

Electronic Communication and Data Management

PHILOSOPHY AND PURPOSE

The School may provide an electronic communications network and Internet access to electronic mail, voice mail, databases, libraries, museums, and other information sources for the following limited purposes:

1. Promote educational excellence in its schools by facilitating resource sharing, innovation, and communication.
2. Improve learning and reach the School's instructional goals.
3. Achieve effective and efficient administration at all campus levels.

Any use of the School's information and communication systems and resources by authorized users must be in furtherance of these limited purposes and conform to the School's expectations for legal, efficient, and ethical use.

INTERNET SAFETY AND LIMITATIONS ON SITE ACCESS

Recognizing that the Internet can give access to sites containing information that is obscene, child pornography, or harmful to minors or that would be otherwise inappropriate for distribution to students, unsuitable for use in the approved curriculum, or irrelevant to accomplishing the School's stated purposes for operating an Internet-accessible network, the School has installed technology protection measures to filter, screen, analyze, and block site content in an effort to make it more difficult for students or staff to gain access to such material through the School's network.

The I.T. Director or designated campus administrators may disable technology protection measures during use by an adult to allow access to otherwise prohibited or blocked sites or information for bona fide research or other acceptable purposes under this policy.

Nonetheless, the School makes no representation that it can control access to all Internet sites. Network users are responsible for their actions in accessing available resources and will be held accountable for receiving information that is inconsistent with the requirements for acceptable and unacceptable use of the network and Internet.

AUTHORIZED USERS

The School permits individuals in the following categories to become authorized users of its computer network and/or have access to the Internet, subject to administrative regulations developed by the Information Technology Director and approved by the Superintendent.

1. Campus administrators and campus administrative support employees.

2. Instructional personnel.
3. Instructional support and student services personnel, i.e., librarians, counselors, and school nurses.
4. Students in grades K-12. Students in grades K-12 may have access through class accounts and regulations for those accounts.

To become an authorized user, a person must sign the User Agreement, and return both forms to the I.T. Director or designee. Minor students applying for a user account must also return a signed Parent Agreement.

GENERAL REQUIREMENTS FOR NETWORK AND INTERNET USE

Student and employee use of the School's computer network and/or access to the Internet must be in accordance with this policy. No account sharing will be permitted, and each authorized user is responsible for all activities, transmissions, or actions that occur under that account identifier.

Any user who identifies a security problem with the network must immediately notify the School I.T. Director and may not communicate the problem to any other person.

MONITORING USE

Use of a personal network account through the School's system is voluntary and constitutes a privilege provided by the School, not a right. All network usage is subject to monitoring, examination, and investigation by the system administrators without prior notice or the specific consent of the user. By signing the User Agreement, each authorized user acknowledges the possibility of such monitoring and consents to it.

Professional employees overseeing student instructional use of the School's computer network or access to the Internet will be vigilant in determining that students are using the School's system only in compliance with this policy to enhance student safety and security, particularly when students are using electronic mail, chat rooms authorized under this policy, and other forms of direct electronic communication.

SUSPENDING OR REVOKING PRIVILEGES

Access to the network, the Internet, or both may be suspended or revoked and user IDs deleted if a student or employee is determined to have violated this policy or the User Agreement each user signs as a condition for obtaining access to the School's network and/or the Internet.

Any user identified as a security risk or who has a history of violations with other computer systems will be denied access to the network. A user whose access has been suspended or revoked may request a conference with the principal and I. T. Director to discuss the basis for that action and have an opportunity to respond. A decision by the I. T. Director to suspend or

revoke system privileges may be appealed to the Superintendent or the Board. System privileges are revoked during any appeal.

ACCEPTABLE USE

Any use described below is deemed “acceptable” and consistent with the User Agreement and this policy. Occasional personal use is acceptable during no instructional or break/lunch periods. Personal use will be monitored. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee, in consultation with the IT Director. Acceptable use:

1. Supports instructional purposes and goals.
2. Furthers the School’s educational and administrative purposes, goals, and objectives.
3. Furthers research related to education and instruction.
4. Is consistent with network rules established by the IT Director.
5. Does not violate the student code of conduct or employee standards of conduct.

Users may use Internet radio or video for academic purposes only, but such use may be disconnected without notice if it affects the performance of the School’s communications network.

UNACCEPTABLE USE

Any of the following uses is deemed “unacceptable” and a violation of the User Agreement and this policy. The final decision regarding whether any given use of the network or Internet is unacceptable lies with the Superintendent or designee, in consultation with the Technology Director. Unacceptable use includes:

1. Unauthorized use of copyrighted material, including violating School software licensing agreements and sharing of copyrighted audio files.
2. Posting or distribution of threatening, racist, harassing, excessively violent, sexually explicit, or obscene material.
3. Personal or political use to advocate for or against a candidate, office-holder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit.
4. Participating in chat rooms other than those sponsored and overseen by the School.
5. Tampering, i.e., accessing, reading, deleting, copying, or modifying, with the electronic mail of other users, regardless of where the message is displayed or stored.

6. Tampering, i.e., accessing, reading, deleting, copying, or modifying the files or data of another user, regardless of where the files or data are displayed or stored.
7. "Hacking," i.e., attempting unauthorized access to any computer whether within the school's network or outside it.
8. Any use that would be unlawful under state or federal law.
9. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.
10. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages.
11. Use that violates the student code of conduct or employee standards of conduct.
12. Use related to commercial activities or for commercial gain by a student or employee.
13. Advertisement for purchase or sale of a product.
14. Online Games

SERIOUS VIOLATIONS

If Administration determines that a student's or employee's use of the system violates the student code of conduct or employee standards of conduct and that disciplinary action other than or in addition to suspension or revocation of system privileges is warranted, those disciplinary actions will be in accordance with the applicable policies.

SYSTEM OR OTHER USER INTERFERENCE

Users must not attempt to exceed, evade, or change established resource quotas, i.e., allocations of local hard drive storage space or network time. The School quotas are designed to ensure all users have a fair opportunity to access resources.

Vandalism and mischief are prohibited. Vandalism includes any attempt to harm or destroy another user's data on the network or on any network connected to the School's network and any deliberate creation or propagation of a computer virus (es). Mischief includes any interference with another user's work, such as attempts to delete, examine, copy, or modify data, files, fields, or any other element of another user's information.

DISCLAIMER

The School makes no warranties of any kind, expressed or implied, for its network facilities and bears no liability for users' copyright violations; users' inappropriate or tortuous use of the network system or resources; any damages incurred by users, including loss of data resulting from the action or inaction of any School employee or a user's errors or omissions; and phone charges, credit card charges, or any other charges incurred by users without prior School authorization and according to established purchasing procedures. The School specifically denies any responsibility for the accuracy, age-appropriateness, or quality of information obtained through its network facilities.

INTELLECTUAL PROPERTY RIGHTS

Students retain the copyright and all other intellectual property rights to works of any kind they create using the School's electronic information resources and system, including those created in fulfillment of course requirements or through participation in extracurricular activities.

The School is the copyright owner of any work created or developed by an employee within the scope of his or her employment, regardless of whether the work is prepared at school using school equipment or out of school using personally owned or other equipment.