



**THREE RIVERS COMMUNITY SCHOOLS TECHNOLOGY SERVICE ACCEPTABLE USE
POLICY AGREEMENT**

The purpose of the computer network and Internet access is to assist students in preparing themselves for the future. These are valuable tools but, like most tools, there are right and wrong ways to use them. As with other pieces of school equipment, a student must understand what they can and cannot do with that equipment. They must also understand that there are consequences for incorrect usage.

Students using the Three Rivers Community Schools Network and Internet resources and devices at school or away from school must comply with the following rules:

All Grades/Programs

The purpose of this Acceptable Use Agreement is to give access to and define acceptable use of the technology resources made available to users through Three Rivers Community Schools (herein referred to as the "District") and the St. Joseph County Schools Information Services (SJCSIS) Network (herein referred to as the "Network").

The District and the Network do not guarantee that technology resources will be error free or that access will be uninterrupted. By signing this agreement you release the District and the Network of all claims and liabilities for use of the technology resources.

Any person using District and Network technology resources who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures the District's and Network's Information Systems, properties or facilities, as well as those owned by third-parties shall be subject to disciplinary action. Such action may include, but is not limited to: Warning, Revoked Privileges, Financial Restitution, Suspension/Termination, and/or Legal Action.

District and Network Safety Policies:

- Never give out your last name, address, phone number, the school you attend, or personal identifying characteristics.
- Never agree to meet in person with anyone you have met online.
- Never assume that you are speaking to a person your own age.
- Never assume the personal information that you may receive from the Internet is correct.
- Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates the Acceptable Use Policy.
- Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access.



On the occasion that a student has been given written permission to use their own mobile device or laptop/Chromebook or any other personal technology device both on campus, or for school use while off campus, the District will not be held liable for any negative outcomes of using the device including but not limited to breakage or viruses.

District and Network Acceptable Uses

- The computer Network at the District has been set up to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work and the exchange of project related ideas, opinions and questions through email, network drives, District-owned Google Workspace for Education, message boards, and District-owned web page access.
- Students will have access to the Internet in the classroom, media center, in the computer labs and areas where public wifi is available.
- Student's use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of the Acceptable Use Agreement/Student Handbook.
- Material created and/or stored on the system is not guaranteed to be private. District and Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that emails, material used on personal web pages, material created or accessed in Google Workspace for Education, and other work that is created on the network or within the Google Workspace for Education including chromebook use, both on campus or off campus, may be viewed by a third party.
- District and Network users are expected to adhere to the Safety Guidelines found in this document and in the District's Code of Conduct and/or Student Handbook.

District and Network Unacceptable Uses

- The Network may not be used to download, install, distribute, copy or store any application without prior permission from District and/or Network administrators. The Network may not be used for commercial purposes or to access illegal or malicious applications. Users may not buy or sell products or services through the system without prior permission from District and/or Network administrators.
- The Network may not be used for any activity or to transmit any materials that violate federal or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
- Network users may not use vulgar, derogatory or obscene language. Users may not communicate through District-owned or personal devices to engage in bullying, perform personal attacks, harass another person, or post private information about another person. Such actions may be grounds for discipline under this Acceptable Use Agreement and the District's Code of Conduct and/or Student Handbook.

Three Rivers Community Schools - Three Rivers Partnership



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- Network users may not access web sites, newsgroups, chat areas, or any other content containing material that is obscene or that promotes illegal activity. If a user does accidentally access this type of information, he or she should immediately notify a teacher or parent.
 - Use of a computer or mobile device for anything other than a teacher directed or approved activity is prohibited.
 - User accounts shall only be used by the person authorized to use that account and users assume all responsibility for actions delivered through their account.
 - Users may not make alterations to hardware/software systems or settings.
 - Users may use their own laptop computer or mobile device at school, but may not connect to the Network in any way without express written permission from the District and/or Network administrators. The District is not responsible for loss or theft of such equipment. The use of mobile devices is further regulated by the student handbook.

If you agree with the terms/conditions detailed above, please initial, sign, and date.

Student Name (print) _____

Student Signature _____ Date _____

Parent Name (print) _____

Parent Signature _____ Date _____