

## South Lancaster Academy

# Technology Use Policy

### Privacy Notice

South Lancaster Academy's computer technology network and internet system is to be used for educational and professional purposes. Users are reminded that all computer, network, and internet use may be monitored by the school and that there is no assurance of privacy or warranty of any kind, either expressed or implied, that all services provided through this system will be error-free or without defect. All users of the system agree to abide by all school policies as noted in the South Lancaster Academy School Bulletin and Acceptable Use Policy.

### School Web Site

South Lancaster Academy makes every effort to insure that all links are operational and all information is accurate, appropriate, and of high quality. The viability of links that are not created through our school cannot be guaranteed. The linked sites are not under the control of the school and the school is not responsible for the content of any linked site or any sites contained in a linked site or any changes or updates such sites.

***SLA-BROWNING.ORG is the only official website of South Lancaster Academy.*** Any attempts to mimic this web site, create web sites advertising themselves as official web sites of South Lancaster Academy and/or creating redirection links to or from this are illegal and are not condoned by South Lancaster Academy. Students of the school engaged in any of these activities will be dealt with under school student conduct codes.

### Purposes and Guidelines for Web Content and Use

Purposes for the School Web Site include:

- **Educational**  
Content provided in the Web Site should be suitable and usable by student and teachers to support the curriculum and course of studies within the school.
- **Informational**  
Its content provides information for students, teachers, staff, parents and the community concerning schedules, events, curriculum and course of study and policies, etc. It also provides a repository for various applications and forms used by students, parents of students, and prospective parents and students in the normal course of operations. Information is also provided to the SLA Alumni through the Alumni tab.
- **Communication**  
The website serves as a means for the school to communicate information concerning the school and its activities to the members of the community and other parties that may be affected by the school's activities. This site provides a portal for the receipt of donations and payments through PAYPAL.

### Guidelines for posting materials to the school web site:

1. All materials must meet the provisions of the federal Children's Internet Protection Act (CIPA).
2. All materials shall be in compliance with South Lancaster Academy policies, operating procedures, and applicable Federal and state statutes.
3. No photographs or other information identifying individual students will be posted without prior written permission of the student's parent(s) or guardian(s) or the student (for students over 18 years of age).
4. All materials shall meet the purpose of the school web site as stated above.
5. Posting of grades, test results or similar materials for individual students will be done only within a well-defined framework of a secure password protected access system, limited to the student(s), parent(s), guardian(s), teacher(s), administrator(s), or the individual student.
6. Control of the posting of materials and editing of pages will remain with the principal or his designee.

## **Computer Technology Use Agreement**

South Lancaster Academy is pleased to make available to students access to computer technology, connectivity to the internet, and other school networks, use of software programs and peripherals (henceforth also referred to collectively as “the system,” “network,” or “technology resources”). The internet or World Wide Web (WWW) is the world wide network that provides various means of accessing significant educational materials and opportunities via a connected computing device.

In order for the school to be able to continue to make these technology resources and connectivity available for appropriate and lawful use of this system, students must understand that one student’s misuse of the network and/or the internet connection may jeopardize the ability of all students to enjoy such access. While the school’s teachers and other staff will make reasonable efforts to supervise student use of computers, network use, and internet access, they must have student cooperation in exercising and promoting responsible use of these resources.

In order to maintain and encourage appropriate and effective use of computer technology and connectivity, South Lancaster Academy has defined a set of Rules for Computer and Network Use and an Acceptable Use and Inter Safety Policy (henceforth referred to as Computer Rules and AUP respectively). The AUP is part of a series of South Lancaster Academy policies and guidelines. All students and staff are required to sign a Technology User Agreement that signifies their understanding and commitment to follow these regulations.

### **Scope of Coverage for all Technology Policies**

Policies, guidelines, and rules described in this guide refer to all computing devices, including the following but not limited to:

- Desktop computers
- Laptop computers
- Handhelds or PDA
- MP3 players, iPods
- Portable memory storage devices
- Calculators with interfacing capability
- Cell phones, I-Phones, Smart phones, etc.
- Digital cameras
- Technology infrastructure, associated peripheral devices and/or software
  - Owned by, leased by and/or on loan to South Lancaster Academy
  - Owned by, leased by and/or on loan to any third party engaged in providing services for South Lancaster Academy
  - Any computing or telecommunication devices owned by, in the possession of, or being used by students and staff that are operated on school grounds or connected to any equipment on school grounds by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

### **Personal Responsibility**

Students agree to not only follow the rules in this policy, but are agreeing to report any misuse of any computer system to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

### **Rules for Computer and Network Use**

1. Do follow the rules.
2. Do not share passwords or logins.
3. Do ask a teacher or staff member when you’re unsure of how to do something or you have a problem.
4. Do not remove or add any programs or files to computers.
5. Do not change system settings.
6. Do not change internet browser settings.
7. Do not unplug cables or open computer cases.
8. Do not have any food or beverage near computers.
9. Do not force discs, CD’s, or flash drives into or out of drives.
10. Do not visit inappropriate internet sites.

11. Do not download programs from the internet.
12. Do not attempt to learn or steal other's passwords or access unauthorized systems.
13. Do not use any "hacking" software. Possession of and/or distribution of any software tools designed to facilitate hacking or compromise a computer or network will also be considered an offense.
14. Do not bring viruses, spyware, or other malware to the school's computers.

### **Unacceptable Use**

1. Uses that violate any of the computer rules listed in the section above.
2. Uses that violate or encourage others to violate the law.
3. Viewing, transmitting, or downloading pornographic, obscene, vulgar and/or indecent materials or offensive or harassing messages.
4. Uses that violate copyright laws.
5. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies or hearsay).
6. Uses that jeopardize individual computers, the network, or user account security.
7. Uses that contribute the violation of any other student conduct code including but not limited to: cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances etc.
8. Uses that are designed to establish a commercial enterprise or provide system resources to an outside third party (including but not limited to: proxy server, remote access, file transfer, file sharing, or storage capability, etc.).
9. "Hacking" and other illegal activities. Use of computer resources to attempt to gain unauthorized access to other computers, files, or networks. Uploading a worm, virus, Trojan, "time bomb" or any other harmful form of programming or malware, bypass filters, install any type of server, proxy, aliasing/spoofing peer to peer networking or remote-control software (including but not limited to "Napster" like programs Grokster, Limewire BackOrifice, VNC, etc.). Possession of and/or distribution of any of the above software tools designed to facilitate any of the above actions will also be considered an offense.

### **Internet Safety**

#### **Individual responsibility**

Users/parents/guardians are advised that use of any network includes the potential for accessing web sites with inappropriate materials. It is the responsibility of all users to attempt to avoid these sites through prudent use of the internet. If a student accidentally accesses one of these sites, they should immediately exit from that site and/or notify a staff member. If a student finds that other users are visiting offensive or harmful sites, they should report such use to the proper authorities

#### **Practice Personal Safety**

Do not reveal personal information such as your full name, home address, phone or credit card numbers or other information which might allow a person to locate you. Do not arrange a face to face meeting with someone you "meet" on the internet without your parent's permission. Avoid the use of web sites that allow you to share such private information about you, your family, and/or friends with others. Do not share any personal information of other family, other students, faculty, or friends.

#### **Confidentiality of Student Information**

Personal identifiable student information may not be disclosed or used in any way on the internet without the permission of a parent or guardian or a student who is 18 or older.

#### **Active Restriction Measures**

The school, either by itself or in combination with the provider of internet access, will utilize filtering technologies to prevent students from accessing visual depictions that are obscene, child pornography, or harmful to minors. The school reserves the right to monitor student's computer/online activities through direct observation and/or technological means to ensure that students are not accessing such depictions or other such materials. It is important to note that any filtering system is not 100 percent effective. Students should follow all school rules to avoid inappropriate web sites.

#### **Privacy**

The school reserves the right to monitor, inspect, copy, review and/or store at any time and without prior notice any and all results of usage of computers, network and/internet access and any and all information transmitted or received in connection with such usage. All such information shall be and remain the property of South Lancaster Academy and users shall have no expectation of privacy regarding such materials.

**Warranties/Indemnification**

South Lancaster Academy makes no warranties of any kind, either express or implied in connection with its provision of access to and use of its computer networks and the internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly by any user by his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the internet under this policy. By agreeing to this policy, users are taking full responsibility for his or her use, and the user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, faculty, and staff harmless from any and all loss, costs, claims or damages resulting from their user's access to its computer network and internet.

**Policy Updates**

Due to the rapidly changing nature of technology, this policy will be reviewed annually with publication within the school bulletin.

I have read and agree to comply with the computer use guidelines of the technology policy. Should I violate these rules, computer privileges at South Lancaster Academy may be revoked.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

As the parent or legal guardian of this student, I have read this policy and agree to the terms.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_