Ad Prima Charter School

Ad Prima Student Technology Use Policy

Information Technology Department
Ad Prima Charter School

Technology Acceptable Use Policy

Technology provides Ad Prima Charter School students with a tool to expand their learning opportunities. With such opportunities comes responsibility. The use of the Ad Prima Charter School's network and its related computer facilities is a privilege afforded to the students of Ad Prima. Ad Prima provides a set of guidelines for computer security and acceptable use, and violations of these guidelines will be handled by the Ad Prima's Security Office and Information Technology Department. The underlying principle of adherence to these guidelines is an understanding that the manner in which students use technology reflects their strength of character. The Honor Code states that all Ad Prima students ***must uphold the values of honesty and integrity***. This is true for all areas of life at Ad Prima, including use of the technology. All students of Ad Prima must understand that this tool should be used with good judgment, common sense, and integrity.

General Computer Use

Chatting
During class, students may not use any chat or collaboration program to communicate with others through the Ad Prima's computer network unless a teacher or the Information Technology (IT) Department expressly authorizes them to do so. This prohibition includes the use of e-mail during class time.

Audio
Because computer audio can be distracting and disruptive, students are not allow to listen to music, watch videos or other items that take their attention away from their teacher. Headphones are/will not be allowed during class **PERIOD**. The volume setting on the laptops should be completely turned off while students are in class.

Games
Games should never be played during class. Although students may play games during their free time (e.g. lunch time), such activity is discouraged. If a student is using common resources such as an outlet to play games, he must yield to a student who is pursuing legitimate work. Network games are not allowed at all while on school grounds and using the school network.

Network Access
Students may not access information on any of the School's non-public servers without permission from the IT Department, nor may they use any other student's assigned laptop, regardless of whether they have permission from that student. Also, no student may change school information or portray himself as another person over the Internet. In addition, students may not monitor Ad Prima's network activity or attempt to damage Ad Prima's network. This action is illegal, as well as unacceptable, and will be dealt with severely.

Student's Initials _____

School Software Information

Ad Prima student laptops need to maintain a certain amount of space on the hard drive for school software and information. After systems are prepped with all necessary software applications, the Ad Prima IT Department will freeze (lock the hard-drive) so that no other changes can be made to the laptop unless through the IT Department. Students will have one (1) gigabyte of reserved space so that they can store their class work. Keep in mind that the Ad Prima IT Department may erase everything on the hard drive and reinstall the default school programs if software problems or conflicts are found. Therefore, students should ***_develop the habit of regularly backing up all their work_***.

Downloading

Ad Prima has over 300 students that will have wireless laptops within its network during school hours. This means that downloading large files over the Internet should be avoided during school hours. Users should not deny or interfere with service to other users by "resource hogging." Behavior that may cause excessive network traffic or computing load is not permitted.

Printing

All Ad Prima students should print only essential material and may have a paper limit imposed during each semester. Paper is a valuable resource and should not be wasted in printing every e-mail received or every website visited. Print responsibly. Limitations will be placed on students' permission to print if they abuse this privilege. Students should retrieve their printed material immediately, as the pages are thrown away within a certain amount of time. Students must put their names at the top of all pages printed.

Distributing Files / "MP3's and Warez"

No computer programs (executables), MP3's, pornography, or copyrighted material may be distributed over the network. This rule prohibits sending files through e-mail, as well as setting up "servers" on a student's laptop or by any other physical or electronic means. Also, students should not download copyrighted MP3's or non-shareware programs. The use of virus programs or other intentionally harmful programs is prohibited and will be dealt with seriously.

Internet Use

Inappropriate Use

The Internet is to be used for scholarly research and as a means of obtaining needed information. The Internet offers access to inappropriate sites such as those that are pornographic, militant/extremist, racist, and gambling-related.

Evaluation

Because websites can be put up by anyone, no information or content should be taken at face value. Ad Prima students need to determine the source of the information before using it.

Student's Initials _____

Documentation

Ad Prima students must properly document all material obtained through research on the Internet for use in academic work.

Sharing E-mail Addresses

The owners of a site can obtain any information that is entered into websites; however, a website cannot get an e-mail address or name unless it is provided. Ad Prima students should not give out their home phone numbers or addresses to anyone over the internet.

Disclosing Information

Ad Prima students should be very cautious about disclosing any personal information over the Internet. No Ad Prima student should ever disclose another student's or faculty member's personal information without his or her express consent. In addition, e-mail addresses of students, alumni, faculty, and staff should not be published without explicit consent.

Social Networking

Ad Prima students who access social network sites should act responsibly and show respect for the rights and feelings of others. Gossip, insults, and libelous, demeaning, or derogatory pictures or comments about others, especially students, faculty, staff, and the School, are strictly prohibited. Threatening or harassing statements or pictures are also prohibited. The Ad Prima IT Department offers the following guidelines:

- Students should exercise appropriate discretion when using social networks for personal communications with the knowledge that behavior on social networks may result in disciplinary action.
- Students should exercise care with privacy settings and profile content. Content should be placed thoughtfully and periodically reviewed. Privacy settings can be changed at any time to limit access to profiles and content, and these changes should be made accordingly. Change settings of Facebook, MySpace, YouTube, Twitter, and blog accounts to "private." Students need to control who views this material. College admissions counselors across the country can and will use this information. In addition, any profile pages or other means of identification should not use the logos or other intellectual property of Ad Prima Charter School without permission of the Principal of Ad Prima Charter School.
- Profile pictures are most effective when tasteful. Students should never upload a photo/video with references to alcohol, drugs, immoral behavior, violence, or anything revealing or sacrilegious. Colleges and future employers may interpret the information in an unfavorable way.
- Students should never upload a photo/image/video of school personnel, students, the school building or classroom and spaces within. No such video or images should be taken or kept on students individual cell phones without expressed written permission from the principal.
- Students should not list complete birthdays, home addresses, or phone numbers online. Listing this information may result in identity theft or harassment. In addition, students should never

Student's Initials _____

- befriend someone they don't know, and they should create a limited profile for people they do not trust.
- Some colleges are now communicating with students via Facebook, MySpace, Twitter, and other social networks. Students are advised to use this communication with caution. It is inappropriate for students to add admission counselors as a friend if not in an official capacity. Students should avoid sending messages to an admission counselor via Facebook. This allows him/her to view a student's profile for 30 days.
- Students should associate with social networking groups consistent with healthy, pro-social activities and the mission and reputation of the School, acting with sensitivity within the context of a diverse educational environment in which both students and adults practice tolerance and accept competing views.
- The most effective use of communication with college reps is through their school address (ending in .edu) and the student's Ad Prima e-mail address. Students with Gmail, Hotmail, and other accounts must use acceptable names and avoid references to appearance in personal addresses. For example, musclekid2009@aol.com are inappropriate. Ad Prima gives students an e-mail address for professional communication and communication with colleges.

- Online information is public. Unsuitable information may result in disciplinary action at Ad Prima or admission denial from a university of choice. Parents and students may contact the Principal of Ad Prima with questions about the consequences in terms of discipline or college admission.

E-mail

Etiquette

As a rule, one should never say something through e-mail that he would not say in person or would be embarrassed to see printed in a newspaper. In addition, personal or highly charged exchanges are best handled in person. Generally, e-mail should be reserved for the exchange of information and not for emotional correspondence. Anonymous e-mail is prohibited. Remember that when a Ad Prima student sends e-mail, he is acting as an ambassador of the School. The correspondence should be courteous and appropriate.

Bulk E-mail

Ad Prima students should not send out bulk e-mail, including chain letters, advertisements, or any other message that includes many different recipients without their consent. The Principal of Ad Prima must approve beforehand all e-mail that is being sent to the entire School or an entire class.

Security

Laptop Responsibility

Ad Prima students are responsible for their computers. They must keep their laptops with them or locked in their hallway lockers at all times. Ad Prima students involved in after-school activities need to ensure that their computers are secure. Laptops may remain locked in their owners' hallway lockers, but

not in their athletic lockers. Students should make arrangements for their computers to be monitored by an adult at all off-campus events. The computers must be kept in approved cases and not placed in conventional book bags. Students must notify the Ad Prima IT Department immediately if a computer is missing. Unattended computers in the halls will be picked up and taken to the Ad Prima IT Department for safekeeping (with demerits or detention pending). Only the student assigned to the computer may retrieve the computer from the IT Department.

Laptop Computer Security

Although Ad Prima Charter School has a trusting and open campus and will continue to maintain such a community, reality dictates that our students must take responsibility for ensuring the security of their laptops. All too often, students either leave their laptops unattended or misplace them. A time of special concern is after the academic day, when students are engaged in after-school activities. All unsecured laptops will be picked up by school personnel and may be reclaimed in the IT Department office.

To promote student responsibility and to increase laptop security, the following policy is in effect:

- o The first time a laptop is picked up, the student will be issued a detention.
- o The second time a laptop is picked up, the student will be issued a Saturday detention, and the Assistant Principal will place a phone call to the parents.
- o The third time a laptop is picked up, the student will meet with the Principal or Assistant Principal of Ad Prima Charter School.

Internet Safety and Security

Filtering and Monitoring

Ad Prima uses a CIPA compliant hardware level content filtering service (SonicWall NSA 4500 CFS). Internet access can be allowed or denied based on 59 pre-configured or custom made categories of Internet content. Access is restricted based on a computers' hardware (MAC) or IP address. Ad Prima also employs a hardware level IDS (Intrusion Detection System) to monitor for possible intrusion attempts originating outside or inside the Ad Prima network. Internet activity and CFS/IDS alerts can be monitored in real-time or viewed using customizable reports created by the network administrators. Alerts can also be sent via email to the appropriate personnel to expedite the response to possible infractions of the Internet Use Policy, including possible "hacking" attempts into the system or possible hacking attempts from inside the Ad Prima network (including inadvertent ones caused by viruses) to hosts outside the Ad Prima network.

Student's Initials _____

Education

Ad Prima will formally educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response. Internet safety and usage policies are further documented here in the Acceptable Use Policy, which is provided to every Ad Prima student and his parents prior to the receipt of a school issued laptop.

Privacy

Laptop
The laptops are the property of Ad Prima Charter School and the IT Department reserves the right to look at a student's hard drive including if there is a reasonable suspicion that the computer is being used for an inappropriate or dishonorable purpose. In addition, information stored on a student's laptop will be accessible by the Principal, Assistant Principal, and/or the IT Department if the laptop is turned over for repair. The School will look at a student's hard drive only if there is a reasonable suspicion that the computer is being used inappropriately or dishonorably. However, all information will be accessible to the IT Department at all times.

E-mail
All e-mail on the server is available to the IT Systems Administrators. When users are connected to the network, all activities are logged. School officials can and will be able to view any such log. Honor or harassment issues resulting from misuse will be addressed by the Principal or Assistant Principal of Ad Prima Charter School and carry strong disciplinary consequences.

Monitoring
Because Ad Prima is, to a certain extent, responsible for the actions that take place during school hours, the School will monitor online actions, including logging website access, news-group access, protocol, bandwidth, and network use. Additionally, any attempt to bypass security by modifications to settings, add-ons/modifications, proxy services, third party software, reinstalling the operating system, or installing a second operating system is not permitted.

Consequences for Inappropriate Computer Use
Failure to adhere to the technology conditions and rules of Ad Prima Charter School as outlined above will result in disciplinary action. The use of school computers and the use of school servers to gain access to the Internet are privileges, and unacceptable use will result in the cancellation of those privileges. The System Administrator may revoke privileges at any time as required. In addition, the administration, faculty, and staff may request that the System Administrator deny, revoke, or suspend specific user privileges and effect appropriate school disciplinary action. Consequences for such violations range from a warning, with computer privileges being temporarily revoked, to expulsion.

Student's Initials _____

Please Sign Below:

Student's Signature: _____

Parent's Signature: _____