

# SEVEN GENERATIONS CHARTER SCHOOL

SECTION: EMPLOYEES

TITLE: 815 – Acceptable Use of Technology

ADOPTED: 13 September 2016

REVISED:

Policy	<p>Seven Generations Charter School ("Charter School") provides employees, students, and Guests ("Users") with hardware, software, access to the Charter School's Electronic Communication Systems and network, which includes Internet access, whether wired, wireless, virtual, cloud, or by any other means. Guests include, but are not limited to, visitors, workshop attendees, volunteers, independent contractors, adult education staff, students, board members, vendors, and consultants.</p> <p>Computers, network, Internet, Electronic Communications, information systems, databases, files, software, and media (collectively "CIS systems") provide vast, diverse and unique resources. The Board of Trustees will provide access if there is a specific Charter School-related purpose to access information; to research; to collaborate; to facilitate learning and teaching; and to foster the Educational Purpose and mission of the Charter School.</p> <p>For Users, the Charter School's CIS systems must be used for Educational Purposes and performance of Charter School job duties. Incidental Personal Use (as defined in this Policy) of Charter School Computers is permitted for employees. Students may only use the CIS systems for educational purposes. CIS systems may include Charter School computers which are located or installed on Charter School property, at Charter School events, connected to the Charter School's network and/or systems, or when using its mobile computing equipment, telecommunication facilities in unprotected areas or environments, directly from home, or indirectly through another Internet service provider ("ISP"), and if relevant, when Users bring and use their own personal Computers or personal electronic devices, and, if relevant, when Users bring and use another entity's Computer or electronic devices to a Charter School location, event, or connect it to a Charter School network.</p> <p>If Users' bring personal Computers or at the same time, personal technology devices brought onto the Charter School's property, or at Charter School events, or connected to the Charter School's network, that the Charter School reasonably believes contain Charter School information or contain information that violates a Charter School policy, or contains information/data that the Charter School reasonably believes involves a criminal activity may be legally accessed to ensure compliance with this policy, other Charter School policies, and to comply with the law. Users may not use their personal computers to access the Charter School's intranet, Internet or any other CIS System unless approved by the CEO and/or designee, and/or authorized as part of the Charter School's services for users.</p>
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<p>Delegation of Responsibility</p> <p>Policy</p>	<p>The Charter School intends to strictly protect its CIS systems against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these Charter School assets and in lessening the risks that can destroy these important and critical assets. Consequently, Users are required to fully comply with this Policy and to report immediately any violations or suspicious activities to the CEO. Conduct otherwise will result in actions further described in the Consequences for Inappropriate, Unauthorized and Illegal Use section found in the last section of this Policy and provided in other relevant Charter School policies, regulations, rules, and procedures.</p> <p>The Board of Trustees of Seven Generations Charter School authorizes the Chief Executive Officer (CEO) or his/her designee to enforce this policy.</p> <p><b>Section I - Acceptable Use Policy</b></p> <p>The intent of this policy is to ensure that <b>ALL</b> uses of the school’s computer network are consistent with the school’s mission statement and strategic plan. Such access serves as a natural extension of the educational lessons learned within the classroom by:</p> <ul style="list-style-type: none"> <li>• Providing access to educational resources and reference materials</li> <li>• Reinforcing the specific subject matter taught</li> <li>• Requiring the use of critical thinking skills</li> <li>• Promoting tolerance for diverse views</li> <li>• Teaching socially appropriate forms of civil discourse and expression</li> </ul> <p>This policy does not attempt to define <b>ALL</b> required or prohibited behavior by users, but rather an operating framework for the user to follow. Each user <b>MUST</b> exercise good judgment and appropriate conduct. For purposes of this policy, the school’s “computer network” includes all the school’s computers and peripheral equipment (including, but not limited to, telephones and fax machines), the school’s local and/or wide area network, and access to the Internet through the computers or the school’s local and/or wide area network.</p> <p><b>Section 2 - Opportunities and Risks of Computer Network Use</b></p> <p>Seven Generations Charter School believes the value of information, interaction and benefits that access to the school’s computers and the Internet offers far outweighs the potential hazards of its use, and that more would be lost by not providing its students, faculty and staff access to this technology and information.</p> <p>An inherent risk of making these global network resources available is that some users might encounter sources that could be considered controversial or inappropriate. Because global information resources are transitory and uncontrolled, the school cannot predict or totally control what users may or may not locate. The school has chosen, on a “best effort” basis, to limit access only to educationally appropriate resources. This “best effort” basis would include, but not be limited to, the following:</p> <ul style="list-style-type: none"> <li>• Staff supervision</li> <li>• Security software</li> </ul>
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- User training

Seven Generations Charter School does not support or condone access to educationally inappropriate resources. Users **MUST** utilize good judgment when accessing global information resources and be wary of the integrity and content of the information resources, regardless of the source of the technology.

The school may provide students with a student e-mail account that can be accessed through any computer with Internet access. The school may review all files, including electronic communications that are created on, stored on or sent to, from or via the computer network. The school reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the school's computer network. Evidence of illegal activity may be reported or turned over to appropriate authorities.

No use of the school's computer network is guaranteed to be error-free and totally dependable, therefore it cannot be held liable for any unforeseen difficulties that may arise. The school cannot be held accountable for information that is retrieved through the use of technology.

### **Section 3 - User Conduct and Responsibilities**

Guidelines for access to the school's computer network within this document apply to **ALL** students, administrators, faculty, staff and other employees of Seven Generations Charter School. These guidelines are not all-inclusive. A user who commits any act of misconduct not specified may also be subject to disciplinary action. Disciplinary actions are consistent with schools policies governing such behavior, such as its policy on student behavior and staff contacts.

The school's computer network is part of the educational curriculum and is not intended to be used as a public forum for general use. Access to the computer network is a privilege - not a right - and carries with it responsibilities. **ALL** users of the school's computer network are expected to abide by school policies and rules of behavior. These guidelines are provided here so that users are aware of the responsibilities that the use of technology places upon them.

Users have the opportunity to access the school's computer network for **educational or professional purposes only**. Exercising that privilege requires that the user accept the responsibility for all material they access, view, download and/or produce. It is necessary for users to evaluate the validity of the information they access via the school's computer network and acknowledge the source of information when appropriate.

**ALL** users of the school's computer network are representatives of Seven Generations Charter School and should act accordingly.

Guidelines for acceptable use include, but are not limited to, the items listed below.

Users will:

- Use appropriate language
- Avoid offensive or inflammatory dialogue
- Adhere to copyright rules and assume that any software that they did not create is copyrighted (unless it is labeled “freeware” or “public domain”)
- Not reveal any personal information (i.e., address, phone number, etc.) for themselves or others
- Note that e-mail is not guaranteed to be private. People who operate the school information systems do have authorized access to e-mail; others may have access if authorization has been provided by appropriate school personnel.
- Use technology only for legal activities
- Be responsible at all times for proper use of their access privileges and avoid impersonation, anonymity or unauthorized sharing of security measures and/or their account(s)
- Take responsibility for any technology-related activities that they borrow or are used under their account or password
- Maintain integrity of technological resources from viruses, physical abuse, potentially damaging messages, etc.
- Respect the rights of others to utilize technological equipment by not utilizing it for non-school purposes
- Abide by any and all policies and procedures of networks, systems and information resources linked by and through school technology

Misuse of the school’s computer network constitutes gross disobedience or misconduct and is unacceptable. Examples of this misuse are any that:

- Disrupt the proper and orderly operation and discipline of the school
- Threaten the integrity or efficient operation of the school’s computer network
- Violate the rights of others
- Are socially inappropriate or inappropriate for a student’s age or maturity level
- Are primarily intended as an immediate solicitation of funds
- Are illegal or for illegal purposes of any kind

Use of the school’s computer network for any unacceptable use will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

Examples of Charter School computer network misuse that will result in disciplinary action include, but are not limited to, the following:

- Using obscenities or inflammatory dialogue
- Taking any steps that threaten, or which may be reasonably interpreted to threaten, any person, group of persons, building or property with harm, regardless of whether the user intends to carry out such a threat

- Harassing other users
- Using another user's accounts
- Misrepresenting one's self as another user
- Violating the rights of others or their privacy and safety
- Accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions
- Accessing Charter School blocked Web sites, via codes or other improper routes
- Using technology resources for personal business or commercial, private or personal financial gain, including gambling
- Vandalizing data, programs, networks or information resources
- Degrading or disrupting systems or equipment
- Damaging technology hardware or software - **Students will be held financially responsible for intentional damage**
- Spreading computer viruses
- Gaining unauthorized access to resources or entities
- Violating copyright laws or other intellectual property rights
- Using technology resources for illegal activities
- Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism or forgery
- Attempting to commit any action that would constitute an unacceptable use if accomplished successfully

Violations of these guidelines and/or schools policy will be dealt with seriously. Consequences may include, but are not limited to, loss of access to the Charter School's computer network. Users are subject to additional consequences as described in the Charter School's policies and regulations. Illegal activities may also result in referral to law enforcement officials.

#### **Section 4 - Schools Responsibilities and Confidentiality**

Seven Generations Charter School reserves the right to monitor and log the use of its technology and computer network, monitor network utilization by users, and examine user files and materials as needed. Therefore, users cannot expect absolute privacy from school personnel as it relates to the use of the school's computer network. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files, by persons outside or from persons inside Seven Generations Charter School. Seven Generations Charter School reserves the right to deny individual users access to specific technology as a consequence of misuse.

#### **Section 5 - Disciplinary Actions**

Failure to comply with this policy and/or the regulations governing the use of the school's computer network will result in disciplinary action. Seven Generations Charter School reserves the right to deny individual users access to the school's computer network as a consequence of misuse.

Minimum action:

- Staff/user conference or reprimand

Additional actions as deemed appropriate:

- Staff/parent contact for student misuse
- Referral to administration for student discipline
- Loss of access to specific technology and/or designated areas for a minimum of three days to two weeks (Note: Multiple infractions may result in extended or permanent loss of technology privileges)
- Confiscation of inappropriate item(s)
- Restitution/restoration
- Administrative and/or Board of Education action, including suspension and expulsion

**Section 6 - Additional Rules and Actions**

The administration team of Seven Generations Charter School reserves the right to establish additional rules and take appropriate actions to implement this policy.