

CEMCS RESPONSIBLE USE POLICY- FACULTY/STUDENT/PARENT

The Casa Esperanza Board of Directors provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information. The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school technological resources. This policy applies regardless of whether such use occurs on or off school property, and it applies to all school technological resources, including but not limited to computer networks and connections, tech and digital resources/tools, and learning programs made available by or on the networks, and all devices that connect to those networks.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

The use of school technological resources, including access to the Internet, is a privilege for students and faculty. Individual users of the school's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies and other regulations and school rules, apply to the use of the Internet and other school technological resources. In addition, anyone who uses school computers or electronic devices or who accesses the school network or the Internet using school resources must comply with the additional expectations for responsible use listed in Section B, below. These expectations are intended to clarify guidelines for conduct but should not be construed as all inclusive. Before using the Internet, all students are trained about appropriate online engagement. All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School technological resources are provided for appropriate and legal use. Acceptable uses of such technological resources are focused on the responsible, efficient, and legal activities that support learning and teaching. Students' and faculty inappropriate use of school technological resources for amusement or entertainment is also prohibited.
2. Under no circumstance may software purchased by the school be copied for personal use.

3. Students and faculty must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, harassing, abusive, or considered to be harmful to minors.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file-sharing program designed to facilitate the sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using email, chat, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of them or fellow students. In addition, school employees must not disclose on school websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA, Student Records. Users also may not forward or post personal communications without the author's prior consent.
9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
10. Users may not create or introduce network communications programs, or any foreign program or software onto any school computer, electronic device, or network without the express permission of the technology support team or designee.
11. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts. .
12. Users are prohibited from using another individual's ID or password for any technological resource.
13. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
14. Faculty shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.

15. If a user identifies a security problem on a technological resource, he or she must immediately notify a faculty member or school administration. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

16. ***Faculty shall make every effort to supervise and closely monitor students' use of the Internet during instructional time.***

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The Casa Esperanza Board of Directors recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The Head of School shall ensure that technology protection measures are used, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by faculty who connect to the Internet via their personal mobile telephone technology (e.g., 4G, 5G service). Students are not permitted to use personal mobile technology during the school day.

D. PARENTAL CONSENT

The Casa Esperanza Board of Directors recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel. In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

E. PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications created or transmitted using school technological resources or stored on services or hard drives of individual computers will be private. School administration or individuals designated by the Board of Directors or Head of School may review files, monitor all communication, and intercept email messages to maintain integrity and to ensure compliance with board policy and applicable laws and regulations. School personnel shall monitor online activities of individuals who access the Internet via a school-owned computer.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 6777; G.S. 115C-325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers)

By signing, I acknowledge that I have read, understand and will abide by the tenants of the Responsible Use Policy. I agree to always act in a manner that is respectful to myself and others, and to act appropriately in a moral and ethical manner.

Student Name _____ Date _____

Student Signature _____

Parent/Guardian Name/Signature _____ Date _____

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