

Technology Use & Acceptable Use Policy

Overview

Students may use school computers and school iPads in compliance with the Compass Classical Academy acceptable use policy and at approved times. No other electronic devices are permitted in school, including personal cell phones or iPods. Personal iPads may be permitted for academic purposes only with the permission of the director. Students who choose not to follow these rules will have their electronic device removed and stored in the office for pickup at the end of the school day. In the event of a repeat offense, a parent will be called and will need to see the director to pick up the electronic device. In addition, the student may be restricted from use of school technology for a period of time.

If a parent needs to contact a student for any reason during the school day they may call the office and a message will be given to the student. In the case of an emergency, the student will be called to receive the phone call themselves. Unnecessary phone calls are a distraction to the education we are seeking to provide at CCA; we ask that parents refrain from calling unless there is a real need.

ACCEPTABLE USE POLICY

Purpose of This Document

To establish a policy to that outlines efficient, safe, ethical and legal use of network and Internet resources at Compass Classical Academy. These policies apply to users of electronic information resources located or accessed at Compass Classical Academy. CCA provides a network to facilitate communication and sharing.

Qualifying for Use

The privilege and responsibility of using our network and Internet Resources is based on the concept of a qualified and informed user. Access to and use of these resources entails a great responsibility.

Inappropriate use may result in disciplinary action, which may be suspension or revocation of privileges. A current copy of this agreement, annually signed by all system users (and a parent, if the student is under 18 years of age) must be on file to use the CCA Network.

Internet Access and Safety Policy

Technology Protection Measure:

The Compass Classical Academy Public Charter School Internet has filtering and security software that filter materials that are profane, obscene, unlawful, discriminatory, violent, or hateful. It is recognized that neither is infallible, and we rely on the responsible use of the Internet by our students and staff. Students are monitored by teachers and staff when using computers.

Internet Safety Policy:

The emerging Web 2.0 technologies such as email, blogs, social networking and wikis have transformed how the world communicates and learns. These exciting and innovative communications often have educational value and cannot be completely filtered. Compass Classical Academy educates its students

about appropriate online behavior, including cyberbullying, and interacting with individuals. To insure safety and promote reliable Internet use, all users must adhere to the following code of conduct when accessing online resources.

Code of Conduct

Security within the Compass Classical Academy Public Charter School network is a maximum priority. Network users are expected to behave appropriately and respectfully and agree to the following parameters and conditions:

Procedures and Proper Usage

Students:

- Will not evade, change or exceed resources quotas or disk usage as set by the Technology Department.
- Will not eat or drink in the immediate vicinity of any computer or network asset.
- Must register all personal computers and devices with the Technology Department before using them in the school.
- Will not set up or participate in Internet or LAN based proxy or sharing applications.
- Must notify staff about security problems, unacceptable Internet sites or inappropriate communication.
- Shall not install/upload software to school computers or iPads or store software on network servers.
- Recognize that Network Logs vary depending on the server and are kept for no more than 45 days.
- Are responsible for making backup copies of their critical documents.
- Will refrain from cyberbullying, which is engaging in social cruelty by using technology to harass or harm another person.
- Will not reveal personal information on the Internet or plan to meet people contacted through the Internet.
- Will not access or create profane, obscene, unlawful, discriminatory, violent, or hateful content.

Privacy

No guarantee of privacy is given to any function of the network including files and communication. Network data storage areas are to be treated as school property. Software is employed that enables remote control and monitoring of computers and iPads while in use. Parents have the right to review the contents of their child's files and communications. All users must respect the privacy of other network users and the confidentiality of passwords.

Copyright and Plagiarism

Violation of copyright and/or software agreement is considered a violation of this policy. Explicitly copyrighted materials will often have conditions describing how they may or may not be used. Plagiarism is expressly forbidden. (Plagiarism is the claiming of another person's work as your own.) Proper citations will be used when citing electronic information.

School Web Site

Web pages display school activities and projects and may include photos, student names, and work. Webpages are considered a public document and comply with Federal School Guidelines. Web pages shall not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by school policy, state, or federal laws.

Vandalism

Vandalism is defined as any malicious attempt to damage the physical computers, software, network systems or data of other users. Vandalism will result in disciplinary action, which may include suspension of computer services and possible referral to legal authorities.

Individuals will be held financially responsible for damages including:

1. Attempts to move, remove, or damage software, hardware, or files.
2. Attempts to hack into any network or computer environment.
3. Physical damage to a computer while it is assigned or checked out to them.

Email/Direct Communication

- a. Network users will abide by netiquette in their electronic communication.
- b. School email accounts are maintained and/or archived in accordance with applicable policies.

Research & Reference

With the information that abounds on the Internet, it is important for our students and staff to recognize authoritative and respected sources of information. To this end, students and staff will give preference to:

- Subscription resources that have been reviewed by educators.
- Teacher reviewed and evaluated sites and materials.
- Information from educational, government and nonprofit websites (.edu, .gov, .org)

Violations of the Acceptable Use Policy

The Compass Classical Academy Public Charter School places a high value on the appropriate and responsible use of its network and Internet resources. A violation of any of the rules outlined in this agreement will result in the following consequences:

Student Users

First Infraction: loss of technology privileges for one week five school days. Second Infraction: loss of technology privileges for ten school days.

Third Infraction: loss of technology privileges for one month.

All infractions of the policy will be disclosed to parents in writing. Infractions of this policy may result in further disciplinary action based on the rules of the Student Code of Conduct. Any illegal infractions will be reported to legal authorities. School administrators reserve the right to modify the consequences outlined above if deemed appropriate.

For Parents of Younger Students:

The Acceptable Use Policy is a legal document and agreement to it must be signed by parents and students by checking the box on the signature page. We understand that legal language is confusing for younger students.

Please review the following points with your younger children:

- All language on the computers must be polite.
- No eating or drinking near computers.
- Respect other people's work and privacy.
- Treat computers with care to prevent damage.
- Use computers only with the permission and supervision of an adult.
- Do not install software on any computers.
- Do not give anyone information about yourself on the Internet.
- Copyright and Plagiarism:

It is against the law to copy another person's published work and is considered stealing.

When you use another person's ideas or pictures, give credit by including them in a "Works Cited" page.

Legal References: IJNDB: School Internet Access For Students JICE: Student Publications EHAA: Computer Security, Email And Internet Communications KDC: Website Publishing Policy EGA: Internet Access For Students RSA 194:3d, School Computer Networks Children's Internet Protection Act (CIP)

Parents & Student:

We have read and discussed the Technology Use & Acceptable Use Policy. We agree to follow the policies outlined above.

Student Name (printed): _____

Student Signature: _____

Parent Name (printed): _____

Parent Signature: _____

Date: _____