

ACCEPTABLE USE POLICY (AUP)
ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

Carroll Consolidated School Corporation's Information Technology Resources system shall be referred to as the CCSC "Network." The Network includes all computing systems, personal computers and components, printers and all peripheral equipment, all electronic documents and files, network servers and the information contained therein, and all user accounts and passwords. The CCSC Network also provides access to the World Wide Web ("Internet") through content filtering software in an attempt to limit access to inappropriate Internet sites. All Internet activity is logged and will be periodically reviewed for appropriateness.

Carroll Consolidated School Corporation's policies, rules and prohibitions, apply to all students, employees, independent contractors, vendors or others (hereafter referred to as "Users") of the Carroll Consolidated School Corporation network. Connection to the Network by an unauthorized device or User is prohibited. Authorization may be granted through the Technology Director's office. Any authorized User who connects a device to the Network by any method, regardless of whether the device is owned by the Corporation, is subject to this Policy and to the applicable companion policies: Policy #4141 Support Staff NAUP, Policy #5541 Student NAUP, and Policy #3141 Professional Staff NAUP.

The primary purpose of providing Carroll Consolidated School Corporation's Network connection is to allow its students, faculty, and administration the privilege of accessing a unique educational resource, and to permit the efficient administration of the Corporation through the use of electronic communication and administration tools. Due to the expansive nature of the Internet many kinds of information are available, including the controversial and even the inappropriate. Nevertheless, the unquestionable value of this educational opportunity far outweighs the possibility that a user might be able to access materials not necessarily consistent with the intended purposes. Consequently, use of the Internet through the corporation's account requires that users read and adhere to the following policy.

In making decisions regarding user access to the Network, the Carroll Consolidated School Corporation considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables users to explore thousands of libraries, databases, collaborative sites and forums and other resources while exchanging messages with people around the world. The school corporation expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to users in its use. As much as possible, access from school to Internet resources should be structured in ways which point users to those which have been evaluated prior to use. While users may be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

It is the policy of the Corporation to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Outside of school, families bear responsibility for the same guidance of appropriate Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

The purpose of corporation provided Network access, including the use of a Corporation-provided email account, is to facilitate communications in support of research and education. To remain eligible, users must be in support of and consistent with the educational objectives of the Carroll Consolidated School Corporation. Access is a privilege, not a right. Access entails responsibility.

Students using the Network and Internet will follow the Student Network Acceptable Use Policy (NAUP) (Policy 5541). Failure to do so will result in restricted usage or complete denial of Network privileges. Students as well as parents/guardians must sign and return the NAUP form before students are allowed to use the Network. Parents are required to sign the NAUP form each year. Parents may request at any time that the form be withdrawn.

Users should not expect that files stored on Corporation computers are private. Electronic messages and files stored on Corporation computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Network access are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, harassing, or sexually explicit language, images or other information;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or any attempt to disable CCSC Network resources or the property of another individual or organization including creation of a virus or other harmful form of programming, or by impedance of other users or systems through mass consumption of system resources;

- e. to access social sites such as MySpace or Facebook or non-Network instant messaging services;
- f. to access another individual's materials, information, or files without permission;
- g. any attempt to secure a higher level of privilege on the Network
- h. to use anonymous proxy servers in an attempt to bypass the school's Internet content filtering software;
- i. to violate copyright or otherwise use the intellectual property of another individual or organization without permission including but not limited to the downloading of copyrighted music, software, photographs, or images; and,
- j. to purchase goods or services (except as otherwise permitted by School Policy);
- k. to use the Network for commercial activities, product advertisement, or political lobbying;
- l. to access Carroll Consolidated School Corporation computers, networks, or online resources that the user has not been granted permission to use
- m. to use Network credentials assigned to another user or allow another person or entity to use the user's Network credentials or to impersonate another user;
- n. to commit any act(s) or misconduct that may not be listed but is considered inappropriate use of school resources.

Any violation of Board policy and rules may result in loss of corporation-provided access to the Network. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

To the extent practical, steps shall be taken to promote the safety and security of users of the Corporation online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

It shall be the responsibility of all members of the Corporation staff to supervise and monitor usage of the computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Coordinator Director or designated representatives.

The Carroll Consolidated School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The School Corporation will not be responsible for any damages users suffer; including-but not limited to-loss of data resulting from delays or interruptions in service. The School Corporation will not be responsible for the accuracy, nature, or quality of information stored on corporation diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through corporation-provided Internet access. The School Corporation will not be responsible for personal property used to access corporation-owned computers or networks or for corporation-provided Internet access. The School Corporation will not be responsible for unauthorized financial obligations resulting from corporation-provided access to Internet.

Parents of students in the Carroll Consolidated School Corporation shall be provided with the following information:

The Carroll Consolidated School Corporation is pleased of offer access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicates and collaborates with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. While the School Corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. The corporation institutes technical methods or systems to regulate students' Internet access, but those methods may not guarantee compliance with the corporation's acceptable use policy. That notwithstanding, the School Corporation believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Carroll Consolidated School Corporation makes the corporation's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community, and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use. Those students who use Internet must have written

permission from their parents or guardians before access is granted by the School Corporation.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

Originally adopted as Policy #2525: February 6, 1996

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Cross Reference Policies: Program Policy 2526 School Internet Web Site Policy
Professional Staff Policy 3141 Professional Staff NAUP
Support Staff Policy 4141 Support Staff NAUP
Student Policy 5541 Student NAUP
Student Handbook - Computers

Cross Reference Statutes: Children's Internet Protection Act [Pub. L. No. 106-554
and 47 USC 254(h)]

Indiana Code 20-20-13

Indiana Code 20-30-5.5