

Responsible Use of School Technology

Burris Laboratory School provides students with access to technology and digital resources to support teaching, learning, creativity, communication, and collaboration. The use of school technology is a privilege, not a right, and all users are expected to use these resources responsibly, ethically, and in a manner consistent with the mission of Burris Laboratory School and Ball State University.

This policy applies to all school-issued devices, school-managed accounts, networks, Internet access, software, and other technology resources provided or authorized by the school. Expectations regarding student possession and use of personal electronic devices are addressed in the **Personal Device Policy**.

Standards for Responsible Use

Students are expected to:

- Use school technology for educational purposes and under the direction of school personnel.
- Demonstrate the same respectful, ethical, and academically honest behavior when using technology as is expected in any other school setting.
- Respect the privacy, intellectual property, and rights of others, including complying with copyright laws and fair use guidelines.
- Protect usernames, passwords, and other account credentials and never access another person's account.
- Use only school-approved digital resources and applications unless otherwise authorized by the System Administrator or school administration.
- Immediately report security concerns, inappropriate online content, or threatening or suspicious online interactions to a teacher or administrator.
- Protect personal information and avoid sharing private information online.

Prohibited Uses

Students may not use school technology to:

- Access, create, possess, or distribute material that is obscene, discriminatory, threatening, harassing, or otherwise inconsistent with school expectations.
- Engage in bullying, harassment, intimidation, or other conduct that violates the Student Code of Conduct.
- Violate the privacy of others by creating, possessing, or distributing unauthorized audio, video, or photographic recordings.
- Attempt to bypass security measures.
- Knowingly introduce malware, viruses, or other harmful software.
- Use technology in any manner that disrupts the educational environment or violates federal, state, or local law.

Students may use artificial intelligence (AI) tools only when authorized by the teacher and in accordance with the expectations for the assignment. Unauthorized use of AI, including representing AI-generated work as original student work, may constitute academic dishonesty.

Users should have no expectation of privacy when using school-issued devices, school-managed accounts, or school networks. Burris Laboratory School reserves the right to monitor, access, review, and maintain information stored on or transmitted through school technology as permitted by law and consistent with school operations.

Failure to comply with this policy may result in the loss of technology privileges, disciplinary action in accordance with the Student Code of Conduct, and, when appropriate, referral to law enforcement.

Employees, Volunteers, and Other Authorized Users

The expectations outlined in this policy apply to all users of Burris Laboratory School technology resources, including employees, volunteers, contractors, and other authorized users. Individuals using school-issued devices, school-managed accounts, or school networks are expected to use these resources in a lawful, ethical, and professional manner consistent with applicable school policies and procedures. Violations may result in the loss of technology privileges, disciplinary action, termination of employment or volunteer service, termination of contractual relationships, and/or referral to law enforcement, as appropriate.