Responsible Use Agreement

Digital citizenship requires more than technology literacy. Successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual’s life and career. Expectations for student and staff behavior online are no different than expectations in face-to-face interactions.

Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for their use of technology and the Internet.

The Project School (TPS) complies with the federal Child Internet Protection Act (CIPA) by filtering its network with a purchased web filtering hardware/software package and firewall. Student use of the Internet is strictly monitored. Any student’s inappropriate use of technology, which includes, but is not limited to: copyright infringement, threatening, accessing or distributing obscene or pornographic material, gambling, and/or inappropriate language or actions, will be subject to consequences, including the temporary or permanent revocation of the use of technology at TPS as determined by supervisory staff.

Students must be willing to abide by the guidelines of responsible use in order to access technology and the network at TPS. Parents/guardians are asked to help their school-age child(ren) understand and abide by these simple but important guidelines. Signing the Responsible Use Agreement means that, as a student at TPS, one agrees to respectfully use the technology, hardware, software, programs, and network including, but not limited to, access to the Internet provided by the school. It also means that one agrees to abide by the school guidelines as outlined here, as well as those taught by TPS staff.

Unacceptable network use by students includes, but is not limited to:

a) Use that causes harm to others or damage to their property.

b) Use that jeopardizes the security of student access to the computer network or other networks on the Internet. For example: sharing passwords with others, impersonating another user, etc.

Use of Personal Electronic Devices

Students will be provided with school-issued technology to participate in the curriculum. School staff retains the final authority in deciding when and how students may use personal electronic devices on school grounds, during the school day, and when using school-sponsored transportation. A parent/guardian should not assume they can contact their child using a
personal electronic device during the school day. If a parent/guardian desires to communicate with their child, they should contact the front office. To protect privacy, students may not utilize any electronic devices, personal or school-issued, in restrooms.

**Student Data is Confidential**
School staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

**No Expectation of Privacy**
The school provides the network system, email, and Internet access as a tool for education and research in support of the school’s mission. Furthermore, the school contracts with Gaggle, Untangle, and Go Guardian to monitor student activity. As such, the school reserves the right to monitor, inspect, copy, review, and store without prior notice information about the content and usage of:

- User files, folders, emails, and disk space utilization
- User applications, Internet browsing history, and bandwidth utilization
- All information transmitted or received in connection with the network and email

No student or staff user should have any expectation of privacy when using the school’s network. The school reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to public records disclosure laws in the State of Indiana.

**Technology Etiquette**
When using technology to write, send, or receive messages or information, users should always use kind and appropriate language and treat others and equipment with respect. What is viewed or written by someone in private may be viewed by others with or without one’s knowledge. Parents/guardians may access their child’s electronic products upon request. Technology and electronic resources belonging to the school will be treated as such.

When off campus, parents/guardians are responsible for supervising student Internet access and usage. We encourage parents/guardians to discuss rules for appropriate Internet use with their child and reinforce lessons of digital citizenship and safety. TPS also highly encourages parents/guardians to report any potential cyberbullying or other sensitive issues to the school.

**Abide by Agreements**
TPS agreements and the ways that we treat others apply to the use of technology. Technology may be used for appropriate educational purposes only.

**Network Security**
Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized school purposes. Students and staff are responsible for all activity on their account and must not share their password.

Keep Personal Things Private
No student is to share any personal or family information over the internet. This includes, but is not limited to, their last name, home address, phone numbers, passwords, personal photos, or other identifying information. No student may log in as or use another person’s account.

The Project School will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by their own negligence or any other errors or omissions. The school will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the school’s computer network or the Internet.

I have read (or had shared with me) The Project School’s Responsible Use Policy and I will abide by these agreements. I understand that technology and network access is designed for educational purposes. I understand that the use of technology is essential but that my access can be limited or even suspended if I choose to use technology inappropriately.

My signature below indicates that I have been informed of The Project School’s expectations of responsible use of technology.

Student Signature for students in grades 3-8: ____________________________

Date: ___________ Student Printed Name: ___________________________ Grade:_____ 

Please sign below: As the parent/guardian of this student, I have read The Project School’s Responsible Use Policy and I will help my child abide by these guidelines. I understand that this access is designed for education purposes and I accept full responsibility for supervision at times when my child is not on the school campus.

Parent/Guardian Signature: ___________________________ Date: __________

Parent/Guardian Printed Name: ____________________________