



## **Record of Receipt of Internet Acceptable Use Policies of MSD of Southwest Allen County Schools**

I acknowledge receipt of SACS Board Policies 6210 Internet Acceptable Use, 6220 Website Guidelines and Responsibilities and 6230 Policy on the Official use of Social Media.

Violation of these guidelines can result in the termination of a user's access to the SACS network. In addition, staff may be subject to disciplinary action, up to and including dismissal from employment.

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Employee Printed Name

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Employee Signature

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Date

## **6210 Internet Acceptable Use**

### **1. Mission and Belief**

The Metropolitan School District of Southwest Allen County ("SACS" or the "District") shall provide its students, faculty, and staff access to the Internet to promote educational excellence and to achieve the District's educational mission, goals, and objectives. Use of the Internet should be based on specific job and curriculum-driven objectives and goals.

SACS administration believes it is essential that students be provided with the proper 21st Century tool set that promotes student success now and in the future. In recent years, a multitude of new and exciting technological devices and applications have become available. The Internet and Web 2.0 allow collaboration, blogging, student construction, wikis, email, and personal productivity tools. Devices including cellular telephones, mini laptops, tablets, PDA's, and other mobile devices are making great inroads with our students. The school-wide network has the potential to provide and facilitate a learning experience beyond the classroom walls. All of these technologies, when properly used, will promote educational excellence while creating a true culture of learning by encouraging collaboration, communication, creativity, innovation, problem solving, research, inquiry, and productivity within the school day. Furthermore, these new technologies allow a rigor and relevance that will supersede the school walls allowing for learning opportunities that include the community, state, nation, and world, and providing students real-world learning experiences. These opportunities are essential for our students whose future includes a highly competitive high school, college, and workforce environment. With this in mind, all students must understand that the implementation of these new technologies makes it imperative that SACS provide a **Technology Acceptable Use Policy**.

### **2. Why an AUP [Acceptable Use Policy]?**

- a. State and Federal technology funding requires such a policy if SACS provides Internet to staff, students, and other users.
- b. Users must understand that illegal, unethical, inappropriate, and distasteful use of the technologies mentioned can have harmful consequences to the School and its stakeholders, including its students. The purpose of the AUP is to minimize the likelihood of any negative outcomes by educating students, staff, and parents while setting expectations and standards to protect SACS and its stakeholders.

### **3. Internet Use**

- a. Digital resources, information, and interaction are essential for the education of today's digital native. The intent of the SACS Technology AUP is to facilitate the learning of academics, citizenship, and social skills necessary to be successful in an ever-increasing digital environment.

**g. Bully/Harassment:** Users shall not use the SACS network or SACS-assigned equipment to harass or bully others. This further prohibits such use through SACS-assigned equipment outside the physical boundaries of SACS, even if through a personal network.

**h. Identification/User Account:**

- i. Do not log in under another user's username, or access another individual's files, information, or software without prior authorization from a SACS staff member.
- ii. Keep all passwords secret and contact a staff member immediately if another person has learned a password.
- iii. Do not vandalize, damage, or disable the files of others. In direct compliance with Child Internet Protection Act (see Section 7(b)), SACS attempts to provide privacy to all of its users.
- iv. SACS users are also responsible for protecting their own and others' identities. This includes, but is not limited to, the following items: each user will not post or submit their name, personal identifying information, address, location, identification or telephone numbers, or any of the previously mentioned categories of information relating to other users. This includes submitting such information to or through websites blogs, wikis, chats, glogs, forums, email, or any other curricular or non-curricular locations on the network or Internet. SACS Board Policies 99

**NOTE:** This restriction does not apply to student use of SACS-approved sites and/or employee use of sites related to legitimate job or academic purposes. For instance, classes may use SACS-approved Web 2.0 applications such as, but not limited to, MyBigCampus and Google Docs, which serve as an exception to this provision. Such Web 2.0 tools will only be used after proper approval and permission has been secured and in accordance with all policies, procedures, and guidelines applicable to them. And, even when proper approval and permission has been secured, users must still take reasonable steps to ensure safety, security, and privacy for all stakeholders. The narrow exception for "other legitimate academic purposes" is meant to allow students to submit information to apply for college, register for the SAT, apply for employment, and other closely related activities. If in doubt, students will check with their teacher and/or the SACS AUP before submitting any of the information described above. Likewise, employees will check with their supervisor.

**i. Digital Citizenship:** Electronic and/or digital communications should be tasteful and school-appropriate. All communication should be polite. Remember that one is communicating with other human beings whose culture, language, and humor have different points of reference from your own. Never forward others information without

respect the rights and intellectual property of others in accordance with Federal Copyright Law and Fair Use Policy, which includes multimedia owned by a user or downloaded at home. If a user is granted permission to post on the web, it will comply with the SACS AUP and other applicable policies.

**f. Appropriate Behavior:** No user shall use SACS technology or personal devices in any manner which could be deemed offensive or disruptive to the educational process or job requirements. Inappropriate behavior includes, but is not limited to, communication, documents, or any other tangible means of expression, that contain sexual implications, racial slurs, gender-specific comments, or any other statement that offensively addresses a person's age, sexual orientation, religious or political beliefs, national origin or disability. Inappropriate behavior also includes searching, contributing, downloading, and/or viewing inappropriate material, threatening individuals or organizations, disrupting and damaging District property/ networks, or digital cheating.

**g. Log In And Password Etiquette:** Each user has been given a login and password for various school resources. A user shall neither share his/her login and password nor use another user's login and password to gain access to and fraudulently use another's account. Users will not seek to gain access to another user's accounts by any means including, but not limited to, looking through others' materials or by watching another user log in. NOTE: To protect your privacy always log on and off each machine you use at school and in other public locations. Never accept a browser's request to remember your login information.  
SACS Board Policies 101

**h. Email, Text Message, Posts, and Chats:** Such services, if available and necessary for curricular or job facilitation, will have access provided by SACS. Such access does not imply permission of use unless integrated within the classroom learning environment. In these cases, students and other users will be directed to use specific resources and will be expected to abide by regulations provided in the SACS AUP and the SACS 1 To 1 Laptop Initiative Guidelines. This includes all aspects of proper Digital Citizenship defined in these documents.

**i. Vandalism:** Vandalism includes, but is not limited to, defacing, disassembling, or destroying any part of the computer hardware, software, or settings. Users are not to move any cables, switches, and plugs associated with the computers or network. Vandalism also includes any attempt to steal or damage data of another user, the SACS network, the Internet, or any other connected agency or network. The offender may be required to pay for the repair or replacement of damaged hardware, or for services needed to undo software changes.

**j. 1 To 1 Laptop Initiative:** Students are expected to abide to all mandates stipulated in this SACS AUP, regardless of the location of the school-owned

including cyber-bullying awareness and response, and other unlawful or inappropriate online activities by students, such as hacking.

f. **DISCLAIMER:** SACS, its employees and agents, make no warranties of any kind, neither express nor implied, concerning the network and Internet access it is providing. Also, SACS is not responsible for any disruption of network services or the loss of content that resides on the school machines, network, cloud based services, or related infrastructure. It is always wise to make backups of all work. Furthermore, SACS is not responsible for:

- i. The accuracy, nature, quality, or privacy of information stored on any storage device, hard drives or servers, or of information gathered through the Internet access;
- ii. Any damages suffered by a user, including, but not limited to, loss of data resulting from delays or interruptions in service, computer viruses, or to personal property used to access computers, networks, or the Internet; or
- iii. Unauthorized financial obligations resulting from the use of the network or Internet.

## **8. Opt Out**

Parents or legal guardians not wishing their student to have Internet access for curricular use must notify the school's administrator in writing.

## **9. Policy Understanding**

It is important that students, staff and parents understand this policy. Violation of these guidelines can result in the termination of a user's access to SACS network. In addition, staff may be subject to disciplinary action, up to and including dismissal from employment (Previously 6080 and 6081 – Revised: 12/7/04; 6/7/05; 12/5/06; 7/08/08; 11/12; 5/6/14)

### **6220 Website Guidelines and Responsibilities**

The Board recognizes that students, faculty, and staff may wish to post material on the district's website. The Superintendent shall promulgate Website Guidelines and Responsibilities to ensure that all material posted on the district's website furthers the educational mission of the school and complies with the district's policies regarding Internet acceptable use. All postings on the district's website must comply with the Website Guidelines and Responsibilities. (Previously 6085 - Adopted: 12/7/04)

### **6230 Policy on the Official Use of Social Media**

Purpose To address the fast-changing landscape of the Internet and the way students, parents, and patrons communicate with and obtain information from the School online, School personnel may consider using social media tools to reach a broader audience.

**6. The School's Website.** The School's websites (i.e., [www.sacs.k12.in.us](http://www.sacs.k12.in.us)) will remain the School's primary and predominant internet presences.

a. The best, most appropriate School uses of social media tools fall generally into three categories:

i. As channels for disseminating time-sensitive information as quickly as possible (i.e., emergency information, last minute schedule changes, etc.).

ii. As marketing/promotional channels which increase the School's ability to broadcast its messages to the widest possible audience.

iii. To serve an educational purpose in a better or more effective way than traditional means. Approval will generally not be given for a SACS Board Policies 105 Facebook account to be used for core classroom activities as opposed to the dissemination of information to the public at large.

b. Wherever appropriate, content posted to School social media sites will also be available on the School's main website.

c. Wherever appropriate, content posted to School social media sites should contain links directing users back to the School's official websites for in-depth information, forms, documents or online services.

**7. Electronic Communication with SACS Stakeholders.** Staff members may use approved Apps to broadcast information (e.g., text messages) to students, parents, and/or members of the community who consent to receive such information (e.g., by downloading the app and joining a particular group). However, in order to maintain a professional and appropriate relationship with students, staff members should not communicate one-on-one with students who are currently enrolled in SACS via personal social media sites, school-based social media sites, Apps, or other electronic means including, but not limited to, typical text messaging and text messaging apps. Staff members may electronically communicate one-on-one with parents and members of the community, but should only electronically communicate one-on-one with students in the following exceptional circumstances: (a) the staff member is a family relation to the student, or (b) an emergency situation requires such a communication, in which case the staff member will notify his/her supervisor of the communication as soon as possible.

**8. Compliance with Other Policies.** To the maximum extent possible, School social media sites shall comply with applicable Board policies and other School guidelines or procedures. Any exceptions must be approved in writing by the Superintendent or his designee.

**9. Public Records.** School social media sites may be subject to Indiana public records laws. Any content maintained in a social media format that is related to School business, including a list of subscribers and posted communication, could arguably be a

- d. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- e. Sexual content or links to sexual content;
- f. Solicitations for personal, commercial, or other non-school related purposes;
- g. Conduct or encouragement of illegal activity;
- h. Information that may tend to compromise the safety or security of the public or public systems; or
- i. Content that violates a legal ownership interest of any other party.

These guidelines should be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

**15. Content Removal.** The School reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law or policy.

**16. Consistency.** The School will approach the use of social media tools as consistently as possible, district wide.

**17. Approval of New Tools.** All new social media tools proposed for School use must be pre-approved by the Superintendent or his designee prior to implementation.

**18. Approved Tools.** For each social media tool approved for use by the School, the Superintendent, the Information Technology Director, and/or their designees may develop and adopt guidelines, standards, and/or processes. Any such guidelines, standards, and/or processes must be followed.

**19. Site Registration with IT.**

a. The School's Information Technology Director will maintain a list of social media tools which are approved for use by the School.

b. The School's Information Technology Director will maintain a list of all School social media sites, including their addresses, logins, and passwords. Building administrators will inform the School's Information Technology Director of any new social media sites or administrative changes to existing sites.

c. The School must be able to immediately edit or remove content from social media sites.

**20. Separate Email Account.** Each social media site will be set up in conjunction with a separate School-based email account designated by the School's Information Technology Director. That email account will reflect the purpose of the account as

**24. Site naming.**

- a. The name of a School social media site should be descriptive of the subject area being addressed.
- b. Names will be chosen carefully with consideration for abbreviations, slang iterations, etc.
- c. The building administrator will approve proposed names. d. The name of a School social media site should ordinarily begin with "SACS," but exceptions may be permitted with prior written approval of the Superintendent or his designee.

**25. High Standards.**

The staff member designated to be responsible for the content of a School social media site shall make every effort to use proper grammar and standard AP style and to avoid jargon and abbreviations on School social media sites. Social media is more casual than most other communication tools, but still must represent the School in a professional manner at all times.

**26. Required Language.** To the maximum extent possible, each School social media site shall include the following language:

[Site sponsor] is a representative of the School, [www.sacs.k12.in.us](http://www.sacs.k12.in.us). This site is intended to serve as a mechanism for communication between students, parents, and/or patrons and [site sponsor] on the listed topics. Any comments submitted and its list of followers may be public records subject to disclosure pursuant to law. Public disclosure requests must be directed to the School's Business Manager.

For School social media sites with character restrictions, such as Twitter, the site shall include the following language:

[Account sponsor]: Comments, list of followers may be subject to public disclosure unless otherwise protected by law. If appropriate, the following will also be added: This site is not monitored. Call 911 for emergencies.

Where possible, a link to [www.sacs.k12.in.us](http://www.sacs.k12.in.us), should also be included.

(Adopted: 1/21/14; Revised: 12/20/16)