

Student Internet/Network Acceptable Use and Safety Agreement

As an Internet/network user and a user's parent(s) or guardian(s), we agree that
must adhere to the following:

Print Student Name

1. The use of computers and networks at New Castle Community School Corporation is a privilege, not a right. Students must conduct themselves in a responsible, ethical and legal manner. Appropriate use of language as indicated by the school codes of conduct is required. Inappropriate use or vandalism of the computers and/or networks, including any violation of these guidelines, will result in cancellation of that privilege. We understand that vandalism is defined as any activity that disrupts the System, or other Users' use of the System.
2. Students may only access the New Castle Community Schools' network and Internet by using their assigned network user account. Use of another person's account/address/password is prohibited. Students may not allow other users to use their network account/address/password for any reason. We understand that passwords, accounts, names, addresses and phone numbers and files are private information and not to be shared, accessed or altered in any way on the networks or the Internet.
3. The purpose of Internet and other networks used at New Castle Community School Corporation is strictly educational. Playing games or using networked resources for non-academic purposes is not permitted unless supervised by school staff. We, not New Castle Community School Corporation, will accept the fiscal responsibility for any personal transactions conducted, and will pay any debt or liability personally created. Students are responsible for their behavior and communications on the Internet and are expected to abide by the generally accepted rules of network etiquette of: (1) Not transmitting pictures or other information that could be used to establish your identity without prior approval of a teacher; and (2) Never agree to get together with someone you "meet" online without prior parent approval.
4. We are aware of U.S. copyright laws, will properly attribute material obtained through Internet Access and not infringe the copyrights of others and understand that we, not New Castle Community School Corporation, will accept the legal responsibility for any violation of federal or state statutes, rules, or regulations.
5. We understand that New Castle Community School Corporation has taken precautions and can continue to take precautions, to monitor access to inappropriate materials; however, on a global network it is impossible to control all materials. We understand that transmission or reception of threatening, obscene, pornographic, abusive, or unlawful materials is not appropriate and will result in the cancellation of the privilege to use Corporation computers and networks. Monitoring may include, but is not limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs. We are aware that the New Castle Community School Corporation, in its own discretion, reserves the right to remove any material which is threatening, obscene, pornographic, abusive, or unlawful.
6. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Internet, you must notify an Administrator or Teacher. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to login as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
7. The New Castle Community School Corporation reserves the right to monitor storage space utilization by users. School administrators and New Castle Community School Corporation personnel may monitor Users' Internet Access and use of the System.
8. The New Castle Community School Corporation does not warrant that the functions of the computers, lines, or networks will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

Google Apps for Education

The New Castle Community School Corporation utilizes Google Apps for Education for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

Services are available, but not limited, to each student and hosted by Google as part of New Castle Community School Corporation's online presence in Google Apps for Education. These services are entirely online and available 24/7 from any Internet-connected computer. These services are:

Mail - an individual email account for school use managed by the New Castle Community School Corporation. **Calendar** - an individual calendar providing the ability to organize schedules, daily activities, and assignments. **Docs** - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office. **Sites** - an individual and collaborative website creation tool.

Guidelines for the responsible use of Google Apps for Education by students:

1. **Official Email Address.** All students will be assigned a *username@ncweb.me* email account. This account will be considered the student's official NCS email address until such time as the student is no longer enrolled with the New Castle Community School Corporation.
2. **Security.** NCCSC cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, NCCSC cannot assure that users will not be exposed to unsolicited information.
3. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. New Castle Community School Corporation and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The Corporation reserves the right to access the *username@ncweb.me* Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Technology use in the New Castle Community School Corporation is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for New Castle Community School Corporation's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. --COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information (See Board Policy JOA) but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the Corporation's Enrollment Form. --FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

The Board has approved the initiating, implementing, and enforcing and its accompanying guidelines as they apply to students' use of the Network.

- a. H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
- b. 47 U.S.C. 254(h), (l), Communications Act of 1934, as amended (2003)
- c. 18 U.S.C. 1460
- d. 18 U.S.C. 2246
- e. 20 U.S.C. 6801 et. Seq., Park F, Elementary and Secondary Education Act of 1965, as amended (2003)
- f. 20 U.S.C. 6777.9134 (2003)
- g. 76 F.R. 56295.56303

By signing below, I confirm that I have read and understand the following:

Under FERPA and corresponding Indiana law, a student's educational work are protected from disclosure to third parties. I understand that my student's educational work stored in Google Apps for Education may be accessible to someone other than my student and the New Castle Community School Corporation by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google.

I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>). I understand that I may ask for my child's account to be removed at any time.

As the student's parent or legal guardian, I agree to this agreement and will indemnify the Corporation for any fees, expenses, or damages incurred as a result of my child's use or misuse of the Network or equipment. Parents/guardians who do not wish for their children to participate in activities requiring access to corporation networks should notify the building administrator in writing.

Parent/Guardian Signature Date

Student Signature Date

Parent/Guardian Printed Name

Student Printed Name

Parent/Guardian Signature Date

Parent/Guardian Printed Name

Note: To be signed by both parents if married or by the custodial parent(s) if not married or all guardian(s). This form shall remain in full force and effect until revoked in writing by the parent(s) or guardian(s).