Indianapolis Public Schools Responsible Use Agreement

Utilizing Indianapolis Public Schools district-issued devices, systems and services comes with the responsibility of practicing good digital citizenship. This Responsible Use Agreement (RUA) is a cornerstone in fostering a culture of digital citizenship. Both students and parents are urged to familiarize themselves with the contents of this agreement, ask questions, and express their commitment to these practices by signing this form.

Purpose and Privilege

Understanding that the use of district technology resources is a privilege, not an inherent right, is fundamental. Indianapolis Public Schools provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Inappropriate use of the District’s technology resources may result in revocation or suspension of the privilege to use these resources, as well as other disciplinary or legal action, in accordance with the Student Code of Conduct and all applicable laws.

Access and Technology Resources

Students may be granted access to various technology resources, each playing a unique role in the learning environment. These may include a district email account, cloud-based document storage, district computer hardware, software, printers, networks, and access to district-owned technology resources (e.g. MiFi, Chromebook, iPad, etc) for use in schools and at home.

Safety and Security

Indianapolis Public Schools is committed to creating a safe and secure digital environment for you. While acknowledging the use of state-of-the-art filtering technology to restrict access to objectionable content, it is emphasized that absolute prevention is not possible. The responsibility falls on students to follow the rules for
responsible use. Parents and students are encouraged to contact the school with concerns regarding objectionable content.

Additionally, all contents of email and online communications accessed through the district’s technology resources are the property of Indianapolis Public Schools. Students should have no expectation of privacy on any information stored, accessed, or used within the network. This agreement allows for appropriate monitoring by district and school officials in accordance with this agreement and applicable law.

**Policies and Violations**

Users are required to adhere to a comprehensive set of policies encompassing state and federal laws, district regulations, and board policies. This RUA draws from various legal Federal and State frameworks, including the Family Education Rights and Privacy Act (FERPA), the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), the Individuals with Disabilities Act (IDEA), the Health Insurance Portability and Accountability Act (HIPAA), and Indiana State Policy (IC 20-26-5-40.5 and IC 35-49-2-2). Additional documents also include the IPS Student Code of Conduct, IPS Board Policy 5136, and other associated district policies.

Students are obligated to report any policy breaches, including those outlined in this RUA, to supervising teachers or district technology representatives. This includes instances involving personally identifiable information (name, address, phone number, age, sex, race, etc.) or contact from unknown individuals, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.

**Student Responsible Use Pledge**

1. **I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE.**

I will treat others with respect while using email, social media, and other communication means.

This includes refraining from sending or posting hateful or harassing content, making discriminatory or derogatory remarks, or engaging in bullying or antisocial behaviors. I will not search, send, possess, or post electronic messages, videos, audio recordings, or images that are abusive, obscene, sexually oriented, harassing, threatening, intimidating, illegal, or that cause a material or substantial disruption at school, including cyberbullying. I will not use the name, persona, or image of a student, District employee,
volunteer, or school to create a web page or post one or more messages on a website without the other person's consent for purposes of harassing, intimidating, embarrassing, or threatening another.

2. I AM RESPONSIBLE FOR USING SCHOOL-ISSUED TECHNOLOGY DEVICES FOR EDUCATIONAL PURPOSES AND IN AN ETHICAL MANNER.

I commit to using school-issued technology devices for educational purposes during class time. I will properly cite websites, content, and media with respect to copyright.

I will not copy, capture, or record any District materials without permission from a teacher or administrator nor will I record the voice/image of others in a way that disrupts the educational environment or invades privacy. I will not store non-educational files on school-provided resources. I will not use email, websites, or electronic devices to engage in, create, share, transmit, or post any digital content depicting actions that involve illegal conduct, violates the Student code of conduct, or threatens school safety. I will not use any device or technology to record, share, or disseminate explicit content of any kind that reveals private body parts covered by clothing (aka sexting). Reporting any suspicious behavior or misuse of technology to teachers or campus administrators.

3. I AM RESPONSIBLE FOR USING MY PERSONAL TECHNOLOGY DEVICE (PTD) ACCORDING TO DISTRICT GUIDELINES AND IN AN ETHICAL MANNER.

I acknowledge that there are various forms of PTDs and pledge to keep them turned off and put away during school hours and on school buses unless otherwise given permission by school staff. Permission to use a PTD during the school day for educational purposes is subject to the Student Code of Conduct and school policies. I understand that I may submit a written request to the principal for special permission to use a PTD for reasons other than educational purposes and that possession and use of a PTD are privileges that may be revoked for violations of the Student Code of Conduct.

NOTE: Violating PTD policies may result in confiscation of the device, to be returned only to the family, and other disciplinary actions as determined by the school administrator. The agreement includes a commitment not to record, possess, view, send, or share explicit content while on school grounds or at school-sponsored events.
I understand that IPS is not responsible for theft, loss, or damage to personal electronic devices brought onto district property.

4. I AM RESPONSIBLE FOR MAINTAINING MY DISTRICT ISSUED DEVICES AND DISTRICT ACCOUNTS.

I will care for my district-issued devices and accounts. I will use the school email address as directed by my teacher, obtaining prior approval for downloads or sign-ups for online resources or applications.

I will not attempt or succeed in damaging District technology, data, or networks, including creating or spreading harmful material like viruses or worms. I will not attempt to bypass or successfully bypass content filters, passwords, or other security-related information of the District, officials, volunteers, employees, or other students, nor will I copy, download, reproduce, distribute, retransmit, redisplay, or modify items from the District’s website. I will not use someone else’s network, email, or any other digital service’s account information. I will keep my assigned district devices clean and in good working condition.

5. I AM RESPONSIBLE FOR MY PERSONAL INFORMATION.

I acknowledge the importance of privacy and commit to keeping personal information, including names, ID numbers, addresses, photographs, or any other personally identifiable information, private. I will not share my network and email account information.

Consequences

Consequences may encompass a range of actions depending on the severity of the violation. These may include suspension of access, revocation of network or online account(s), and removal of device access and use. IPS may also bill the parent for repair/replacement costs due to excessive breaks and/or negligent damage of IPS-provided technology, in accordance with IPS’ participation in the State of Indiana’s TRECS program. Other disciplinary actions, in accordance with Board policy and/or the Student Code of Conduct, may also be implemented.

NOTE: Students will not be disciplined for technological misconduct related to possessing unsolicited items so long as they 1) promptly report it to a school employee and 2) did not contribute in any way to its creation or distribution.
Digital Citizenship

An essential component of this RUA is the focus on digital citizenship. This section emphasizes that technology allows unlimited resources to enhance education with vast collaborative partnerships. To develop trustworthy digital citizens, specific topics will be addressed with students:

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<td>Online Exploitation</td>
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The educational value of student Internet access is the joint responsibility of students, parents, and employees of the school corporation. Students will be supervised by a faculty or staff member and must have faculty or staff permission to use a school account or resource to access the Internet. Parents must sign the school corporation Responsible Use Agreement to indicate parental permission for student use of district technology, access to internet at school, and district provided access to internet outside of school. **The signed agreement must be on file with the school corporation before the student may use the Internet at school or with school corporation-owned technology devices including district issued laptops, iPads, and MiFi hotspots.**

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<th>Student</th>
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<td>School Name: ____________________</td>
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