



**INDIANAPOLIS CLASSICAL SCHOOLS**  
2019-2020 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 students with an appropriate device.

## UNAUTHORIZED DEVICES

Students are not allowed to use or 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 it 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 ICS'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 ICS'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



## INDIANAPOLIS CLASSICAL SCHOOLS 2019-2020 OVERVIEW & ACCEPTABLE USE POLICY

- Understand that ICS is not responsible for lost, missing, or stolen BYOD devices.
- 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, email, and other network use of each user. This logging, monitoring, and review may be conducted without cause and without notice. Each user of an ICS 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 the 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 ICS servers or computers will not be private. An email and file archiving system is utilized at ICS.

ICS 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 ICS's devices for access to the Internet or for email without the approval or supervision of a teacher or ICS staff member.

ICS makes no warranties of any kind, whether expressed or implied, for the service it is providing. ICS is not responsible, and will not be responsible for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained through the use of ICS's network is at the user's risk. ICS disclaims responsibility for the accuracy or quality of information obtained through the Internet or email. ICS assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

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



## INDIANAPOLIS CLASSICAL SCHOOLS 2019-2020 OVERVIEW & ACCEPTABLE USE POLICY

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 ICS'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 data, 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



**INDIANAPOLIS CLASSICAL SCHOOLS**  
**2019-2020 OVERVIEW & ACCEPTABLE USE POLICY**

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.



## INDIANAPOLIS CLASSICAL SCHOOLS 2019-2020 TECHNOLOGY RENTAL AGREEMENT

This agreement is made between ICS, the Student receiving the computer (“Student”), and his/her Parent(s) or legal Guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a computer, software, and related materials (the “Computer”) for use while a Student with the ICS, hereby agree as follows:

**Technology Fees:** A mandatory technology fee will be charged for the use of ICS equipment and network. This fee includes but is not limited to: annual computer rental cost, network upkeep, use of laptops for high stakes testing, and digital textbooks the Student will be required to utilize during the academic year. Families who meet the qualifications for the Federal Free and Reduced Lunch program will automatically qualify for significantly reduced technology fees. If you have not yet completed the Federal Free and Reduced Lunch program application, please contact the business office immediately to prevent delays in receiving a device.

The annual cost to rent an ICS Computer is \$100. Students enrolled in the Free/Reduced lunch program receive discounts: \$70 for reduced lunch students; \$45 for free lunch students. All fees will be posted to your student’s PowerSchool account and can be paid all at once or in installments that work best for you.

- **Ownership:** ICS retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, ICS administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access, and to alter, add, or delete installed software or hardware. The use of a Computer is a privilege which may be rescinded at any time.
- **Equipment Provided:** The 2019-2020 Computer is HP Smart 11 Pro G4/G5 and power cable. All installed software and applications are licensed to ICS and are available for the Student’s use while on or off campus. ICS will retain records of the serial numbers of provided equipment. In the event a computer becomes inoperable, a temporary loan of an alternate computer may be made if one is available. The terms of this agreement also apply to any temporarily issued Computer.
- **Responsibility for Damage:** The Student is responsible for maintaining a 100 percent working Computer at all times, which includes, but is not limited to, installing Windows updates. The Student shall use reasonable care to ensure that the Computer is not damaged. In the event of damage, the Student and Parent will be billed a fee according to the following schedule:
  - First incident – Included in the Rental Fee
  - Second incident – up to \$100
  - Third incident – up to full cost of repair or replacement, not to exceed \$200.
  - Replacement chargers - \$10

ICS reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to negligence. Examples of negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Computer while at school.
- Lending equipment to others other than one’s Parents/Guardians.



**INDIANAPOLIS CLASSICAL SCHOOLS**  
2019-2020 TECHNOLOGY RENTAL AGREEMENT

- Using equipment in an unsafe environment, including in the presence of food or beverages.
- Using the equipment in an unsafe manner.
- Suspension of Technology Access

Students who repeatedly abuse the Computer through neglect or carelessness, or, violate the Acceptable Use Policy may have their access to ICS technology suspended. During a suspension, classroom assignments will be provided in an alternate format.

- Temporary Replacement Tablet

During a repair of a tablet due to damage caused by student carelessness or negligence, a temporary replacement tablet, if available, may be issued for a total of two days per quarter/ or four days per semester. Rentals exceeding this limit may carry an additional rental fee.

- Actions Required in the Event of Damage or Loss

Report the problem immediately to the Student Help Desk Coordinator. If the Computer is stolen or vandalized while not at ICS or at an ICS sponsored event, the Parent must file a police report. A copy of the police report must be provided to the Student Help Desk Coordinator before a substitute Computer will be issued to the Student.

- Responsibility for Loss

In the event the Computer is lost or stolen, report immediately to the Student Help Desk Coordinator and the Dean of Students. The ICS Computers are equipped with security measures that include anti-theft programming and GPS location software, as well as remote disabling of the device. These measures reduce or eliminate the “market value” of stolen devices and could help locate lost devices. In the event a device cannot be located and retrieved, the Student and Parent will be billed the full cost of replacement. (Note: Families may pursue insurance through their homeowner’s insurance. Many homeowner and renter insurance policies offer very affordable coverage for Student devices. Please request additional information from the Business Office.)

- Technical Support and Repair

ICS does not guarantee that the Computer will be operable, but will make technical support, maintenance and repair available. A student-run Help Desk is available during school hours for light repairs and should be the first course of action if a device appears to be malfunctioning. If the Help Desk cannot restore the device to full functionality, a repair order will be issued for the device and a substitute device, if available, will be issued to the Student.

- Fully charged devices

Students are expected to bring their devices to school and to have the Computer fully charged at the beginning of each day. Students should keep the power cord with the Computer at all times. Access to electrical outlets is not guaranteed during the school day. A depleted battery may result in lost instructional time and missing or late assignments. Students should not expect to be able to charge a depleted device while on campus. Substitutions will not be made for depleted devices.



**INDIANAPOLIS CLASSICAL SCHOOLS**  
2019-2020 TECHNOLOGY RENTAL AGREEMENT

- All software originally installed by ICS will remain on the device.

The Student is permitted to install software on the assigned Computer so long as it is legally owned and installed as per a license agreement and does not appear on the list of prohibited software, apps and digital content. In the event software is known to cause or is suspected of causing system errors to the Computer, the Student Help Desk Coordinator will remove the program and restore original settings.

- Responsibility for Electronic Data

The Student is solely responsible for any non-ICS installed programs, applications, or digital files of any kind. Students may download, with specific limitations, apps, music, games and digital content for recreational use when off campus, subject to ICS's Acceptable Use Policy and Parent/Guardian approval. ICS reserves the right to access, monitor, review and delete any digital content found to be in violation of acceptable use policies. No monetary compensation will be due by the school for any purchased software, applications of digital content intentionally or unintentionally deleted by the school administration, either individually at the discretion of school administration or during a mass re-imaging process. ICS does not accept responsibility for Student files or personalized and downloaded content. It is the sole responsibility of the Student to back up personal data as necessary.

- File-sharing and File-sharing Programs

The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Ares, and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). Individual with legitimate, school-related needs to use these tools may seek prior approval from the Student Help Desk Coordinator.

- Unauthorized downloads/installations

Do not download or use unauthorized games, programs, files, music or other electronic media on school-owned devices. Inquire with the Student Help Desk Coordinator if you are unsure about what is/is not permissible. A student may not download or install any commercial software, shareware, or freeware onto local and/or network drives or disks, unless s/he has the specific, prior written permission from a teacher or administrator.



**INDIANAPOLIS CLASSICAL SCHOOLS**  
2019-2020 TECHNOLOGY RENTAL AGREEMENT

## **HELP DESK**

If a student is having problems with a school-owned device, or if they have questions about the technology, students can take their computers to the student run Help Desk. A pass will be required to go to Help Desk. Help Desk will not make repairs, or install any software, on student-owned devices.

The Help Desk will maintain a pool of loaner tablets for student use if a computer needs to be repaired. When tablets are repaired or replaced, the Help Desk will contact students when computers are ready so that students can return their loaner machine. Loans due to repairs caused by student negligence or carelessness will be limited to two days per quarter.

In addition to the requirements set forth in the Agreement, the Student and Parent/Guardian 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 and take any additional common-sense precautions to protect his/her assigned Computer. Loss or damage resulting in failure to abide by the details in this agreement may result in full-financial responsibility.





**INDIANAPOLIS CLASSICAL SCHOOLS**  
2019-2020 TECHNOLOGY RENTAL AGREEMENT

**REMOVE AND RETURN THIS PAGE OF THE AGREEMENT TO YOUR ADVISORY TEACHER.**

In addition to the requirements set forth in the Agreement, the Student and Parent/Guardian 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 and take any additional common-sense precautions to protect his/her assigned computer. Loss and/or damage resulting in failure to abide by the details in this agreement may result in full financial responsibility.

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 an 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.

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

Print Name: \_\_\_\_\_ (Please Print Legibly)

PARENT SIGNATURE: \_\_\_\_\_

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

Print Name: \_\_\_\_\_ (Please Print Legibly)

STUDENT SIGNATURE: \_\_\_\_\_

**CHECK ONE:**

\_\_\_\_\_ I will be renting an ICS computer for use during the 2019-2020 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 2019-2020 school year and it utilizes an anti-virus software program which I will keep up-to-date.



**INDIANAPOLIS CLASSICAL SCHOOLS**  
2019-2020 TECHNOLOGY RENTAL AGREEMENT

**REMOVE AND RETURN THIS PAGE OF THE AGREEMENT TO YOUR ADVISORY TEACHER.**

1. **First Name** \_\_\_\_\_

2. **Last Name** \_\_\_\_\_

3. **Advisory Teacher** \_\_\_\_\_

4. **School** \_\_\_\_\_

5. **HHS/RHS E-Mail Address** \_\_\_\_\_

6. **Phone Number** \_\_\_\_\_

**Ex. 317-555-XXXX or 1-317-555-XXXX**

Print Name: \_\_\_\_\_ (Please Print Legibly)

STUDENT SIGNATURE: \_\_\_\_\_