system and regardless of the intent of said “break in” or “hacking.”
- d) To attempt to bypass or defeat any security device or system related to *computer related technology*.
- e) The use of *computer related technology* in a manner that any reasonable person would define as having had the intent to defame, cause harm, denigrate, demean, threaten, harass, threaten, or otherwise intimidate, any person,

persons, corporation, business, government, organization, group, or entity. Students are directed that if they are found to have violated any part of the MCSC “Civility Policy” (policy 8.95 as amended), AND utilized any form of *computer related technology* in the process they will be in violation of both this policy, and the Civility Policy and subject to the provisions of both policies.

- f) The deliberate physical destruction of, or damage to, any *computer related technology*.
- g) To use or cause another to use, any *computer related technology* for any purpose, which is inconsistent with or in non-compliance of applicable copyright laws.
- h) Deliberate, flagrant or constant violation of any provisions of this policy or violation of any provision of this document while on *computer probation*.
- i) To falsely report any emergency using any *computer related technology*.
- j) The use of any privately owned *technology*, whether on or off of MCSC property, for the purpose remotely accessing or otherwise utilizing any *Computer Related Technology* in a manner that would be a violation of any part of this policy.

Violation of any of the rules listed in Section I will result in the immediate removal of computer privileges for the remainder of the academic year and the placement of the student on permanent “*computer probation*” as defined in paragraph 3 section D. The student’s parents or legal guardian will be notified of the violation and the consequences therein. Additional consequences may be applied as the facility principal or other appropriate authority shall so designate. Further, because a violation of many of the above rules may have also resulted in the commission of a crime, the student may be reported to appropriate authorities for prosecution.

## Section II.

- a) The deliberate use of *computer related technology* for any purpose that violates any individual school or MCSC rule or regulation.
- b) The use of any *computer related technology* outside of or off school property for any purpose that would be considered to be a violation of a school rule or regulation if it had been committed on school property.
- c) The deliberate use of *computer related technology* for any purpose contrary to the specific instructions of teachers, faculty or staff of the MCSC.
- d) To access or use *computer related technology* in a manner not having the express permission and supervision of a teacher, faculty or staff member of the MCSC.
- e) The use of *computer related technology* for the sole purpose of entertainment.
- f) The use of *computer related technology* contrary to any and all posted rules or guidelines.
- g) The unauthorized use of *computer related technology* for commercial purposes

- not specifically authorized by the school board or the superintendent.
- h) The use of *computer related technology* and/or the use of *MCSC*-provided Internet access to transmit, upload, download, view or distribute pornography.
  - i) The use of *computer related technology* and/or the use of *MCSC*-provided Internet access to transmit, upload, download, view, or distribute any material that is not directly and specifically related to assigned and authorized educational purposes. For of example, but not limited to, the downloading of audio, video and image files are prohibited unless specifically authorized for use in a related class.
  - j) The use of *computer related technology* for the purpose of plagiarism.
  - k) To share or allow others to make use of the student's passwords or other access control mechanisms or security appliances.
  - l) To share or allow access to *computer related technology* for or by any other person without the express authorization to do so.
  - m) The unauthorized use of *computer related technology* to access any email system not provided by the *MCSC*.
  - n) The unauthorized use of any "Instant Messaging" or similar services.
  - o) To misappropriate, or otherwise misuse or waste consumable supplies.
  - p) To misappropriate or otherwise misuse or waste any *computer related technology* resources.
  - q) To knowingly allow, promote, or otherwise assist, or cause any other person or persons to violate any provision of this policy.
  - r) To fail to report to the appropriate authority any person or persons known to the student to be in violation of any provision of this policy.
  - s) The use of any *computer related technology* such that said use interferes with normal and regular operation of any school function or activity or service.
  - t) The use of any *computer related technology* for the purposes of gambling.
  - u) The wired or wireless connection of any non-*MCSC* owned technology to any *computer related technology* without the express authorization of the *MCSC* Director of Technology or officially designated representative.
  - v) The use or installation of any non-*MCSC* owned software on any *computer related technology*.
  - w) Except during an emergency, the use of any communications device, such as but not limited to cellular telephones, by a student during class, is prohibited. (Cell phones must be turned off in class). (An emergency is defined as a situation that represents a threat to the life, safety or well being of a person). (This paragraph shall not supersede or negate any other school policy or rule that may be in place governing cell phone use by students).
  - x) Except during an emergency, the use of any *MCSC* provided classroom telephone by a student is prohibited. (An emergency is defined as a situation that represents a threat to the life, safety or well being of a person).

Violation of any of the rules listed in Section II will result in following consequences:

- i. First violation: Assignment of detention. Additional consequences may be applied, as the facility principal or other authority shall so designate

- dependent upon the seriousness of the violation.
- ii. Second violation: Assignment of detention and removal of student's privileges to access and use *computer related technology* for a minimum of one week and placement of the student on "*computer probation.*" Notification of the student's parents or legal guardian of the violation and the consequences therein. Additional consequences may be prescribed if the facility principal or other authority shall so designate dependent upon the seriousness of the violation.
  - iii. Third violation: Removal of student's privileges to access and use *computer related technology* for the remainder of the semester. Notification of the student's parents or legal guardian of the violation and the consequences therein. Additional consequences may be applied, as the facility principal or other authority shall so designate dependent upon the seriousness of the violation.
  - iv. Further violations: Removal of student's privileges to use or access *computer related technology* for the remainder of the academic year and an administrative hearing with appropriate administrators who may take other action as they deem necessary. Notification of the student's parents or legal guardian of said violation and the consequences therein.
  - v. The privileges to use or have access to *computer related technology* by those students deemed to be "*habitual violators*" will be permanently suspended.
- 7) Any student who has lost their computer privileges shall be required to use traditional non-computer based research and preparation techniques for any assigned class work or project. (In other words pen paper and printed research material will be used.) No part of this policy prohibits a student from using computer resources not belonging to the corporation while off of school property. As such, if the teacher should so authorize it, the student may use out of school, non-corporation owned equipment offsite to complete their or her assignments during the period that the student's computer privileges have been revoked. This provision does, however, preclude both the local and remote use of any corporation owned or provided *computer related technology* by a student whose privileges have been revoked. Specifically, but not exclusively, students will not be permitted to provide their own computer equipment while in school as a means to circumvent the intent of this section.
- 8) Students and their parents, in so much as the law allows, may be held financially responsible for all associated costs to repair or return to service any *computer related technology* damaged by a student while in violation of any provision of this document. Such costs shall include but be not limited to, labor (being either *MCSC* provided or being provided by a non-*MCSC* contracted source), material, consulting, engineering, and/or shipping costs.
- 9) Parents and students shall have the right of appeal and the right to have a hearing with the appropriate administrators, as assigned by the superintendent or designee, upon being found to be in violation of a provision of this policy. This right must be

exercised within a reasonable time period.

- 10) Parents, students, guests, and all others using *computer related technology* are herein notified that the *MCSC* shall retain the right to review or otherwise use, at will and without further notice, any materials, data, or information, stored on, or being transmitted via, any *MCSC* computer, storage device, information media, or network, included in, or used as a part of any voice or data system(s) owned, operated, or leased by the *MCSC*.
- 11) Parents, students, and all others using any email, voicemail, telephone network, or computer system or network provided by the *MCSC* are herein notified that these systems are subject to the provisions of this AUP and further that no guarantee of privacy is implied or granted.

## COMPUTER LAB RULES & GUIDELINES

- 1) Students will review and be familiar with the “Acceptable Use Policy for Students” as published on the World Wide Web at <http://www.mvsc.k12.in.us/AUPstudents.pdf>
- 2) While in the lab, students will maintain a quiet, professional working environment.
- 3) If the school employee or teacher in charge has assigned seating arrangements, students will quickly and quietly seat themselves accordingly when entering the lab.
- 4) Students will open and use only that software for which they have received permission to use by the school employee or teacher in charge for this lab session. Additionally they will follow all instructions of the school employee or teacher in charge.
- 5) Students will not talk amongst themselves unless the school employee or teacher in charge has specifically authorized them to do so.
- 6) Students will not damage any computer or lab equipment and will immediately report any damage found when the student began using the computer workstation to the school employee or teacher in charge.
- 7) Students will not tamper with printer settings, nor shall they load paper into paper trays unless specifically authorized by the school employee or teacher in charge.
- 8) Students are not authorized, and will not attempt, to “fix” or “repair” any corporation owned hardware or software that may be or appear to be malfunctioning.
- 9) When printing, students will not make more than one printed copy of any material unless specifically authorized to do so by the school employee or teacher in charge.
- 10) Students will not access personal email accounts when using a lab without the direct permission of the school employee or teacher in charge.
- 11) Students will not download music files or video files, nor view music or video files online unless A) They have been specifically authorized to do so by the school employee or teacher in charge, and B) doing so is specifically related to the official educational purpose of the visit to the lab. Students are not permitted to use lab equipment for the purpose of entertaining themselves.
- 12) Students will not deliberately download pornographic or other inappropriate material from the Internet and will not visit web sites that present such materials.
- 13) Students will not turn on or off any computer or equipment in the lab unless specifically directed to do so by the school employee or teacher in charge.
- 14) Students will abide by all copyright laws. When in doubt a student must ask the school employee or teacher in charge for guidance.
- 15) Students will use all lab equipment in a manner consistent with equipment’s designed use and purpose.
- 16) Students will immediately report to the school employee or teacher in charge any violation of any lab guideline or rule, or any violation of the “Acceptable Use Policy for Students” that they observe or are aware of.
- 17) Students will not waste consumable items such as paper, ink, toner, diskettes, etc.
- 18) Students will exercise caution when opening and closing CD-ROM drives so as to not damage them.
- 19) Gum, food, and drinks are not permitted in any computer lab.
- 20) Students will be under the direct supervision of a school employee or teacher in charge at all times while in the lab. Students will not attempt to use any equipment in a computer lab when not supervised by a school employee or teacher in charge.
- 21) Students will not remove any hardware, software, or data from the lab nor shall they disconnect any hardware without the specific authorization of the school employee or teacher in charge.
- 22) Students will not connect any personally or privately owned electronic equipment or hardware to any computer device or network.
- 23) If a mobile lab is being used students will, when finished with the computer equipment, properly return the laptop to the appropriate place and manner as per the instructions of the school employee or teacher in charge.
- 24) Students will not vandalize, write on, or otherwise mark on any corporation owned computer or equipment.
- 25) Students will handle all hardware with the appropriate care and within safekeeping standards.
- 26) Student will follow all instructions of the school employee or teacher in charge at all times.
- 27) Students will not install any software on any computer device.

***ACCESS TO SCHOOL COMPUTERS AND OTHER TECHNOLOGY IS A PRIVILEGE, NOT A RIGHT!***

**STUDENTS THAT VIOLATE THESE RULES MAY HAVE THEIR PRIVILEGES REVOKED AND MAY HAVE OTHER DISCIPLINARY ACTION TAKEN AGAINST THEM AS WELL**

