

PREP CHARTER HIGH SCHOOL
Acceptable Use Policy

Terms and Conditions

General Information

The Prep Charter High School provides computer equipment, computer services, Internet access, email and cloud services via Google Apps to its students for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, collaboration, dissemination and the use of global communication resources. The “system administrators” are employees of Prep Charter High School. They are the administrators of the computer system and, as such, reserve the right to monitor all activity on network facilities, email, and cloud services.

We are very pleased to bring this access to Prep Charter and believe said services offer vast, diverse, and unique resources to both students and teachers. Our goal is to empower teachers and students by promoting educational excellence through resource sharing, innovation, and promoting strong communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- Electronic mail (e-mail) communication with people all over the world.
- Cloud services that allow students to complete work and collaborate with fellow students and teachers from any modern PC.
- Public domain software and graphics of all types for school use.
- Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics
- Access to many University Library Catalogs, the Library of Congress, and ERIC, a large collection of relevant information to educators and students.
- Access to emerging technology and Web 2.0 tools such as Google Drive and Classroom.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Prep Charter High School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We at Prep Charter firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school. To comply with the Federal Communications Commission’s Children’s Internet Protection Act (CIPA), strong filters have been put in place to block access to materials that are “obscene, child pornography, or harmful to minors.”

Technology management software has been installed on all student computers which gives instructor control of technology at all times. This software allows among many features, the ability for teachers to monitor and control individual student computer access email and cloud services.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Prep Charter High School user violates any of these provisions, his or her network and/or email account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet--Terms and Conditions of Use

1) **Acceptable Use** - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your network account must be in support of education and research and consistent with the educational objectives of Prep Charter High School. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret

2) **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives an account will be part of a discussion with a Prep Charter Technology Teacher pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Prep Charter High School may request the system administrator to deny, revoke, or suspend specific user accounts.

3) **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal the personal address or phone numbers of students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network, email, and cloud services should be assumed to be private property.

4) **Loss of Information** - Prep Charter High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Prep Charter will not be responsible for any damages you suffer. This includes loss of data resulting from delays, no deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Prep Charter High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5) **Security** - Security on any computer system, email, or cloud services is a high priority, especially when the system involves many users. All students will be issued a network and email login. No student is permitted to use another person's ID or password. Trespassing in another's folders, work or files is prohibited. If you feel you can identify a security problem on the Internet, you must notify a Technology Teacher of Prep Charter High School. Do not demonstrate the problem to other users. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

6) **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.

7) **Plagiarism and Copyright Infringement**

a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

8) **Cyber-bullying and Internet Safety - Prep Charter High School is a school with a zero-tolerance for cyber-bullying. Students will refrain from using personal communication devices or school property to harass or stalk another. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, and/or discipline, up to and including expulsion.**

At the beginning of each school year, students will be required to complete Internet safety lessons. This curriculum will focus on educating our students on "appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response." A variety of strategies and websites will be used which will allow students to:

- ✓ Analyze online behaviors and predict their consequences.
- ✓ Practice safe, legal, and responsible use of information and technology.
- ✓ Make informed choices on selecting appropriate websites.
- ✓ Generate multiple solutions for dealing with a cyber-bullying situation.
- ✓ Create a list of tips to help teens avoid cyber-bullying situations.
- ✓ Analyze online behaviors that could be considered cyber-bullying.
- ✓ Evaluate positive and negative aspects of Internet and cell phone technologies.

9) **Instant Messaging** –Students are expressly forbidden to use Messaging unless granted permission by their teachers.

10) **Acceptable Use of Student E-mail Systems** - Use of Prep Charter High School e-mail via Google Apps is intended to benefit the student. The account allows students to correspond with teachers and staff, and to receive important communications from the PCH. The school reserves the right to deny, revoke, monitor, or suspend specific user accounts after due process in accordance with student code of conduct policies. PCH does not encourage or support the use of non-school email accounts for communications between the school, faculty and students.

11) **Acceptable Use of Student E-mail Systems** - Use of Prep Charter High School cloud services via Google Apps is intended for students to store, create, collaborate, and share files with fellow students and teachers. Although cloud services are accessible both

onsite and offsite, the school expects that all students abide by the conduct and acceptable use policies stated within this document. Failure to comply with these rules may result in suspension of cloud services.

12) **Obscene/Pornographic Material** - No student shall use any technological equipment or Internet account issued by Prep Charter in order to view, download, or transmit any images which include obscene, lewd, nude, pornographic or other images depicting sexual acts. It is violation of this policy to transmit, capture, or share any nude or lewd images on the school’s network or through use of school equipment, or Internet account. “Sexting” or the transmission of nude images of oneself or text of a sexual nature is expressly prohibited. No student shall view, download, capture or transmit any obscene, lewd, nude, or pornographic images through the use of any equipment, including personal equipment including phones, tablets, laptops while on school property, or during a school function to include a work assignment or other school sponsored events.

Please sign and return this portion to your Technology Teacher.

Prep Charter High School Acceptable Use Policy

STUDENT

I understand and will abide by the above Acceptable Use Policy. It is expressly understood that I do not have any expectation of privacy in my use of any technological equipment provided by Prep Charter or through the use of the school information systems/networks and email/cloud services account. Should I commit any violation of the Acceptable Use Policy, my access privileges may be revoked, in addition school disciplinary action and/or may appropriate legal action may be taken.

Student User's Full Name: _____ Section _____

Student User Signature: _____ Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the three-(3) page Acceptable Use Policy. I understand that this access is designed for educational purposes. It is expressly understood that my child does not have any expectation of privacy in his or her use of any technological equipment provided by the school or through their use of the school’s information systems/networks and email/cloud services account. Prep Charter High School has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Prep Charter to restrict access to all controversial materials and I will release and hold them harmless for any materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child, agree to the terms of the Acceptable Use Policy and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____ Date: _____

Adopted: September 1, 2011

Revised: October 5, 2012

Revised: June15, 2012

Revised: September 11, 2017

PCH Board Approved: September 14, 2017