

# STUDENT INTERNET ACCEPTABLE USE POLICY

## INTERNET SAFETY & RESPONSIBLE TECHNOLOGY USE

Two decades ago cell phones were bulky, had one function and were in the hands of very few consumers. Today, cell phone capabilities are almost limitless and it is common for the average household to have one phone per member, especially if the children are of middle school age or older. Technology in the classroom has evolved in the same manner. It is no longer limited to the few; technology is now a natural part of everyday life and learning.

In order to prepare students for success in the 21st century, PHCA promotes and integrates technology and the Internet system into its educational program. Integration is seen through TechnoKids, other components of the PHCA curriculum, textbooks on CD, Internet tutorials, Smart Boards, computers, digital cameras, scanners, printers as well as activities, projects, and/or research directed by instructors. Technology and the Internet system provide electronic access to a broader range of information and the ability to communicate with people throughout the world.

Along with these privileges comes **RESPONSIBILITY**. The use of technology and access to the Internet is subject to instruction and supervision. PHCA will ensure that all students and staff receive instruction through the Student Internet Acceptable Usage Policy (AUP). PHCA's responsibilities include the establishment of reasonable boundaries of what is considered acceptable use of the Internet system. PHCA cannot be responsible for direct one-on-one supervision of each individual student while they are using the Internet, however instructors will provide supervision and monitoring throughout the room while students are on the Internet. It is possible, however, that students may accidentally or deliberately access inappropriate material. Both actions have a required course of action. We ask that parents also spend time with your children and discuss responsible behavior when using technology.

**3<sup>RD</sup> THROUGH 8<sup>TH</sup> GRADE:** Students and Parents are responsible for knowing and following the information below.

**PK THROUGH 2<sup>ND</sup> GRADE:** Parents should know and understand the Student Internet AUP so they are aware of the guidelines PHCA has set in place. Safety, responsibility and rules of using the Internet will still be explained at their age-appropriate level. Internet access for Preschool to 2<sup>nd</sup> Grade students is limited to teacher directed and selected sites which minimizes the possibility of being exposed to or entering inappropriate sites. However, if a student deliberately and knowingly violates the rules of accessing unauthorized or inappropriate Internet sites, they will lose their Internet privileges.

## ◆ School use of computers for educational purposes

- a. Students must have staff permission and supervision in order to use any computer on PHCA/CCPH property.
- b. Students may use computers to fulfill classroom assignments.
- c. Students must obtain permission from the computer teacher/staff before using a computer in the computer lab and/or accessing the Internet.
- d. Students must have permission from the computer teacher/staff to access their email accounts for school use only (emailing, retrieving assignments).
- e. Students are expected to follow the rules of the computer lab.
- f. The use of travel drives (thumb drives) are required for students in 4<sup>th</sup>-8<sup>th</sup> Grade. Students must check their drives for viruses before retrieving documents.

## ◆ Personal Safety

- a. Students should never post or reveal personal contact information about themselves or others (name, phone#, photos, address, including PHCA).
- b. Students should never agree to meet with someone they have met online without their parent's approval and participation.
- c. Students will promptly notify teachers of any received messages that are inappropriate and/or make them feel uncomfortable.

## ◆ Hacking, Illegal Activities and Other Important Rules

- a. Students will not use PHCA/CCPH computers to gain access to any blogging site or other social networks (FaceBook, MySpace, etc.) or other sites where the public freely posts personal information or photos.
- b. Students will not attempt to go around security systems or policies that are in place.
- c. Students will not make deliberate attempts to disrupt the computer system or attempt to destroy data by spreading computer viruses/worms by any means.
- d. Students will not use the Internet to engage in any illegal act (i.e., drug sale, threatening the safety of a person, gambling, pornography, crime, etc).
- e. Reproduction of copyrighted material without explicit permission is prohibited.
- f. Plagiarism, using another's ideas or words as if they were your own, is prohibited. Appropriate "referencing" procedures must be used and students must cite the author or source of information taken from the Internet.
- g. Students may not use the Internet to make any purchases on behalf of themselves, others or PHCA. Parents will be financially for any purchase activities.
- h. On occasion, students may be given permission to play online games that require user accounts (i.e., Webkins, Neopets) that have already been established at home with parents. Account information should not be shared.
- i. Students should not post photos, videos or information of other PHCA students or PHCA/CCPH staff from home or school computers or by any electronic means (Internet, cell phone, email) that identifies them or connects them to PHCA without permission by all parties involved. Provisions of the Privacy Act may apply (see PSH p. 52).

#### ◆ Inappropriate Language

- a. Students will not use obscene, profane, lewd, vulgar, inflammatory, racist, threatening, or disrespectful language.
- b. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- c. Students will not harass another person. If you are told by a person to stop sending them messages, you **MUST** stop.
- d. Students will not knowingly or recklessly post false or defamatory information about a person or organization. It's against the law!

#### ◆ Inappropriate Access to Material

- a. If you mistakenly access inappropriate information, you should immediately tell your teacher.
- b. Your parents should instruct you if there is additional material that they think is inappropriate for you to access.

#### ◆ Rights as a Student using Computers

- a. You should expect only limited privacy in the content of your personal files.
- b. Routine maintenance and monitoring may lead to discovery that you have violated the policy, or law. An individual search will be conducted if there is reasonable suspicion that you have violated the policy or law. PHCA also reserves the right of Search and Seizure (PSH p. 54) as needed.
- c. Your parents have the right at any time to request to see the contents of thumb drives, CD Rom storage devices, other computer files that belong to you, or sites in which you may have an account.

#### ◆ Disciplinary Process

- a. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities.
- b. In the event there is a claim that a student has violated this policy, they will have the opportunity to be heard by authorized personnel.
- c. Students that have violated policies will be banned from, or have restricted access to the Internet. Parents/Students will be required to provide their own personal access to the Internet for any projects or assignments requiring such research.

#### ◆ Limitation of Liability

- a. PHCA makes no guarantee that the functions or the service will be error-free or without defect.
- b. PHCA will not assume responsibility if a student causes harm to themselves, another person or organization as a direct result of using the Internet.
- c. PHCA will not be responsible for any losses sustained by users resulting from the Internet system. These losses could involve loss of data, an interruption of services, or reliance on the accuracy of information maintained on the system or accessed through the system.
- d. Parents will be held financially responsible for any harm to the network as a result of your intentional misuse.

#### ◆ Network Etiquette/Netiquette

- a. You are expected to learn and abide by generally accepted rules of Internet network etiquette: common courtesy, politeness, and the avoidance of vulgar language, etc.
- b. You will not assume that a sender of an email is giving his or her permission to forward or redistribute the message to third parties or to give his/her email address to third parties.
- c. You will report any online "bullying" to a teacher immediately.

#### ◆ Students and their parents are required to sign annually

- a. Agreement of terms (Student AUP).
- b. Parent's agreement to release the school of any damages caused from their child's misuse of equipment.

Parents are encouraged to monitor home use of computers and other technologies (i.e., cell phones, cameras) for their use. Many problems arise with students being unaware of the laws regarding cyber-bullying or posting information in a public forum. If a PHCA student openly identifies him or herself as the perpetrator and publicly (via public forums, social networks, etc.) or privately (through personal text, voicemail, or email service, etc.) cyber-bullies or posts derogatory or threatening information and photos against another PHCA student or staff member, the violator may face administrative action from the school. In such cases, students may also be referred to the local authorities for further action.