**GLOBAL
CONCEPTS**
CHARTER SCHOOL

<u>ACCEPTABLE USE POLICY FOR FACULTY, STAFF and</u>
<u>STUDENTS</u>
Computer, Network and Internet – Terms and Conditions
Global Concepts Charter School (District)

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SUBJECT: ACCEPTABLE USE GUIDELINES FOR TECHNOLOGY

Global Concepts Charter School believes that all faculty and staff should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Internet access and other online services available to faculty and staff offer a multitude of global resources that are intended to be used for educational and professional purposes in accordance with the mission statement of Global Concepts School. Our goal in providing these services is to enhance the educational development of our students. All those who use the information technology resources at Global Concepts School must comply with the written policies covering their use as well as the spirit and intent of those policies.

Ethical Guidelines for Acceptable Use of Computer Networks in Schools

We encourage the use of computers and technology available at the District; however, with this privilege comes responsibility. Violations of the following guidelines will result in a loss of access as well as other disciplinary or legal action. Users will be expected to:

1) Respect the privacy of others:
   1. Users will keep their passwords confidential.
   2. Users will not try to learn passwords of other users or network administrators.
   3. Users will not attempt to gain unauthorized access to networked or stand alone systems.
   4. Users will not modify or read files of other individuals; however, it should be noted that system administrators have access to all files. Privacy shall not be assumed in this case.
   5. **Student data is confidential information.** Employees who access student records from within or outside the District may not use, release, or share these records except as authorized by Federal and/or State law.
   6. Users have no expectation of privacy in files, disks, or documents that have been created, entered, stored, or downloaded from District data sources; or used on District equipment. These documents, including e-mail may be subject to legal access requests.
   (Continued)

SUBJECT: ACCEPTABLE USE GUIDELINES FOR TECHNOLOGY (Cont'd.)

2. **Respect the legal protection provided by copyright and license to programs and data:**
   1. Users will not make copies of licensed programs, in violation of Copyright Laws.
   2. Users will not install software on District computers without authorization.
   3. Software licenses must be strictly respected.

      4. The rights of copyright owners are to be respected. Copyright Laws are to be fully enforced and followed.

      5. Works may not be plagiarized.

3. **Respect the integrity of the District networks and other networks to which we are connected:**

      1. Users will not intentionally develop or use programs to harass others or infiltrate a computing system or damage or alter software components or network.

      2. Users will not intentionally send inappropriate, obscene or hateful messages/mail to others.

      3. Users will not copy or modify server or network system files.

      4. Users will not abuse computer or network hardware (i.e., mice, keyboards, etc.).

      5. Users will not use encryption programs on District computers without authorization.

4. **Respect the materials and resources of the District:**

      1. Users will not play "games" on District computers that are not educationally related.

      2. Access to computer resources should be primarily for educational and professional development activities.

      3. Users will properly utilize computer time and will not waste limited resources and/or supplies that are provided by the District.

      4. Users will work in ways that will not disturb others. (Continued)

5. **Respect the materials and resources of network accounts:**

      1. Users will not send offensive material over the Internet.

      2. Users will not use obscene, offensive, harassing, insulting, or otherwise abusive language over the Internet or on e-mail.

      3. Users will not access another's folders, work or files without permission.

      4. Access to telecommunications should be primarily for educational and professional development activities.

      5. Users will not employ the network for commercial purposes.

Consequences of Violations

Suspected violations of acceptable use will be communicated to appropriate school personnel. Persons found to be in violation of acceptable use may be denied technology access on appropriate District equipment. Any determination of non-acceptable usage serious enough to require disconnection shall be promptly communicated to appropriate supervisory staff for further action.

Actions may include the following:
1. 1) Users could be banned from access to specific technological equipment or facilities for a period of time.
2. 2) Users could be required to make full financial restitution.
3. 3) Users could be banned from using telecommunication facilities.
4. 4) Users could lose INTERNET account privileges.
5. 5) Suspension, detention or even expulsion are possible outcomes of severe violations.
6. 6) Users could face prosecution if criminal activity is involved.
   (Continued)

SUBJECT: ACCEPTABLE USE GUIDELINES FOR TECHNOLOGY (Cont'd.) Liability
Use of the District computer equipment, Internet accounts, as well as networks and information contained on them is required to support the instructional program. While every reasonable effort will be made by District personnel to provide Internet filters to questionable materials, the student and the parent/guardian also must accept responsibility of ethical usage of District facilities.
The District respects the right of each parent/guardian to be fully informed of all requirements of this policy and any procedures adopted to insure acceptable use of the ITS. Procedures will be established to define the process by which parents/guardians may submit a written request to deny or rescind student use of the ITS.