



CRAWFORD COUNTY COMMUNITY SCHOOL CORPORATION

Responsible Use Agreement

At Crawford County Community School Corporation (CCCSC) the primary goal of the use of technology is to enhance the educational opportunities for students and to provide a technology-rich environment in which students can achieve. CCCSC envisions students who are engaged with innovative curriculum and integrated technology in sustainable skill-focused 21st Century classrooms designed by highly effective digitally-evolved teachers. This initiative will help provide enhanced curricular opportunities through shared learning and collaboration among teachers, students, parents, and members of the community.

This document outlines the responsibilities of the staff, parents and students so that all are aware of the responsibilities they must accept when given the privilege of using technology and accessing the Internet. This document must be signed and returned by staff members, parent/guardian and the student in order for the student to be able to take a device out of the school building. If a person refuses to sign the Responsible Use Agreement, then the person may be given access to technology to use during the school day only.

CCCSC's devices, network and Internet system (Network) has a limited educational purpose. The CCCSC's Network has not been established as a public access service or a public forum. CCCSC has the right to place restrictions on its use to assure that use of the Network is in accordance with its limited educational purpose. Student use of the Network will be governed by CCCSC policy and the related administrative guidelines, as well as the Student Handbook. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

With access to the Internet comes the availability of material that may not be considered appropriate in the school setting. In a global network such as the Internet, it is impossible to control all materials. CCCSC provides filtering software in an effort to reduce access to such materials; however, no filtering software works perfectly. It is possible that an industrious researcher can discover inappropriate information. CCCSC believes that educational information and interaction on the Internet outweigh the possibility that users can procure material that is inconsistent with our educational goals. Responsible and acceptable use of resources is a joint responsibility of school personnel, students, and parents.

In the event that a device is permitted to be taken out of the school building:

It is the student's responsibility to take care of the device issued to him/her. In the event that a student has a problem with his/her device, he/she should report it to the Technology Department via the established reporting system. Devices that are damaged will be repaired at the parent/student's expense. Any defacing of the device is prohibited. Repeated damage to a device may result in loss of the privilege to take the device home. If a device is stolen, it is the responsibility of the student/parent to report the stolen device to the media specialist or principal's office. The replacement of a stolen device is the responsibility of the parent/guardian. Batteries are warranted for 1 year only. If a battery fails to hold a charge, parent/guardians are responsible for replacement.

The following are general precautions and responsibilities for the care of the device:

1. The device should be turned off before transporting.
2. When carrying your device in a backpack, keep other items to a minimum to avoid too much weight on the device screen.
3. Do not put any pressure on the screen and clean the screen with a soft dry cloth.
4. Sound should be muted in consideration of others unless otherwise directed by a teacher.
5. Devices are not to be defaced in any way, as in applying stickers, etc.
6. Devices should never be left in a car or unattended.
7. Device batteries should be charged every day and have a full charge each morning.

The following activities using technology resources at CCCSC (both on and off campus) are not permitted:
(Consequences for violating these guidelines will be based on administrative guidelines and the Student Handbook.)

1. To access, send, create, upload, download, or distribute pornographic, obscene or sexually explicit material and/or language.
2. To disturb or harass another person by sending unwanted mail or by other means.
3. To respond to any inappropriate unsolicited online contact.
4. To violate any local, state, or federal statute.
5. To vandalize, damage, or disable the property of another individual, the school, or any organization.
6. To access, change, read, or use another individuals' materials, information, or files, or to modify operating system files or computer equipment without the prior consent of the superintendent or his/her designee.
7. To download or upload software or suspicious data without the prior consent of the superintendent or his/her designee.
8. To violate copyright laws or otherwise use the intellectual property of another individual or organization by making copies of software found on school computers or servers.
9. To install software on CCCSC computers or servers. (Software installed on computers owned by CCCSC must be licensed and aligned to the Corporation's educational vision.) The technology department or a designee will erase any unauthorized software from the computer identified.
10. To configure and/or connect wireless devices on your own. Wireless devices must be configured for use on the CCCSC network and must receive approval and configuration from the CCCSC technology staff.
11. To participate in gambling or on-line gaming activity.
12. To utilize CCCSC technology for commercial purposes or personal financial gain.
13. To utilize computers, phones, email, Internet and other electronic devices for discriminatory or unlawful business, including commercial purposes, advertising and political lobbying.
14. To download or transmit multi-player game, music, or video files using the school network.
15. To violate copyright or other protected material laws.
16. To attempt to remotely administrate any servers or network infrastructure devices.
17. To apply passwords on screensavers or hard drives.
18. To go into chat rooms or sending chain letters/mass emails without permission.
19. To attempt to change the configuration of the device or alter the files of another user.

CCCSC makes no warranties of any kind, neither express nor implied, for the Network it is providing. CCCSC will not be responsible for any damages users suffer, including-but not limited to- loss of data resulting from delays or interruptions in service. CCCSC will not be responsible for the accuracy, nature, or quality of information stored on hard drives or servers; nor the accuracy, nature, or quality of information gathered through the Network. CCCSC will not be responsible for personal property used to access the Network. CCCSC will not be responsible for unauthorized financial obligations resulting from access to the Network.

As a user of CCCSC devices and the Network, I understand:

- The hard drive of any device can be erased to reinstall software, so data that needs to be kept should be uploaded to an external source (cloud service, flash drive or other removable media).
- CCCSC is not responsible for my personal information transmitted over the Network, such as credit card transmissions.
- That accessing inappropriate Internet sites which are purposely accessed is not allowed and consequences are in place for such incidents.
- No user shall have an expectation of privacy in any information created, received, or stored on the CCCSC Network.
- That the device issued to me is subject to inspection at any time without notice.
- That I am responsible for lost power cords and other accessories provided with the device.
- That the device issued to me is for my sole use.
- All devices are the property of CCCSC and must be returned, along with all accessories (power cord), at the end of each school year or upon my withdrawal/resignation for maintenance.
- If the device and accessories are not returned, then I will be subject to criminal prosecution or civil liability for the replacement cost of the device and accessories.

This agreement also pertains to any "loaners" that students may borrow from the technology department for any reason.