



Book	Policy Manual
Section	Policies for the Board
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#### 7540.03 - **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

The educational value of student technology and internet access is the joint responsibility of students, teachers, parents and employees of the New Prairie United School Corporation (NPUSC). Since access to technological advances are a valuable and limited resource, students are expected to place a premium on the quality of use. Taking up valuable bandwidth and access time to pursue frivolous ends, would not be consistent with the mission of the NPUSC. These statements represent a guideline to the Acceptable Use Policies of NPUSC. Ultimately, parents and guardians of our students are responsible for setting and conveying the standards that their children should follow when using media and information sources. NPUSC makes the district's complete Internet policies and procedures available for review by all parents, guardians, and other members of the community.

**Care, Usage, and Expectations** (See Board Policy 5136 - **Personal Communication Devices**, Policy 5513 - **Care of School Property**, and Policy 7530 - **Lending of Corporation-Owned Equipment** )

- A. All users must be consistent with the educational mission and goals of the school district.
- B. The intent of the use policy is to make clear certain cases, which are consistent with the educational objectives of the school district, not to exhaustively count all such possible uses.
- C. The Superintendent and his designees may at any time make determinations that particular users are or are not consistent with the purpose of the school district.
- D. Parent requesting for their students to participate in accessing the Internet, must sign the form provided by the school stating that they wish such access. (Forms 7540.03F1) All students are also required to sign the form affirming that they have read, understand and will abide by the policies and the procedures pertaining to the Internet Acceptable Use policy.
- E. Electronic devices loaned or leased to students and staff shall be used only for educational purposes that directly relate to school projects or assignments, unless otherwise explicitly authorized by a building administrator or designees.
- F. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
- G. Users must report a lost or stolen device to the building administrator immediately. If the Administrator cannot locate the device, then the parents will need to file a report with the school resource officer and/or the local police.
- H. The policy and rules apply to the use of the electronic device at all times and/or places, on or off school property. Students are responsible for obeying and additional rules concerning care of devices issued by school staff.
- I. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.

- J. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
- K. School issued iPads and all accessories must be returned to NPUSC for any reason or whenever requested by a staff member. If a student fails to return the iPad or accessories at the end of their senior school year or upon termination of enrollment with NPUSC they will be subject to a financial liability until the iPad and accessories are returned, in good condition, or associated fees are received, up to and including the full replacement cost of the device and associated accessories.
- L. Students are given curriculum items via the iPad. If a parent or guardian wishes not to have their student take the iPad, then the parent or guardian is responsible to access/print that information at their own expense.
- M. All HS & MS students will return their assigned iPads (with cases) at the end of the school year during the final week(s) of school. Students will keep their individual charging cables and power bricks during summer vacation. When they receive their iPad in July, they will use the charging cable and power brick that was originally issued to them. NOTE: Power bricks should last a very long time but charging cables can be fragile depending on how well students take care of them. Faulty or lost bricks or cables may be replaced by purchasing them from their school.
- N. Students will be able to use their iPad to complete eLearning days unless it is in repair and or had misuse. eLearning days are classified by the IDOE as a regular instructional day for students. Not completing work on an eLearning day or the allotted days to follow will result in an incomplete grade.
- O. Under the Children's Internet Protection Act (CIPA), districts are required to restrict minors' access to internet-based materials. The District has licensed a commercial internet filtering package that meets or exceeds the CIPA requirements for student protection. Students using district-provided Internet access must first have the permission of and must be supervised by the district's professional staff. Students using district-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. If students use their personal device using their own data plan (3G/4G), they will not be filtered by the district Internet filter. Inappropriate use of the Internet using a personal data plan will be subject to discipline. The same general rules for behavior and communications apply. Parents should be made aware of student Internet use by means of a written notice, perhaps in the student handbook or a student delivered handout.

**Outlining Prohibited Uses** (See Board Policy 5517.01 - Bullying, Policy 7543 - Remote Access to the Corporation's Network, and Policy 7540.03 - Student Network and Internet Acceptable Use and Safety)

- A. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, distribute, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
- B. Illegal Activities – Users may not use the school district's computers, electronic devices, networks, email, iTunes accounts, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules.
- C. Violating Copyrights or Software Licenses – Downloading, copying duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, U.S.C.) and content is cited appropriately.
- D. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When using other sources, credit must be given to the copyright holder.
- E. Use for Non-School-Related Purposes – School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user's responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications.
- F. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use of other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
- G. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and

creation/uploading of computer viruses and erasing information.

- H. Avoiding School Filters – Users may not attempt to use any software, utilities or other means to access Internet sites or content blocked by the school filters. “Jailbreaking” is considered Avoiding School Filters.
- I. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the NPUSC Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
- J. Wasting System Resources – Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.
- K. Unauthorized Equipment – Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district’s secured network without permission from the NPUSC Technology department.
- L. Electronic devices will not be decorated with stickers, writings, or other markings.
- M. Users shall not use school district computers or networks for purposes of personal profit.
- N. The use of cameras in any type of electronic device is strictly used for educational purposes only.
- O. Cameras used in the restroom, locker room, and swimming pool are strictly prohibited.
- P. Use of student personal email and iTunes accounts on the electronic device will be strictly used for educational purposes only.

**Consequences for Misuse** (See Board Policy 5136 - Personal Communication Devices, Policy 5600 - Student Discipline, Policy 5610 - Suspension and Expulsion of Students, and Policy 5771 - Search and Seizure)

- A. School administrators may revoke the use of an iPad due to poor performance in academics, attendance, and/or behavior.
- B. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student’s device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
- C. Use of the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

### **Artificial Intelligence in Schools**

NPUSC recognizes the emerging impact Artificial Intelligence (AI) can bring to the student learning process. AI may be used under the approval and direction of NPUSC teachers for academic purposes to assist in the learning process. AI may not be used for purposes of plagiarism or academic dishonesty. AI may not be used in any situation that would lead to the harassment or bullying of another student, teacher, staff, or administration. Any inappropriate usage of AI for academic dishonesty or harassment/bullying of another student, teacher, staff, or administration may be subject to academic accountability or student discipline at the discretion of NPUSC administration.

### **x ] Use of Artificial Intelligence/Natural Language Processing Tools for School Work**

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, “AI/NLP tools”) is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any

student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. **Research assistance:** AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. **Data Analysis:** AI/NLP tools can be used to help students analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments - e.g., scientific experiments and marketing research.
- C. **Language translation:** AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. **Writing assistance:** AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. **Accessibility:** AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be used as a supplement to but not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

## [END OF OPTION]

### Textbook and Technology Fees (See Board Policy 6152 -Student Fees and Charges )

- A. A textbook rental fee shall be assessed and shall not exceed the combined cost of the material used, freight and/or handling and processing a student's iPad or an issued iPad loaner.
- B. When school property, equipment, or supplies are damaged, lost, or taken by a student, a fee will be assessed. The fee will be reasonable, seeking only to compensate the school for the expense or loss incurred. The device, bag, cord and/or case apply to this policy. In the event the above course of action does not result in the fee being collected, the Board authorizes the Chief Financial Officer to pursue collections.
- C. The iPad may be restricted due to:
  1. Failure to pay for iPad damages and/or cost of repair within thirty (30) business days or the approved payment plan through the Chief Financial Officer. The New Prairie United School Corporation has contracted with a professional collection service to secure delinquent book rental fees, and any charges the school may assess for but not limited to lost books, cafeteria fees, library books, extracurricular activities, fund raising, and tuition. The initial charge will be ten dollars, (\$10.00) per account (each student name is an individual account) for that company's services. Should the professional collection service request to initiate additional steps, individuals will be subject to additional charges which may include but not limited to late fees, client collection fees, reasonable attorney fees, and court costs on any outstanding balance.
  2. Failure to pay for textbook rental by the end of the first semester or approved payment plan through the Chief Financial Officer.
  3. Multiple instances for iPad damages.
  4. Total replacement of the iPad.

**Accidental or Intentional Damage** (See Board Policy 5136 - Personal Communication Devices, Policy 7530 - Lending of Corporation-Owned Equipment, and Policy 7540.03 - Student Network and Internet Acceptable Use and Safety)

- A. Accidental, purposeful, and/or malicious damage as determined by school administrators will be subject to the full replacement value of the electronic device. In addition, students may be responsible for compensating the school district for any losses, costs, or damages incurred for violations of Board policies/procedures and school rules including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network. Parents may choose to purchase private insurance available through the school for their child's device.
- B. NPUSC makes no assurances of any kind, whether expressed or implied, regarding any Internet service provided. The school district will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user's own risk. The school district will not be responsible for any damages users suffer, including but not limited to:
1. Loss of data resulting from delays or interruption in service.
  2. Accuracy of quality of information stored on school district's computers.
  3. Nature of quality of information gathered through NPUSC's Internet access or email.
  4. Personal property used to access school district computers or network for school district-provided Internet access.
  5. For unauthorized financial obligations resulting from NPUSC's Internet.
  6. NPUSC and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
- C. Device Insurance is offered by the Corporation to students at a nominal charge. If a student purchases the device insurance they are allowed two (2) damage claims per school year after which they will be charged the current repair or replacement cost for any subsequent damage. Costs will be evaluated and set by the Treasurer's Office, in conjunction with the Technology Department, at the start of a school year. The insurance coverage does not include the iPad case, power cord, or power adapter.

**Student Information Security** (See Board Policy 7540.01 - Technology Privacy, and Policy 8330 - Student Records)

- A. Users may not reveal personal information, including a home address and phone number, and email about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.
- B. Staff may post student pictures on district/school/classroom "public" web sites as long as the student's name or other identifying information is not stored only on district-approved secure sites that require a username and password for authorized individuals to access.
- C. NPUSC staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
- D. The Superintendent, principals, and other administrators may review and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Privacy is not guaranteed. There is no expectation of privacy. Electronic messages and files stored on school-based computers are school property.

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