

# **STURGIS CHARTER PUBLIC SCHOOL INFORMATION TECHNOLOGY (IT) RESPONSIBLE USE POLICY (RUP)**

Sturgis Charter Public School (Sturgis) supports the educational value of technology and recognizes the dynamic interaction of digital learning with curriculum. Sturgis strives to create a positive, collaborative culture of digital learning and promoting safe and responsible technology use.

Technological resources are provided and every reasonable effort is made to protect users and teachers from any misuses or abuses. While there is no system to completely protect users, Sturgis' RUP is an effort to outline expectations and communicate recognition of personal accountability.

Use of Sturgis' computers and school network is a privilege; access is provided to all those who agree to and comply with the terms of this RUP.

Users are responsible for their own behavior at all times.

Users and parents are asked to discuss and sign the RUP.

User and parent signatures acknowledge the user's responsibility for practicing positive digital citizenship and personal accountability at Sturgis.

## **Statement of Meaning**

### Internet Access and Domain User Accounts

Sturgis connects to the Internet through its local area network (LAN). Each user has access to the Internet provided by the school administration. Filters have been implemented to provide safe web browsing, but this system does not replace responsible use.

Sturgis assigns Google user accounts and email addresses that are within the school's domain (sturgischarterschool.org) for the specific use of teacher/student/administration communication.

### Right to Privacy

Sturgis administration has the right to monitor all users on the Sturgis digital network, including, but not limited to: Internet, email, physical infrastructure, social networking, instant messaging, etc. to support the safety of all users and integrity of the domain.

### Infrastructure

Infrastructure is the backbone of Sturgis technology, the resources of which consist of all hardware, software, networks, facilities and peripherals supporting the goals of the school.

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## **User Expectations**

### Internet Access and Domain User Accounts

- School provided email addresses and online file storage should be used only for communications and files related to school projects and academic topics.
- Users agree to use computers, school provided accounts, and the Internet at school for educational purposes only.
- Users will limit their exploration of the Internet to sites and information as recommended by their teachers and related to their course work.
- Plagiarism is copying or using another person's work or ideas without giving credit to the author/creator. All information used by users will be appropriately referenced by author, source, date of publication, and/or website link.
- Copyrighted material is protected by law; infringement occurs when one inappropriately reproduces the work for profit or gain without consent from the owner. Users will abide by copyright rules.
- Users will access social media sites (including chat rooms, blogs, Wikis, YouTube, photo sites, etc.) during the school day only when specifically directed by their teachers in the classroom and/or for academic purposes.
- Users shall not access, post, submit, publish, or display harmful or inappropriate material that is threatening, obscene, disruptive, sexually explicit, that advocates violation of and state and/or federal law, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion, or political beliefs.

### Privacy

- Users should have no expectation of privacy in regard to any information or file maintained in or on Sturgis' property or transmitted or stored on Sturgis' equipment. This policy includes any personal devices utilizing Sturgis' network. Sturgis has the right at any time to access information stored on the school network and the school's domain, including email, online file storage, and any apps enabled on the domain . All content on Sturgis' domain and property is subject to the Sturgis Code of Conduct.
- All Sturgis users will respect the personal and academic rights of others.
- Users will obtain permission from all teachers and all individuals involved before taking photos or recording audio or video, whether in a physical or virtual classroom.
- Users will obtain written permission from all individuals involved before publishing or sending photos or recorded audio or video to anyone else or to any online space.
- Passwords must be protected as private information.

### Infrastructure

- All equipment (technology hardware, software and peripherals) is the property of Sturgis and loaned to the users. The user will practice responsible care and report any malfunctions or damage.
- If a laptop is stolen or lost, the user will be expected to pay for the replacement of the missing computer. Stolen laptops must be reported to the school office who will contact local police.
- If a computer is damaged, the school must be notified immediately. The computer must be brought to the main office or a member of the technology support team. Users will pay a per-incident fee for repairs made to the computer damaged due to accident or negligence per the guidelines listed below:

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- Level One Repair - \$25
- Level Two Repair - \$100
- Level Three - Repair/Technology replacement
  - Chromebook \$350
  - Laptop \$800
  - Other - based on value of item
- \*\*One to one privileges are revoked until payments are made in full.