

Advantage Academy

Student Acceptable Use Policy for Technology

This Acceptable Use Policy for Technology serves to protect the interests of the school district and users of its technology resources. The school district reserves the right to amend this policy at any time and to enforce such amended policy after giving notice of such amendments.

Technology Resources

Technology resources at Advantage Academy are intended to offer enhanced learning opportunities. Technology resources include, but are not limited to, computing devices, PC's, laptops, monitors, keyboards, mice, wires, storage containers, printers, software, online catalogs/databases, network file servers, data files, the e-mail system, access to the internet, network equipment and audio/video devices.

Authorized Users

Students and of Advantage Academy who complete and sign the Acceptable Use Policy for Technology are considered authorized users of the school districts technology resources.

Students and Parents

Students and their parents or legal guardians shall receive and sign an acknowledgment of this Policy and return it to the appropriate individual school. The school shall maintain an accurate record of those who have returned the signed acknowledgment.

Technology Privilege

Use of the Advantage Academy technology resources is a privilege, not a right. Inappropriate use can result in an immediate termination of access and other privileges relating to use. Inappropriate use can also result in disciplinary action as well as potential civil or criminal liability and prosecution. Administration, faculty, or staff may request that the Technology Department deny, revoke or suspend specific user access in the event of violation of this policy.

Violations

Use of technology resources or transmission of any material in violation of any federal or state law is strictly prohibited. Also prohibited are the use or transmission of material protected by federal or state intellectual property laws; copyrighted material; licensed material; threatening, harassing, obscene and/or pornographic material. In addition, users are prohibited from accessing or attempting to access, using or attempting to use, the internet or other computer network or non-network facilities for any other unauthorized purposes. This includes but is not limited to commercial activities, introduction of viruses, and manipulation or corruption of systems, files and other related resources. Any illegal activities will be reported to the appropriate agencies.

Liability

Advantage Academy cannot guarantee the availability of technology resources. The school will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. Although the school will enforce best-practice security measures, the school cannot ensure that all electronic transmissions are secure and private and cannot guarantee the accuracy or quality of information obtained. The school will employ technology protection measures to comply with Federal and State requirements to filter or block material defined to be objectionable. However, no known process can control or censor all illegal, defamatory, or potentially offensive materials that may be available to the user on systems accessible through technology resources at Advantage Academy.

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SCHOOL RESPONSIBILITIES

Technology Access and Use

The school will provide access to technology resources. Users should be aware that use of these resources will be monitored in order to provide an acceptable level of service to all users. Users should also be aware that data that resides on, or passes through, the school's technology infrastructure (computers, network file servers, and network access methods) is subject to review. In order to maintain system integrity and to ensure users are using the system responsibly, the Technology Department may review files and communications without prior notice or permission of the user.

Duplication and Licensing of Software

The school maintains all software licensing and proper software installation methods. In order to maintain compliancy with copyright laws, no software may be duplicated, installed, uninstalled or distributed, in any form without authorization from the Technology Department.

Expectation of Privacy

Users should have no expectation of privacy when using any technology provided by Advantage Academy. This includes but is not limited to, all data viewed or captured while using Advantage Academy provided technology.

Proper Use

School district staff will provide instruction on proper use of technology resources, including areas of proper care of equipment, management of resources (time and materials), search strategies, user safety, copyright laws, and computer etiquette. Staff shall report any incident of harassment or any other unauthorized or inappropriate use of school division technology resources to the building or department administrator who will report the incident to the Technology Director.

Internet Guidelines

The school district will provide access to the internet based on the following guidelines:

1. In elementary schools (K-6), teachers will actively supervise student use of the internet. Access is password driven. Teachers will make every effort to ensure that students are directed to sites with only age- and topic-appropriate material. Best teaching practice recommends teachers bookmark or use portals to direct usage.
2. In middle school (7-8), teachers will provide guided practice and model appropriate use of the internet. Teachers will supervise student initiated information search activities and provide support for students as they begin to assume responsibility for becoming independent users of the internet. Teachers will make every effort to ensure that students explore only sites with age- and topic-appropriate material and resources.
3. In high school (9-12), students will participate in independent internet use with teachers assuming less of a monitoring role and more of an advisory role.

Electronic Mail

The school district will provide access to electronic mail for all employees. Students may not be issued individual e-mail accounts; students may only access electronic mail through a teacher supervised class account. The teacher will maintain security of the class account password and will directly supervise individual student use of the account. Students who have electronic mail accounts from sources which are not provided by the school may not access those accounts

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using the school's technology resources.

Electronic Media

Throughout the school year, students may have their image, likeness and/or voice captured on digital video, photos, slides, audio and other electronic media. Advantage Academy reserve the right to use this media to promote continuation and improvement of the division and its educational programs through the internet, mass media, displays, brochures, presentations and other forms of distribution.

Electronic Data

All data reports extracted or generated from the school's data warehouse or any other school data source must be submitted to and approved by the Assistant Superintendent before being released to the public or any other organization outside of Advantage Academy.

Personal Electronics

Personal electronic devices are prohibited on school premises without prior, written approval from the Director of Technology unless such a device is provided by the school. A Personal electronic device includes, but is not limited to, MP3 players, portable audio and video players, portable data storage devices such as flash drives or external hard drives, cameras, video cameras, video game players, etc.

USER RESPONSIBILITIES

Technology Use

Users will only use technology for school-related purposes in a responsible, ethical, and legal manner. Provisions in the student code of conduct will apply to all student interaction with the use of technology resources. Users should not access, modify, or destroy other user's data without appropriate authorization. Users should not knowingly spread a computer virus, impersonate another user, violate copyright laws, install or use unauthorized software, damage or destroy resources, or intentionally offend, harass, or intimidate others.

Internet Access

Users will only access the internet under appropriate supervision. Users will view sites that directly relate to a school-related assignment, activity, or responsibility. Users should not use school technology resources to create, distribute, download, or view obscene, threatening, illegal, or inappropriate content. Users should immediately inform a staff member if they encounter material that is obscene, illegal, inappropriate, offensive, or otherwise makes them feel uncomfortable. Users should not use technology resources to engage in any commercial activity including the purchase of goods and services; staff members may use technology resources to purchase school supplies and resources provided they follow established school division purchasing guidelines.

Electronic Mail

For personal safety reasons when communicating electronically, students shall only use their first or *called* name. Full names, home phone numbers, addresses, or other personal identifying information shall not be revealed without written parental and teacher permission. Users should use electronic mail responsibly. Users should not create, distribute or forward chain letters, offensive or harassing messages, or messages that contain false information. Users must obtain the owner's written permission prior to distributing copyrighted material. The electronic mail system and all of its constituent software, hardware, and data files is owned and controlled

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by the school and is school property. In order to protect the interests of the school, its employees and students, the school reserves the right to access and disclose, without prior notice or permission from the user, the contents of any account on its network. In no event should any user ever download any file attached to any internet-based message unless the user is certain of that message's authenticity and the nature of the files so transmitted.

Network Use

Users will use resources responsibly. Users will not give out passwords. Users should not disrupt network usage by others, monopolize technology resources, print excessively, nor use excessive amounts of shared data storage space. Users may not use the network for financial gain, commercial or political activity or illegal acts such as hacking.