

North Putnam Community School Corporation
Communication Technology System

ELECTRONIC-BASED COMMUNICATION TECHNOLOGY USE POLICY
User Agreement of Understanding for Students

North Putnam Community School Corporation has committed substantial financial resources into the development of its computer hardware and software system. The commitment has been made to prepare our students for today's world. Parents and students must be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. It is also possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations, for which a student's parents or guardian would be liable. The School Corporation attempts to block out these materials, but it cannot guarantee that students will not gain access to them.

Access and use of the North Putnam Community School Corporation provided electronic-based communications technology system (from this point on referred to as communication equipment) and all of its components, (i.e. computers, telephones, copy machines, fax machines, video equipment, computer networks, and Internet services, intranet services, related equipment, and connections) are student and staff privileges (from this point on referred to as users), not rights. North Putnam Community School Corporation has developed electronic-based communication technology user policies. It is very important that you understand and agree to comply with these policies because of the personal and financial liability you accept when utilizing the system. For these reasons, every system user is required to sign a User Agreement of Understanding. This signed agreement will be maintained on file and is legally binding.

NOTIFICATION TO USERS

1. Users are hereby notified that all electronic messages and files stored on school-based communication equipment is school property and shall be treated as such. Any person, who knowingly or intentionally alters, damages, causes loss of data, or lost time as a result of communication equipment misuse or mischief involving the North Putnam Community School Corporation communication equipment technology system, shall be required to make full financial restitution to correct the damage and/or loss. Having to repair communications system components, correct or reenter data and generate files is very costly.
2. Users are hereby notified that they shall have no expectation of privacy with regard to the use of the Corporation's communication equipment, including but not limited to computers, telephones, copy machines, fax machines, video equipment, computer networks, and Internet services, e-mail accounts, network account and/or local computer hard drives and that all communications are subject to public access..
3. Users are hereby notified that the Corporation has the right and may deny or alter accounts at any time without notice.

4. Users are hereby notified that the Corporation has the software and the capability to monitor all computer activities and obtain detailed usage reports and that random monitoring of computer usage will be done on a regular basis.
5. Users are hereby notified that they are prohibited from bringing in their own software and installing it for use on any North Putnam Community School Corporation hardware.
6. Users are hereby notified that they are prohibited from adjusting, changing, altering, removing, adding etc., any equipment, software, cables, or connectors at any physical workstations unless prior permission is granted from the technology coordinator ~~person~~.
7. Users are hereby notified that no food or drinks shall be allowed around computers (microprocessor, keyboard, mouse, monitor, printer, cables, connectors, etc.) at any time.

USER REQUIREMENTS

1. Users must have signed a User Agreement of Understanding.
2. Users shall be responsible for saving data in assigned folder space on the North Putnam Community School Corporation server.
3. Users shall log on according to the guidelines established by your school. If a password is used, it is not to be given to anyone else or be accessible to others.
4. Students will be monitored by staff members while they are using communication equipment.

PROHIBITED USES

Communication equipment (including but not limited to phones, computers, video media, and copy machines, and fax machines) **MAY NOT BE USED:**

1. To access, upload, download, copy, or distribute pornographic, obscene or sexually explicit material or material which can be considered to be adult humor.
2. To transmit obscene, abusive, adult humor, or sexually explicit language.
3. To violate any local, state or federal law.
4. To bully, intimidate, threaten, and/or harass others.
5. To vandalize, damage or disable the property of another person or organization.

6. To access another person's materials, information or files without the permission of that person.
7. To violate copyrights or otherwise use another person's intellectual property without their prior approval or proper citation.
8. To use unauthorized software not properly owned or licensed for corporation equipment.

With access to communication technology and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. North Putnam Community School Corporation has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. The North Putnam Community School Corporation firmly believes that the valuable information and interaction available through electronic communication far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Corporation.

All users have the responsibility of complying to a strict, ethical, and legal standard of conduct. All instances of abuse will be subject to administrative review.

The purpose of North Putnam Community School Corporation-provided communication equipment is to facilitate communications in support of research and education and its use must be in support of and consistent with the educational mission, goals and objectives of North Putnam Community School Corporation. Any violation of North Putnam Community School Corporation policies and rules by students shall result in disciplinary action, up to and including expulsion.