

ELWOOD COMMUNITY SCHOOL CORPORATION

“EMPOWERING OUR FUTURE ONE CHILD AT A TIME”

INSTRUCTIONAL TECHNOLOGY

DR. CASEY SMITHERMAN, SUPERINTENDENT

"The technology vision of Elwood Community School Corporation is to *challenge* ECSC students to **communicate** effectively in the learning process, while working **collaboratively**, **creatively**, and *thinking critically* in a global digital society."

Dear Students and Parents/Guardians,

The Elwood Community School Corporation is committed to the use of technology and the Internet for educational purposes. Technology has allowed teachers to enhance and extend curricula in ways not even envisioned a few years ago. The technologies available today often times allow teachers to present subject matter and challenge students in ways not possible with other media. Along with the advantages of using technology also comes the need to educate students about responsibility and safety when using technology and the Internet. Please know the entire administration and staff of the Elwood Community School Corporation is committed to ensuring our students use Board issued or personal technology and Internet access for only educationally sound and productive learning activities.

In order to comply fully with the federal Children's Internet Protection Act (CIPA), the Elwood Community School Corporation uses various filtering and monitoring devices and techniques. However, no system is 100% foolproof and we cannot guarantee the appropriateness of all materials that can be accessed on the Internet. Students who do not adhere to the district's rules may locate inappropriate material. A copy of the School Board's Responsible Use Policy is attached for your review. Although teachers will review the information in this policy with students, we expect parents will spend a few minutes reviewing it with your son or daughter, as many of the rules apply to home computer usage as well.

Before we can allow a student to use Board issued or personal technology, we must have a signed Responsible Use Agreement and Contract on file. This must be signed by both the student and the parent/guardian unless the student is 18 or older. You should find the agreement attached to this letter. The reverse side of the contract has a separate form to indicate if the parent/guardian DOES NOT (opt-out option) give permission for the School Corporation to use samples of the student's schoolwork and/or picture or video on our website.

In summary – there are two (2) forms for you to complete:

1. Responsible Use Agreement and Contract (attached)
2. Opt-out Permission to Publish Form (on reverse side of the contract)

Please return these to school as soon as possible, as we cannot allow a student to use Board issued or personal technology until a signed form is on file. You should keep the one-page Responsible Use Policy for future reference. If you have any questions or comments, please contact your school's secretary, principal, or the network administrator.

Dr. Casey Smitherman, Superintendent of Schools

Responsible Use of Technology

Scope of this Policy

This Policy applies to all technology provided by the Board as well as the personal devices of students and employees (collectively "Users"). This includes, but is not limited to telephones, cell phones, digital media players, PDAs, laptop and desktop computers and workstations, direct radio communication, pagers, Internet access, voice mail, e-mail, text messaging, facsimile transmission and receipt, and any computer based research and/ or communication.

Overview

The Elwood Community School Corporation provides its students and staff access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access is the responsibility of students, teachers, staff and the public to exercise appropriate personal responsibility in their use of these resources. School Corporation policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information & communication tools. The Elwood Community School Corporation also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The School Corporation maintains a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA).

Digital Citizen

The Elwood Community School Corporation uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- Respects One's Self: Users will select online names that are appropriate and will consider the information and images that are posted online.
- Respects Others: Users will refrain from using technologies to bully, tease, photograph or record without permission, threaten, or harass other people.
- Protects One's Self and Others: Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respects Intellectual Property: Users will suitably cite any and all use of websites, books, media, etc.
- Protects Intellectual Property: Users will request to use the software and media others produce.

Expectations

Responsible use of the Elwood Community School Corporation's technology resources is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space, Administrators, or their designees, may review files and communications (including electronic mail) to insure that users are using the system in accordance with School Corporation policy. Users should not expect that files stored on servers or disks will be private. Users should understand they are responsible for protecting for the privacy right of others, including personally identifiable information about a student protected by the Family Education Rights and Privacy Act ("FERPA"). Users also should understand that school servers regularly record Internet activity in log files that are available to the public under RSA91-A. Access to Public Records and Meetings.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but

they should not be construed as all-inclusive.

- Use of electronic devices should be consistent with the School Corporation's educational objectives, mission and curriculum.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.
- Use of technology resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on district-managed networks are the property of the school district and, as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

Policy Violations

The school reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The School Corporation may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

Law Reference: RSA 194:3-d, 47; U.S.C. Section 254, Children's Internet Protection Act (CIPA)

Legal References: Pub. L. No. 106-554, Children's Internet Protection Act (www.ifea.net/cipa.html)

Legal References: 20 U.S.C. § 1232g; 34 CFR Part 99, Family Educational Rights Protection Act (FERPA) www2.ed.gov/ferpa/

Adopted by the Elwood Community School Corporation School Board on June 23, 2016.

ELWOOD COMMUNITY SCHOOL CORPORATION

Responsible Use Agreement and Contract for Students, Employees and Volunteers

Dear Student, Employee, or Volunteer:

As part of the School Corporation's continuing effort to provide all students, employees, and volunteers with high quality, up-to-date educational resources, we now have Internet access on a majority of the devices in all Elwood Community School Corporation Schools.

Please know the entire administration and staff of the School Corporation is committed to ensuring the use of technology and Internet access for only educationally sound and productive learning activities. During school activities teachers and other staff will guide students toward appropriate materials. Furthermore, it is the policy of the Elwood Community School Corporation that students will be actively monitored by an adult staff member or volunteer whenever they use a school computer with Internet access.

The School Board has adopted an updated Responsible Use Policy to comply fully with the federal Children's Internet Protection Act (CIPA). A copy of that policy is included with this agreement.

Each school's computer teacher will review the information in the Responsible Use Policy in age-appropriate language before allowing him/her to use the Internet on a school computer. We also request that you review the policy with your child to reinforce the importance of Internet safety for all children. One rule that we consistently emphasize is that students, employees, and volunteers should never give out personal information (home address, phone #, etc.) about themselves or others when using the Internet.

I understand, accept and agree to abide by the following terms and conditions:

- I have received and familiarized myself with the Responsible Use Policy approved by the Elwood Community School Corporation School Board on June 23, 2016.
- I will abide by the Terms and Conditions of the Responsible Use Policy in my use of school computer equipment.
- I understand and accept that the purpose of the Elwood Community School Corporation Network is educational, and other uses are inappropriate.
- I understand and accept that the use of the Elwood Community School Corporation Network is a privilege and not a right.
- I understand that violation of the Responsible Use Policy may result in disciplinary action ranging from a verbal or written warning to criminal prosecution.

STUDENT AND PARENT/GUARDIAN (P/G)

Year of Graduation: _____ Grade: _____

Building Name: _____ Date: _____

Phone Number to call for school closings or emergencies: _____

Print Student Name: _____ Student Signature: _____

Print P/G Name: _____ P/G Signature: _____

EMPLOYEE OR VOLUNTEER (EV)

Building Name: _____ Date: _____

Print E/V Name: _____ E/V Signature: _____

Job Title: _____

NOTE: This agreement will be in effect for as long as the student, employee, or volunteer attends, is employed, or volunteers at the Elwood Community School Corporation and may be revoked at any time by the parent/guardian or administration.

****Please read and complete reverse side of this page if applicable****

Elwood Community School Corporation uses the opt-out approach to students, employees and/or volunteers for its Permission to Publish

*****Please read, complete and sign below if you DO NOT grant Permission to Publish*****

Dear Student, Employee or Volunteer,

Occasionally we wish to post a picture or video of a particular school activity such as a science project, a play, artwork, sporting event, or other activity. This may involve posting a picture or video showing a student or group of students, employee or volunteer or a sample of work.

If a student, employee or volunteer's picture or video or work is used:

- He/she is only identified by first name. Personal information such as phone number, address, etc. will not be published.
- Documents will not include information that indicates the physical location of student, employee or volunteer at a given time other than attendance at a particular school or participation in an activity.
- These pictures or videos may distinctly identify me or my student.

Students, employees and volunteers are automatically opted in unless we receive the Consent and Release below opting out of Permission to Publish.

OPT-OUT FORM

Please check below to indicate that you DO NOT grant permission to publish and then sign and date as indicated:

The Elwood Community School Corporation School **DOES NOT** have permission to post samples of myself (employee/volunteer) or my son/daughter's **schoolwork, picture or video** in online digital formats, including, but not limited to, websites, social media pages, and other web-based resources.

STUDENT AND PARENT/GUARDIAN (P/G) ([List of Grad Years](#))

Year of Graduation: _____ Grade: _____

Building Name: _____ Date: _____

Print Student Name: _____ Student Signature: _____

Print P/G Name: _____ P/G Signature: _____

EMPLOYEE OR VOLUNTEER (E/V)

Building Name: _____ Date: _____

Print E/V Name: _____ E/V Signature: _____

Job Title: _____

NOTE: This agreement will be in effect for as long as the student, employee or volunteer attends, is employed or volunteers at the Elwood Community School Corporation and may be revoked at any time by the parent/guardian or administration.