



ACCEPTABLE USE POLICY draft

A. Introduction

The use of River Valley Charter School computers, computer network, and Internet resources is a valuable element of the curriculum and instruction in River Valley Charter school. The River Valley Charter School computer network is intended for educational purposes. River Valley Charter School expects that staff will incorporate appropriate use of computer network and Internet resources into the Montessori curriculum and will provide guidance and instruction to students as to their uses.

Despite its tremendous educational potential, the Internet also presents the potential for security vulnerabilities and user abuse. For safety purposes, River Valley Charter School employs both an Internet filter and a firewall. River Valley Charter School maintains compliance with the Children's Internet Protection Act (CIPA). All employees and students are expected to abide by the River Valley Charter School Acceptable Use of Computers, Computer Networks, and Internet Resources Guidelines set forth below. Failure to follow the guidelines may result in revocation of privileges and/or disciplinary action. River Valley Charter School is not responsible for ensuring the accuracy or usability of any information found on external networks.

Parent(s)/guardian(s) will be given the opportunity to determine their child's access to the Internet by annually agreeing to the River Valley Charter School Acceptable Use Policy. River Valley Charter School will not be responsible for any and all claims arising out of or related to the usage of this interconnected computer system.

B. Access

1. This Acceptable Use Policy applies to all technologies capable of accessing, inputting, or extracting information/data from the school's computer network, electronic mail (e-mail) and Internet.
2. Students and employees shall have access to Internet World Wide Web information resources through school devices as well as devices brought to school.
3. Students must annually sign an Acceptable Use Consent Form to be granted access to the Internet via the school's computer network.
4. Via online Data Verification Form, parent(s)/guardian(s) must annually acknowledge and agree to have their child(ren) abide by the Acceptable Use Policy.
5. The school shall provide each employee, where appropriate, an account within the school's domain for storing data/media as well as an e-mail account.
6. Students will be provided accounts within school domain for storing educational related data/media. Students **will not** be provided e-mail accounts.



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7. The use of the school system and access to the Internet is a privilege, not a right. The school reserves the right to limit or remove any user's access to the school's computer system, equipment, e-mail system, and Internet access at any time for any reason. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school's system or the Internet may result in one or more of the following consequences; suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.
8. All student and employee electronic personal devices brought to school for use on the school's internet must be registered with the Technology Coordinator.
9. Student's electronic personal devices, (including but not limited to: smart phones, cell phones, tablets, laptops), must be kept turned off at all times while on the River Valley Charter School premises unless given permission by a teacher or administrator.

C. Educational Purpose

1. The River Valley Charter School computer network has not been established as a public access service and is not an "open" or "limited open" forum. The term "educational purpose" includes, but is not limited to , information management, classroom activities, media-center projects, educational research, career development, and curriculum activities using computers and Internet resources.
2. River Valley Charter School has the right to place reasonable restrictions on the material accessed or posted through the system into the intranet, e-mail, and Web sites. Students and employees are expected to follow the rules set forth in this policy and the law when using the River Valley Charter School computer network. The network will be monitored by staff to ensure educational utilization.
3. The River Valley Charter School prohibits use of recording devices by students or parents, except where the recording is associated with a class assignment or other approved school activity. This includes on-campus and off-campus school related activities.
4. The River Valley Charter School computers may not be used for political lobbying. It may be used to communicate with elected representatives and to express opinions to them on political issues.
5. River Valley Charter School e-mail accounts, not your personal e-mail accounts, are to be use for all school related communication with the outside world including, but not limited to, parents, students, co-workers, vendors, and partnerships.



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D. Rights and Responsibilities

1. Free Speech - The River Valley Charter School computer network is considered a limited forum and, therefore, the school may restrict speech for valid educational reasons. The school shall not restrict speech on the basis of a disagreement with the opinions expressed.
2. Search and Seizure
 - a. Students and employees should not expect any privacy in the contents of personal files on the school system. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.
 - b. The school may examine all information stored on school technology resources at any time. The school may monitor staff and student technology usage. Electronic communications, all stored on the school's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed, or searched by a district administrator or designees at any time.
 - c. Routine maintenance and monitoring of River Valley Charter School computer system may lead to discovery that this policy or the laws have been violated.
 - d. An individual search shall be conducted if there is reasonable suspicion that this policy, school board policies, and/or the law have been violated. The investigation shall be reasonable and related to the suspected violation.
 - e. Parent(s)/guardian(s) of students have the right at any time to request to see the contents of student's data/media files.
3. Due Process
 - a. The school shall cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through River Valley Charter School computer network.
 - b. In the event there is a claim that employees or students have violated this policy they shall be provided with a written notice of the suspected violation and an opportunity to present an explanation.

E. Unacceptable Uses

The following uses of the River Valley Charter School computer network are considered unacceptable:



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1. Personal Safety

- a. Students and employees shall not post or provide personal contact information about themselves or other people on the Internet. Personal contact information includes a student's or employee's home address or telephone number, a student's school address, and an employee's work address. It is not a violation of this policy to include the school's return address on outgoing e-mail communications.
- b. Students shall not agree to meet with someone contacted or met online without a parent/guardian's approval.
- c. Students shall promptly disclose to their teacher or other school employee any message received that is inappropriate or causes discomfort.

2. Illegal Activities

- a. Students and employees shall not attempt to gain unauthorized access to River Valley Charter School computer network or to any other computer system through River Valley Charter School computer network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. Students and employees shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal, and criminal prosecution and/or disciplinary action will be pursued.
- c. Students and employees shall not use the River Valley Charter School computer network system to engage in any act that is illegal; that facilitates gambling; or that violates any local, state, or federal statute.
- d. Students and staff shall not use the Internet or the school's computer network to harass or threaten the safety of others.
- e. Misuse of the computer equipment or network including, but not limited to, deletion or violation of password protected information, computer programs, data, password or system files; inappropriate access of files, directories, Internet sites; deliberate contamination of system, unethical use of information, or violation of copyright laws is prohibited.

3. System Security

- a. Employees are responsible for their individual e-mail accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Staff should not provide their login identity and/or passwords to another person.



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- b. Students shall immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not look for security problems, because this may be construed as an illegal attempt to gain access. Under no conditions should students provide other students with their login identity and/or network password.
 - c. Students and employees shall avoid the inadvertent spread of computer viruses by obtaining system administrator's approval of all downloaded or disk software.
 - d. Students who gain access to teacher computer files, directory, programs, and Web site without permission from a teacher will be disciplined.
 - e. The school will assign specific staff with security, management, and account responsibilities associated with the school's Internet resources and network accounts.
 - f. Tampering with the school's computer security system, and/or applications, and/or documents, and/or equipment, will be considered vandalism, destruction, and defacement of school property. Please be advised that it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user and/or student's parent or guardian.
4. Inappropriate Language
- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
 - b. Students and employees shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. Students and employees shall not post information that could cause damage or danger of disruption.
 - d. Students and employees shall not engage in personal attacks or harassment, including prejudicial or discriminatory attacks.
 - e. If students or staff are told by a person to stop sending them messages, they must stop.
 - f. Students and employees shall not knowingly or recklessly post false or defamatory information about a person or organization.
5. Respect for Privacy
- a. Student and employees shall not repost a message that was sent to them privately without permission of the person who sent them the message.
 - b. Students and employees shall not post private information about another person on the Internet. This does not prohibit staff from discussing private student information with each other or with a student's parent or guardian via e-mail, or



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other online communication in conformance with the Data Practices Act, Student Privacy Act, and applicable school policies.

6. Respecting Resource Limits
 - a. Students and employees shall use the system only for educational and career development activities and curriculum activities.
 - b. Students and employees will have access to limited space on the school's computer server or cloud environment. Users are responsible for documents and files that are critical for their use.
 - c. Students and employees shall not post chain letters or engage in spamming. (Spamming is sending an annoying or unnecessary message to a large number of people.)
 - d. Students shall not deliberately or knowingly delete another student's or employee's files.
7. Plagiarism and Copyright Infringement
 - a. Students and employees shall not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of other and presenting them as if they were yours.
 - b. Students and employees shall respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, follow the expressed requirements. If unsure whether or not work can be used, request permission from the copyright owner.
8. Inappropriate Access to Material
 - a. Students and employees shall not use the River Valley Charter School computer network to access material that is profane or obscene (pornography), contains viruses, network hacking programs, or similar programs that advocate illegal acts, or that advocates violence or discrimination toward other people (hate literature).
 - b. If students mistakenly access inappropriate information, they should immediately tell their teacher, Technology Coordinator, or another school employee. This will protect them against claims that they have intentionally violated this policy.
 - c. Parent(s)/guardian(s) should instruct students if there is additional material that they think would be inappropriate for them to access. The school fully expects that students shall follow their parent's instructions in this matter.
 - d. Educators will monitor student use of the Internet in school and will take reasonable measures to prevent access by students to inappropriate materials on



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the Internet and World Wide Web and restrict access to materials harmful to students.

- e. The school will monitor the online activities of employees and students, and operate technology protection (filtering/blocking devices or software) on all computers on the school's computer network as required by law. The filtering/blocking software will attempt to protect against access to visual depictions that are obscene, harmful to students, and child pornography, as required by law. Invasion or disabling of the filtering/blocking device install by the school, including attempts to evade or disable, is a violation of the Acceptable Use Policy.

F. Limitation of Liability

The school does not assume and, hereby, expressly disclaims liability for the misuse of its computers, equipment, e-mail, and Internet programs that violate this policy or any applicable law. The school makes no guarantee that the functions or the services provided by or through the school system shall be error-free or without defect. The school is not responsible for any damage suffered through the use of its computer system, including but not limited to, the loss of data, interruptions in service, the accuracy or quality of information obtained through or stored in the system, damages or injuries from improper communications, damages to property used to access school computers or online resources, or financial obligations resulting from the use of school district resources.