



## **American Renaissance School Required Network Use and Internet Safety Policy**

### 1. Purpose

• The network services provided by American Renaissance School are an integral part of the learning process. Students will use the Internet and other network resources to access educational resources, to present information, and to work collaboratively with peers and experts globally. This policy provides guidelines and information about the limitations that the school imposes on use of these resources. Users assigned personal devices must agree to and sign a student/parent laptop user agreement in addition to this required use policy.

### 2. Required Use Policy

• These services are provided as a necessity in the learning process to the user and this Required Use and Internet Safety Policy provides an opportunity to educate the user on the school's expectations and the responsibilities of the user.

### 3. Access

• There are networked computers (networked meaning the computers that are connected to the Internet, server, personal and shared folders) accessible to students in classrooms and from mobile carts, as well as assigned personal laptop computers at designated grade levels.

• Network access in school buildings is filtered and monitored in accordance with CIPA requirements. The school is not responsible for network access obtained off school property and cannot be held accountable for the filtering or monitoring of material while devices are connected through other network connections. It is the responsibility of the user and parents/guardians to monitor these activities.

### 4. User Responsibilities

• Users will use technology for school-related purposes only while refraining from use related to commercial, political, or other private purposes. Network activities are not guaranteed to be private. All activity is monitored and those who maintain and operate these systems have access to history and all mail and may report unethical or illegal activities to the appropriate authorities.

• Users will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet connection. Files stored and information accessed, downloaded, or transferred on school-owned technology are not private.

• Users will follow copyright laws and should only download/import music or other files to a school owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.

• Users will give appropriate bibliographic citations for all information obtained via the Internet.

• Users will use appropriate language in all communications avoiding profanity, obscenity, and offensive or inflammatory speech. Cyberbullying such as personal attacks and/or threats on/ against anyone made while using school owned technology to access the Internet or local school networks are to be reported to responsible school personnel. Please also refer to the bullying policy in the student handbook. Rules of netiquette should be followed conducting oneself in a responsible, ethical, and polite manner.

• Users will not share passwords or attempt to discover other user's passwords. Sharing a password could make you liable if problems arise with its use and is subject to disciplinary action.

• Users will not tamper with computer hardware or software, attempt unauthorized entry into computers, or attempt willful vandalism or destruction of computers or computer files.

- Users will not download and/or install any programs, files, or games from the Internet or other sources onto school owned technology without consent from an administrator. This includes the intentional introduction of computer viruses and other malicious software.
- Users will not attempt to override, bypass, or otherwise change the Internet filtering software or other network configurations.
- Users will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators and teachers. Specifically, all school owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).

#### 5. Personal Safety

- Users should use only their account and password and keep the password private (when such measures exist).
- Users should not reveal identifying information, files, or communications to others through email or by posting to the Internet. Users should not reveal their home address, full name with image, or phone numbers, or those of other students or colleagues. Use school addresses and phone numbers only when necessary.
- Users should report to an administrator or teacher any security problems or information that makes the user uncomfortable.
- Students will be required to participate in classroom activities that will educate them about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- Students are not allowed to use personal email for any reason unless a teacher is present and designs the email activity as part of a class activity. ARS student email should be checked daily.

#### 6. Inappropriate Use

- The network account holder is held responsible for their actions and activity within their account.
- Unacceptable uses of the network will result in a detention and/or the suspension or revoking of these privileges. Students will be referred to the principal, possibly for additional disciplinary measures.
- Software is installed on all computers that allows administrators to monitor student activity. Please report any questionable actions or material to a staff member immediately.

#### Student Agreement

I have read the Required Use Policy with my parents, understand it, and agree to comply with its procedures. I agree to only use the Internet with the permission and supervision of an authorized school staff member. I understand that if I do not use the Internet and Network appropriately, I may lose the privilege to use it.

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

#### Parent/Guardian Agreement and Consent

As the parent or guardian of this student, I have read and discussed the Required Use Policy with my child. I understand that this access in American Renaissance School is intended for educational purposes and that student users will be provided with supervision in using it. I also understand that since the school cannot control all the materials on the network, I cannot hold them responsible for inappropriate materials found on it. I also understand that Internet access gained off school property is not filtered or monitored and is the sole responsibility of the parent and student.

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