2018-2019 ICS Technology Agreement

OVERVIEW & ACCEPTABLE USE POLICY

GENERAL INFORMATION
Indianapolis Classical School's ("ICS") commitment to the educational advantages of technology in the classroom means that students will be making the most of 21st century learning, as well as practicing the fundamentals of digital citizenship and online safety. Technology is frequently used in all of ICS's classrooms.

Students are expected to have an acceptable device available for use in every class.

ICS encourages families to provide an appropriate device; however, the school does have a limited number of computers that will be available for rent to families unable to provide their student with an appropriate device.

UNAUTHORIZED DEVICES
Students are not allowed to use nor have in their possession any unauthorized electronic devices during the school day. Unauthorized devices include, but are not limited to: cell phones, smartwatches, pagers, headsets, radios, tape recorders, mp3 players, CD players, iPods, etc. Students are not allowed to use unauthorized electronic devices during lunch, passing periods, seminars, in the bathrooms, or on field trips.

If a student brings an unauthorized device to school, it must be locked in their locker immediately after entering the building. If the unauthorized electronic device is seen by a teacher or administrator, the student will be corrected, the device confiscated, and then the device handed to the Dean of Students' Office until is is retrieved by a parent/guardian. Exceptions to this rule are made for electronic medical devices required to monitor health conditions and assistive technology devices for qualified students.

ACCEPTABLE TYPES OF DEVICES INCLUDE:
- Laptops or Netbooks (Popular brands include Dell, Samsung, Lenovo, Apple, Acer, Asus, HP, Toshiba, Sony, etc.)
- Tablets (Popular brands include Microsoft Surface, iPad, Samsung Galaxy, Asus, etc.)

ICS'S BRING YOUR OWN DEVICE (BYOD) POLICY
ICS students who provide their own device for use on campus must adhere to all privacy and computer/network expectations as well as follow Herron's Technology and Acceptable Use Policy. BYOD students will:
- Ensure that they have a functioning keyboard for their device (especially for tablet computers)
- Ensure that the device can connect to the Internet
- Be connected only to Herron's Wi-Fi network while in school
- Have updated virus protection on their device
- Ensure that it is fully charged and operational at the beginning of each school day
- Ensure that the device has a word processing program (Word or Pages, etc.), presentation software (PowerPoint or Keynote, etc.), a spreadsheet application (Excel or Numbers, etc.), a PDF reader software (Adobe Reader, etc.), and the ability to open eBooks
    o Understand that ICS is not responsible for lost, missing, or stolen BYOD devices.
    o Understand that ICS is not responsible for repairs to BYOD devices.

- Parents must provide insurance for student owned devices under their homeowner's policies or accept full liability for loss or damage of any kind.

TECHNOLOGY FEES

A $20 mandatory technology fee will be charged for the use of ICS equipment and network. This fee includes, but is not limited to, the cost of network upkeep, use of laptops for high stakes testing, and digital textbooks and literature the student will be required to utilize during the academic year.

OVERSIGHT STATEMENT

ICS reserves the right to log, monitor, and review Internet, e-mail, and other network use of each user. This logging, monitoring, and review may be conducted without cause and without notice. Each user of a Herron device, network or email, by the use thereof, agrees and consents to such logging, monitoring, and review and acknowledges that s/he has no right or expectation of confidentiality or privacy with respect to Internet, email or other network usage. ICS administrators may be monitoring student discussions on Facebook, Twitter, or other social media outlets and may seek to impose penalties in accordance with the Student Code of Conduct if such discussions cause a substantial disruption at the school.

Network administrators may review student and staff files and communications to maintain system integrity and safety. Users should expect that files stored on Herron servers or computers will not be private. An email and file archiving system is utilized at Herron.

Herron employs the use of an Internet filter as a technology protection measure pursuant to the Children's Internet Protection Act. The filter may not be disabled for use by students or other minors for any reason (20 U.S.C. Sec. 47 U.S.C. Sec. 254). The school also utilizes a content filter in the school wide email program.

All students who use the Internet, email, and other network facilities must agree to abide by all conditions of the policy. Students may not use Herron's devices for access to the Internet or for email without the approval or supervision of a teacher or Herron staff member.
Herron makes no warranties of any kind, whether express or implied, for the service it is providing. Herron is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, nondeliveries, missed deliveries, or service interruption. Use of any information obtained through the use of Herron's network is at the user's risk. Herron disclaims responsibilities for the accuracy or quality of information obtained through the Internet or email. Herron assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

HELP DESK

A student run Help Desk is available for students having issues with technology; however, Help Desk will not make repairs or install any software on student-owned devices. The Help Desk will make repairs on school-owned computers under the terms outlined in the Computer Rental Agreement.

ICS ACCEPTABLE USE POLICY

Computer and network users are expected to abide by ICS's Acceptable Use Policies, Universal Behavior Policy, and Title IX Anti-Harassment Policy as well as general rules or etiquette while operating the school's equipment both on and off campus, accessing technology while on campus property, utilizing the school's email system, and accessing/using the Internet through the school's network. These include, but are not limited to, the following:

- Be polite – abusive language in email, social media, or other electronic messages will not be tolerated.
  General ICS rules and policies, including the Universal Behavior Policy and Title IX Anti-Harassment Policy, apply at all times. Respect the rights of others to use an open and hospitable technology environment. Hate mail, harassment, discriminatory remarks, threatening statements and other harassing communications, bullying/cyber-bullying, or activities likely to cause disruption to the educational process are forbidden.
- As a matter of safety, do not reveal the personal addresses, telephone numbers, or email addresses to persons you do not recognize or know. In addition, do not reveal private or personal information about other students, faculty, or staff to anyone at any time without expressed permission. The unauthorized disclosure, use or dissemination of personal information regarding minors is forbidden.
- Do not use, access, or transmit material which is lewd, indecent, or likely to be offensive to recipients, including material that is obscene, pornographic, or harmful to minors.
- Do not use in a manner that is likely to cause a substantial disruption of the school environment or cause an invasion of the rights of others.
- Be aware that email and other electronic messages sent using Herron's network are NOT private or confidential. Students utilizing ICS networks, technology, and email accounts should have no expectation of privacy.
- Do not use the ICS network or devices in any way that interferes with or disrupts the usage by others, including infiltrating or interfering with a computer system and/or causing damage to date, files, operations, software, or hardware components of a computer system. Do not use to upload, create, or attempt to create a computer virus.
- Do not use in an illegal manner or to facilitate illegal activity, including the unauthorized installation, distribution, or reproduction or use of copyrighted software. Use which involves any copyright violation is forbidden.
- Without express permission, users are not to photograph, record, or film any other students or faculty. A signed release may be legally required from any participants who have agreed to be photographed, filmed or recorded on campus or at any school-sponsored event before usage in any form.
- Do not use to impersonate or misrepresent other users on the network, including the use of another person's email address, user account, or password.
- Do not use to obtain, copy or modify files, passwords, data or information belonging to other users.
- Do not use to read, delete, copy or modify the email or files of other users or deliberately interfere with the ability of other users to send or receive email.
- Do not attempt to circumvent or disable the filter or any security measure.
- Do not use for commercial, private advertisement, or for-profit purposes.
- Do not order any materials or use credit/debit cards while using the ICS network.
- Do not use for lobbying or political purposes unless it is part of a classroom assignment.
- Do not use technology on campus while in one of the school's "Tech-Free Zones," when classroom teachers indicate that no technology is permitted or while technology privileges are suspended or revoked. Tech-Free Zones include the cafeteria during lunch hours and hallways during passing periods.
- Do not engage or access chat rooms or instant messaging without the permission and direct supervision of a teacher or administrator while using the school network or while on school property.

By completing this form, I agree to all terms for legal and ethical use as defined in the Indianapolis Classical Schools ("ICS") Acceptable Use Policy. Students are expected to follow all the specific guidelines listed in this document. Students renting a ICS computer have additional responsibilities outlined in the Computer Rental Agreement. Failure to abide by the terms in this agreement may result in a loss of campus technology privileges.

PARENT SIGNATURE: _____

Print Name: _____ (Please Print Legibly)

I, _____, have read, understand, and agree to the terms set forth in this document, and sign this agreement on this _____ (day) of _____ (month), 2018.

STUDENT SIGNATURE: _____

Print Name: _____ (Please Print Legibly)

I, _____, have read, understand, and agree to the terms set forth in this document, and sign this agreement on this _____ (day) of _____ (month), 2019.

STUDENTS PLANNING TO RENT AN ICS COMPUTER MUST COMPLETE A COMPUTER RENTAL AGREEMENT FORM IN ADDITION TO THIS TECHNOLOGY AGREEMENT AND ACCEPTABLE USE POLICY.

CHECK ONE:

_____ I will be renting an ICS computer for use during the 2018-2019 school year. Please pick up the Computer Rental Agreement from the Help Desk or Student Services and then read and sign the form.

_____ I am bringing my own device to use during the 2018-2019 school year and it utilizes an anti-virus software program which I will keep up-to-date.