



Technology Acceptable Use Policy and Responsible Use Guidelines

The Principle Academy Charter School Acceptable Use Policy and Responsible Use Guidelines For the use of Computers, Mobile Devices, Internet Access, Google Apps for Education Suite, and Internet Applications

Definitions

- User includes anyone, including employees, students, and guests, using Principle Academy Charter technology, including, but not limited to, computers, networks, Internet and other forms of technology services and products.
- Network is wired and wireless technology including school networks, cellular networks, commercial, community or home-based wireless networks accessible to students.
- Equipment is cellular phones, smartphone-type devices, MP3 players, iPod-type devices, and computers such as tablets, iPads, desktops, laptops and Chromebooks, as well as portable storage devices and new technologies as they become available.

Technology provides students with powerful ways to enhance learning consistent with the school's educational goals. Principle Academy Charter (PAC) encourages the use of technology for the purpose of augmenting and supporting learning and is pleased to offer Users access to computer networks so that technology can enrich the learning experiences and ensure that each User's interactions with technology contribute positively to the learning environment both at school and in the community. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication.

Principle Academy Charter firmly believes that the benefits of digital resources, information and interaction far outweigh any disadvantages. For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for educational software tools. Parents wishing to deny access to these educational tools must do so in writing to the school director indicating their child should be denied access to these tools.

Access to PAC's Network is a privilege, not a right. Use of personal mobile devices and connectivity while at school or during school-sponsored activities is considered to be included in this Acceptable Use Policy and subject to the terms and conditions outlined in this document. Negative use of technology that degrades or defames other Users or members of our community is unacceptable. The use of technology, whether owned by PAC or devices supplied by the Users, requires personal responsibility and necessitates legal, ethical and appropriate use. It is expected that Users will comply with PAC rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher and the school. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. These guidelines are intended to minimize the likelihood of such harm by educating students and setting reasonable standards.

Failure to comply with these policies and guidelines may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental misuse immediately to a teacher or school administration.

With the increased usage of free educational applications on the Internet, digital storage areas containing less sensitive User information may or may not be located on property of the school. In some cases, data will not be stored locally. Therefore, Users should have no expectation of privacy regarding their use of PAC property,

Civility-Honesty-Academics-Respect-Togetherness-Empowerment-Responsibility

Like us on Facebook; Follow us on Twitter & Instagram



Network and/or Internet access or files and communication. Users should treat the computer system like a shared or common file system with the expectation that electronic files sent, received or stored anywhere in the computer system will be available for review by any authorized representative of the school for any purpose. PAC reserves the right to monitor Users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Responsible Use Guidelines have been violated.

Principle Academy Charter has a private and secure system for sensitive school records, which is managed by PAC administrative staff.

Inappropriate Activity

These are examples of inappropriate activity on the PAC Network. PAC reserves the right to take immediate action regarding activities that create security and/or safety issues for PAC Users, the school's Network or computer resources; that expend PAC resources on material it determines lacks legitimate educational content/purpose; or other activities as determined by PAC as inappropriate.

- Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, indecent, obscene, intimidating, hostile, harassing, or disparaging materials.
- Deleting, copying, modifying, or forging other Users' names, emails, files or data, disguising one's identity, impersonating other Users, spamming or sending anonymous email.
- Damaging computer equipment, files, data or the Network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
- Committing "hacking," internal or external to PAC.
- Using the Network for non-academic related bandwidth-intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.
- Acting in violation of the policies or guidelines of Web 2.0 apps or websites.

CyberSafety

Despite every effort to supervise and filter content, all Users and students' parents/guardians are advised that access to the Network may include the potential for exposure to content inappropriate for school-aged students. Every User must take responsibility for his or her use of the Network and make every effort to avoid those types of content. Every User must report security or Network problems to a teacher or administrator. In using the Network, Users should not reveal personally identifiable information such as home addresses, telephone numbers, photographs or other private or confidential information about themselves or others.

Google Apps and G-Suite for Education

Principle Academy Charter is offering Users a free educational suite of applications to enhance teaching and learning. Google Apps is a concept known as "cloud computing" where services and storage are provided over the Internet. In order for Users to gain access to his/her Educational Google Applications account on the Internet, PAC must obtain parental permission for a minor under the age of 18 years.

Interactive Web 2.0 Tools

Technology provides an abundance of opportunities for Users to utilize interactive tools and public websites

Civility-Honesty-Academics-Respect-Togetherness-Empowerment-Responsibility

Like us on Facebook; Follow us on Twitter & Instagram



that benefit learning, communication, and social interaction. From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge are legitimate and safe. As the site is “public” and the teacher and PAC are not in control of it, all Users must use their discretion when accessing information, storing, and displaying work on the site. Users may be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual Users or the governance, climate, or effectiveness of the school.

Use of Interactive Web 2.0 Tools

Online communication is critical to the learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers. Users must follow all established Internet safety guidelines when using interactive tools such as Google Documents, ClassDojo, classroom blogs, podcast projects, or other interactive tools. Use of these tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in blogs, podcasts, or other Web 2.0 tools. This includes—but is not limited to—profanity, racist, sexist, or discriminatory remarks.

Student Use of Equipment and Technology Devices

PAC provides students with technology devices for use in school. A student-owned mobile device is a non-district supplied device used while at school or during school or district-sponsored activities. Students may use student-owned mobile devices in class only with the teacher’s permission. Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member and those whom they wish to record. School Administration may search a device if they feel school rules have been violated, which may include, but are not limited to, audio and video recordings, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc. These rules apply to student-owned devices as well as devices provided by the school.

Student Supervision and Security

The Principle Academy Charter School utilizes a firewall and content filtering software on its Network to block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children’s Internet Protection Act (CIPA). PAC also provides reasonable adult supervision, but at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to immediately report the occurrence to their teacher or the nearest administrator. Any deliberate attempt to circumvent or ‘get around’ the content filter or PAC technology security is strictly prohibited, and will be considered a violation of this policy. PAC will also monitor the online activities of Users through direct observation and supervision and/or other technological means. A student who knowingly brings prohibited materials into the school’s electronic environment will be subject to suspension of access and/or revocation of privileges and disciplinary action.

Please note that this document is subject to change without notice. Last updated April 15, 2019.

Date_____

Student name (Print)_____ (Sign)_____

Parent/Guardian name (Print)_____ (Sign)_____

Civility-Honesty-Academics-Respect-Togetherness-Empowerment-Responsibility

Like us on Facebook; Follow us on Twitter & Instagram

