

Acceptable Use Policy

Student Use of Computer Technology and Electronic Communications

Introduction

Our culture relies on computer networks, including the Internet, as a resource tool. The potential educational value of these systems is great: they provide access to resources that are vast, diverse, and important to students in the 21st Century. Computer technology includes, but is not limited to, computers, computer networks, the Internet and electronic mail. Such technologies are available at all Heritage Academy (H.A.) school sites.

Philosophy

Heritage Academy's philosophy is to offer all its students access to computer networks and the Internet in support of the educational goals and objectives of H.A.. Student use of H.A. computer technology must be for educational purposes. Students are encouraged to use these systems for classroom activities, continuing their education, gathering college or career information and other educationally enriching research. While Heritage Academy believes in the educational benefits of Internet access, it also recognizes that such access makes possible the availability of controversial materials. Therefore, it is important to teach individual responsibility to all students and for students to accept such responsibility rather than rely exclusively on H.A. firewall and filtering software or other such blocking techniques. While Heritage Academy staff will make reasonable efforts to supervise student use of the network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Personal Responsibility

By signing this Policy, you are agreeing not only to follow the rules in the Policy, but are agreeing to report any misuse of the network to site administration, teacher or designated staff member. Misuse means any violations of this Policy or any other use that is not included in this Policy, but has the effect of harming another or his or her property or violating any laws.

Student Access

A student who submits a properly signed Acceptable Use Agreement (AUP) to the School will have computer network and Internet access during the course of the current school year for which access is granted. Students will need to sign a new AUP each year during which they are students at Heritage Academy before they are given an access account. A student who violates this Policy may have his/her access denied. Students under the age of 18 need parental permission on the AUP form. Both the student and parent shall read and sign the form. Students who are 18 years of age or older may sign the permission form themselves.

In addition to access to the Internet, each secondary student is assigned a network username and password along with a personal electronic folder in which to store his or her work. Students are responsible for the contents of their folders. Although H.A. does not issue student email accounts, students may use H.A. computers to access their personal email accounts via the Internet but must do so for educational purposes and must comply with all H.A. guidelines. Student use of H.A. computer technology is a privilege, which may be revoked at any time. Student access to the network will only be allowed on Heritage Academy equipment. Heritage Academy is not responsible for personal computers or mobile devices brought to school, nor are they allowed to connect to H.A.'s network.

Acceptable Uses

Heritage Academy is providing access to its equipment, computer networks and the Internet for educational purposes only. Such educational purposes, include, but are not limited to, research, preparing for educational instruction, and communicating with others, as it directly relates to the educational curriculum. Students shall comply with all copyright laws. Any teacher-directed student-created web pages that are intended for publication on school or H.A. web sites must comply with all H.A. guidelines.

Unacceptable Uses

Equipment use and network access is a privilege, not a right. Inappropriate use of the equipment and the network by a student will result in disciplinary action up to and including suspension, expulsion, cancellation of student' user privileges, and/or legal action (criminal

and/or civil) in accordance with the law and Heritage Academy policy. Students must follow appropriate online behavior at all time, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The following uses of the network are considered unacceptable by Heritage Academy.

1. Personal Safety

- a. Students may not post, use, or store personal contact information about themselves or other people when using electronic communication forms, such as but not limited to, email, chat rooms, social media sites.. Personal contact information includes the student's address, telephone, social security number or other personal data, or school address.
- b. Student will immediately disclose to their teacher or site administrator any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activity

- a. Students may not post, submit, publish or display harmful or inappropriate material that is harassing, insulting, threatening or attacking any individual, including prejudicial or discriminatory attacks or insults. This includes any material, taken as a whole, which to the average person, applying contemporary statewide standards, appeal to the prurient interest and is material which depicts or describes in an offensive way sexual conduct and which lacks serious literary, artistic, political, or scientific value for students.
- b. Students may not vandalize, misuse or harm, and /or steal computers, software, computer systems, or computer networks.
- c. Students may not participate in hacking activities or any form of unauthorized access to other accounts (online or site stored), computers, networks, or information systems.
- d. Student may not deliberately attempt to disrupt the computer system or destroy data by uploading, downloading, or creating computer viruses.

- e. Students may not use the system to engage in any other illegal act, such as arranging for a drug sale illegal activities, or the purchase of alcohol, engaging in gang activity, or the threatening the safety of a person.

3. System Security

- a. Students are responsible for their individual account and may not reveal their personal computer logon identification or those of other students, staff members.
- b. Students must immediately notify a teacher or other school employee if they have identified a security problem.
- c. Students may not download software to any computer unless instructed to do so by a teacher or site administrator.
- d. The system may not be used to connect personnel hardware such as iPods unless it is needed for educational purposes and a separate Internet Access Request Form is filled out by the teacher and student.

4. Inappropriate Language and Behavior

- a. Students may not use obscene, profane, vulgar, inflammatory, threatening, disrespectful or other inappropriate language on the system. This includes use of H.A. equipment and software and any use of the Internet.
- b. Student will not display inappropriate materials (i.e. offensive messages or pictures, obscene language references, etc.) on the system. This includes use of H.A. equipment and software and any use of the Internet..
- c. Students will not post, submit, or publish information that could cause damage or danger of disruption to the school, the student or others.

5. Inappropriate Access to Materials

- a. Students may not use the system to access materials that are profane or obscene, that advocates illegal or dangerous acts, or that advocates violence or discrimination towards others (i.e. hate literature).
- b. If a student mistakenly accesses inappropriate information, they should immediately report it to their teacher. This may protect students from any claim that they have intentionally violated the policy.

- c. Messages relating to or in support of illegal, inappropriate activities may be reported to the proper authorities.

6. Respecting Resources

- a. Students should frequently delete unnecessary files from their network folders. This must be done at the end of every semester (or trimester), at least.
- b. Student will not engage in vandalism (i.e. uploading/downloading inappropriate files, introducing computer viruses, disrupting the operation or the system through the abuse of hardware or software, modifying another person's files or data.)
- c. Students may not attempt to read, delete, copy, modify or forge the content of other users' folders, files, electronic communications, or online accounts.
- d. Students will subscribe to only high-quality discussion group mail lists that are relevant to education and/or career development.
- e. Students will be supervised while accessing the Internet; however, they are still responsible for their proper use and access.

7. Plagiarism and Copyright Infringement

- a. Students will not plagiarize works that they find on the Internet. Plagiarism is adopting the ideas or writing of others and presenting them as your own.
- b. Students must respect the copyright owners. Copyright infringement occurs when the student inappropriately reproduces a work that is protected by a copyright. If a student has a question about this, they should ask a teacher.
- c. Copyrighted material may not be placed on the system without the author's permission. Students may download copyrighted material for their own educational use only and must footnote copyrighted material when used in academic work.

8. Search and Seizure

- a. Users should have no expectation of privacy when using H.A.'s network or equipment. . Heritage Academy reserves the right to inspect student folders, personal files, electronic communications, downloaded material, including

deleted files from a user's computer, records of online activity and other information on H.A.'s network or equipment when necessary to ensure proper use of the system.

- b. Heritage Academy will strive to protect student privacy; however, H.A. will not be responsible for any damages (consequential, incidental or otherwise), which a student may suffer arising from access to or use of H.A.'s computers and computer network, including damages arising as a result of the actions of H.A.. These damages include loss of data and delayed, lost or damaged electronic correspondence or files due to system or service provider interruptions and system shutdowns for emergency or routine maintenance of the system. Use or conveyance of information via H.A. computer technology is at the user's own risk .
9. Other Misuse - Students shall not use H.A. technology for:
- a. commercial uses, including offering to sell or purchase products or services;
 - b. games, entertainment or personal noneducationrelated uses (downloading music or videos may violate copyright laws) ;
 - c. political campaigning, but may be used for communicating with elected representatives or expressing views on political issues;

Technology Protection Measure

1. Heritage Academy makes use of an Internet content filter to prevent access to sites with obscene, pornographic, or harmful content. Given the nature of the Internet and the limitations of content filtering systems, it is impossible to block all inappropriate sites. Students who access inappropriate sites should immediately disclose the site to their teacher or the school principal.
2. Students may make written requests to the school principal if they believe the content filter is blocking access to appropriate sites.
3. All students will receive training about appropriate and inappropriate online behavior, safety, and cyberbullying information during the first three weeks of school each year. For further information to use at home go to: www.onguardonline.gov .

Network Etiquette (“Netiquette”)

All users must abide by the rules of netiquette, which include the following:

1. Be polite. Use appropriate language.
2. Avoid language and uses that may be offensive to other users.
3. Do not reveal or request personal information.
4. Respect the intellectual property of other users and information providers.

I understand and agree to the entire Acceptable Use Policy

Scholar Name and Signature

Date

Parent Name and Signature

Date