

# LCSC Acceptable Use Policies Overview

Lawrenceburg Community School Corporation is committed to the effective use of technology, which offers vast, diverse, and unique resources to our students and staff. This includes incorporating activities and programs aimed at promoting educational excellence by facilitating resource sharing, research, innovation, and communication. The “Technology System” referred to in this document includes all devices and systems referenced in the corporation policies. The Acceptable Use Policies Overview has been established so students and staff are aware of the responsibility governing the use of technology systems in the Lawrenceburg Community School Corporation. Self discipline, responsibility, and cooperation are encouraged for the efficient operation of the technology environment. Students, parents, and school personnel share the responsibility for effectively implementing and reinforcing the Internet as an educational tool. Noncompliance with the corporation policies will result in sanctions and/or prohibition of the technology services and be subject to disciplinary action by school administration. The use of the technology services is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. These guidelines require the ethical and legal utilization of the technology resources provided by the Lawrenceburg Community School Corporation.

Access to computer hardware and software is provided to students and staff for the purpose of enhancing curriculum, instruction, and assessment, as well as promoting the efficiency of school operations. Any media produced, transmitted, or stored as a result of the technology system will remain the property of Lawrenceburg Community School Corporation. Accordingly, the Lawrenceburg Community School Corporation reserves the right to inspect and monitor any and all aspects of the technology system at its sole discretion, including files, e-mail, and other electronic transmissions, produced or stored within the system. The Lawrenceburg Community School Corporation reserves the right to revoke a user’s access at any time and may confiscate any media or copies of any media produced, transmitted, or stored as a result of the technology system. The Lawrenceburg Community School Corporation is responsible for enforcing corporation policies, the authorization of user access to the system, and the maintenance of all software and hardware licensing documentation, in compliance with Federal and State laws.

All users have a responsibility to acknowledge and abide by these policies. Each individual has the obligation to report potential or actual violations of these policies to school personnel. The use of the Internet resources which violates any local, state, or federal laws is prohibited. Violations of these policies may result in disciplinary action, including termination of technology system access rights, and/or legal action if there is a violation of the law. Users may also be held personally liable for their actions.

## **Terms and Conditions**

All users are responsible for complying with software license agreements, copyright, and other Federal and State laws governing property rights. Users are also responsible for safeguarding

their passwords for the technology system and for any and all transactions made using those passwords. Lawrenceburg Community School Corporation does not assume any liability in the event that users reveal personal information such as address, phone numbers, credit card numbers, or information about themselves or other students, faculty, and staff on any electronic devices.

Users requiring access to the technology system must obtain permission from and be supervised by school personnel. Illegal or unauthorized access to the technology system will not be tolerated. Users will be assigned network space for saving data; accessing other areas, or attempting to access other areas, on the network is a violation of corporation policies. It is strictly forbidden to use the Internet resources to access another person's materials, information, or files without that person's permission. The technology system is intended to be used for educational and school business-related purposes only while on campus. Any media produced and/or transmitted by electronic communication must comply with Federal and State laws, as well as school policies. Using the corporation's technology system for product advertising, political lobbying, and/or solicitation are strictly prohibited.

Users are not to utilize the system in such a way that it restricts, inhibits, or disrupts other system users, services, or equipment. Accessing, transmitting, uploading, downloading, or distributing of defamatory, abusive, obscene, profane, sexually-oriented, threatening, harassing, racially offensive, illegally discriminatory, or other illegal materials is prohibited.

All hardware and software installations on Lawrenceburg Community School Corporation equipment will be performed or supervised by authorized school personnel. Only approved school corporation software will be supported. The Lawrenceburg Community School Corporation maintains the right to remove any non-approved software from a corporation device. Violating copyrights or otherwise using another person's property without prior approval or proper citation is not allowed. Transmitting of any material in violation of any local, State, or Federal statute, rule, regulation, code, ordinance, or other authority is prohibited. This includes, but is not limited to the plagiarizing of material, infringement upon copyrighted materials, threatening or obscene material, or material protected by trade secrets.

Using non-approved materials or software for the purpose of damaging hardware and data, as well as introducing computer viruses into the system environment is a serious violation. Vandalism includes, but is not limited to any attempt to harm or destroy data, the Corporation's networking system, or any of the agencies or other networks connected to the technology system, which includes the Internet. This includes uploading, downloading, or the creation of computer viruses. Removing or rearranging permanent computer equipment and software without prior approval is considered vandalism. Users are not permitted to take equipment off-site without permission from an administrator. Vandalizing, damaging, stealing, or disabling the property of another individual, organization, or school is a serious violation and subject to strict disciplinary action according to corporation policies, as well as local, State, and Federal laws.

E-mail systems and all media produced, transmitted, and/or stored will remain the property of the Lawrenceburg Community School Corporation. School personnel will inspect and monitor the technology system and the media produced, transmitted, and/or stored as deemed appropriate to ensure compliance with corporation policies.

Lawrenceburg Community School Corporation cannot guarantee privacy, confidentiality, or prevent access to inappropriate material on the technology system, which includes the Internet. Every precaution will be taken to prevent unsolicited materials from being placed on the system. Therefore, only authorized school Internet accounts are permitted for use on the technology system. Strict adherence to the provision of the Acceptable Use Policies Overview will ensure that Internet transmissions are consistent with the corporation's standards of ethics and conduct. Lawrenceburg Community School Corporation will make available all Internet-related policies and procedures for review by all parents, guardians, school employees, and other community members. Parents or legal guardians may request, in writing, alternative activities not requiring Internet access.

In consideration for the Lawrenceburg Community School Corporation providing access to the technology system, the user and parents or guardians will agree to accept all liability, loss or damages as a result of claims, demands, attorney's fees, costs, or judgments arising out of the user's violation of these terms and conditions. Lawrenceburg Community School Corporation will make no warranties of any kind, whether expressed or implied for the service it is providing.

This overview of the corporation policies adopted by the Lawrenceburg Community School Corporation Board of Trustees is to cover the acceptable use of the corporation provided technology system. These policies and administrative guidelines are located on the district website: [www.lburg.k12.in.us](http://www.lburg.k12.in.us). The specific policies and administrative guidelines are listed as follows:

#### Policies

5136 – Wireless Communication Devices, 7530 – Lending of Corporation-Owned Equipment, 7530.01 – Staff Use of Wireless Communication Devices, 7530.02 – Staff Use of Personal Communication Devices, 7540 – Computer Technology and Networks, 7540.01 – Technology Privacy, 7540.02 – Corporation Web Page, 7540.03 – Student Network and Internet Acceptable Use and Safety, 7540.04 – Staff Network and Internet Acceptable Use and Safety, 7541 – Electronic Data Processing Disaster Recovery Plan, 7542 – Network Access From Personally-Owned Computers and/or Other Web-Enabled Devices, 7543 – Remote Access to the Corporation's Network, 8351 – Security Breach of Confidential Databases.

#### Administrative Guidelines

5136 – Cellular Telephones and Electronic Communication Devices, 7530 – Personal Use of Corporation Equipment/Facilities, 7530a – Technology Equipment Security Procedures, 7530c – Cellular Phones, 7540 – Computer Technology and Networks, 7540.01A – Technology Privacy, 7540.01B – At-Home Access to Corporation Technology, 7540.02 – Web Page Specifications,