

# Computer Network Communications & Electronics Devices

## Acceptable Use Policy

**Definition:** Computer Network Communications include, but are not limited to, the use of local area networks, wide area networks, internet, online commercial communications, and all other computer communications provided by HighMark Charter School.

### **Purpose:**

The purposes of computer network communications are to:

1. Computer networks are to be used for the educational purposes.
2. Computer network use in the school is a privilege and not a right.
3. Use of computer networks to support illegal, inappropriate or obscene purposes, is expressly prohibited and is grounds for disciplinary or legal action, account termination and monetary reimbursement for expenses incurred due to such activities.
4. Commercial use, product advertisement or political lobbying activities on computer networks are prohibited.
5. Each individual computer network account will be issued to one designated user only. Each user is ultimately responsible for all activity in the use of the account and will keep the password confidential.
6. Computer network users shall be committed to the efficient use of computer networks and use all practical measures to conserve time and storage space in their use of these resources.
7. Users who connect with other computer networks may also be subject to the acceptable use policies of those networks. It will be the responsibility of the ETS to keep school users informed of applicable operational procedures related to these policies.
8. The Administration is the final authority on the acceptable use of the networks and accounts under its jurisdiction.
9. Copyright law is strictly adhered to within the School District. Any violation of copyright law is prohibited.
10. Resources obtained through computer network communications shall be treated as confidential and private, and reasonable measures will be taken to protect the privacy rights of users. However, the School cautions users that no computer network communications should ever be considered as completely private, and are subject to monitoring by local, state, and federal agencies.
11. HighMark Charter School will take reasonable precautions to insure the security and appropriate use of the computer networks. However it does not accept responsibility for harm caused directly or indirectly through its use. HighMark Charter School is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network. A student and the student's parents or guardians, by submitting their respective signatures in order to gain access to the computer network, agree to release the District from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the computer network.

### **Internet Safety**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter internet, or other forms of electronic communications, access to inappropriate information, and blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. To the extent practical, steps shall be taken to promote the safety and security of users of the school online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. The wireless internet key will not be available to students.

As required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- (a) unauthorized access, including so-called "hacking" and other unlawful activities and

Electronic Devices include, but not limited to; beepers, pagers, head phone sets, cell phones with or without video or picture-taking capability, MP3 players, iPods, and other electronic media, transmitters, receivers or players.

Electronic devices may be possessed and used during the school day and during school-sponsored activities as follows:

- The Principal, or teacher (with permission from the principal), may give permission for a student to possess and use an electronic device for good cause, including educational and medical reasons, if the device does not distract from the instructional or educational process and is not otherwise used inappropriately.
  - No headphone sets will be used in class, except for testing purposes. If music, video, etc. is to be played it will be only through the teacher's device, not the students'.

Otherwise:

- All above electronic devices including headphone sets must remain out of sight in a bag or backpack and be turned off during the school day.
  - Elementary students will turn off and put away in their backpacks all electronic devices (cellphones, watches, etc.) during the school day.
- Students may not use or respond to electronic devices during instructional time or during other times designated by teachers or administrators.
- Electronic devices must be turned off and put away, as determined by the individual teacher, during all class quizzes, tests and standardized assessments.
- Electronic toys are not allowed in the School.
- Electronic devices may not be used to bully, threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.
- Picture taking or sound or video recording by students is prohibited in school unless authorized by a teacher or administrator. Picture taking or sound or video recording by students is prohibited in school private areas of the school such as locker rooms, counseling sessions, washrooms, and dressing areas.

Consequences for Violation

**Personal Devices:**

A student will NOT receive a warning prior to discipline for violating this policy unless the violation involves cheating or constitutes a violation of the Student Conduct and Bullying Policy or at the discretion of administrators.

(1) On the first violation of this policy, the electronic device will be confiscated, labeled, and turned into the office. The principal, teachers, and other individuals designated by the principal may confiscate electronic devices according to this policy. The device will be given to the student at the end of the day.

(2) On the second offense, the device will be taken and parents will be notified. The device can be given to student at the end of the day.

(3) On the third offense, the device will be taken, and only a parent can pick up the device from the office.

(4) If more than three offenses, students cannot bring them to school or check them into the office at beginning of day and pickup at end of day.

*An individual other than a student that finds or confiscates an electronic device may search the device for the purpose of determining the device's owner. Students may not search electronic devices in order to determine the device's owner. Electronic devices that are used inappropriately may be subject to search by the principal only if there is a reasonable suspicion that the device contains obscene or pornographic material or has been used to cheat or to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, school guests, or school employees.*

- Students are responsible for their own electronic devices and may be jointly subject to discipline if their device is misused by another.
- The school is not responsible for loss, damage or theft of any electronic devices.

- The school will make reasonable efforts to notify parents/guardians that the School has a student's electronic device in its possession.
- Parents/guardians who show identification may retrieve confiscated electronic devices during school hours or by appointment. *The school will retain un-retrieved electronic devices until the end of the school year, at which time all personal data will be cleared from the devices before their disposal.*

**School Devices:**

- (1) It is the responsibility of the students to report immediately any damage to their assigned computer before using the device.
- (2) Any damage to the computer will be charged to the student based upon the cost of repair or replacement.
- (3) Students who damage or misuse computers or the school's networks will not be able to have access to either one for a time period determined by the principal.

Teachers and other school employees are encouraged to use electronic devices creatively in order to effectively communicate with students and parents/guardians and to enhance instruction.