TECHNOLOGY ACCEPTABLE USE POLICY

Rocky Point Charter School is pleased to provide computer and network services to support its instructional program and to further student learning. Students, faculty, staff and administration will have the opportunity to access educational resources, to present information, and to work collaboratively with peers and experts internationally. The computer and network facilities are to be used in a responsible, efficient, ethical, and legal manner. **Students and parents are required to review this document,** as well as sign the accompanying agreement to insure best practices and professional conduct regarding computer and network usage.

This Acceptable Use Policy and Agreement outlines the guidelines and behaviors that users must follow when using school technologies or when using personally- owned devices on the school campus.

Technologies Covered
Rocky Point Charter School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, the school will attempt to provide appropriate educational access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies
All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't attempt to get around technological protection measures; use good common sense; and ask if you don't know. All activity over the network or using district technologies may be monitored and retained. No use of the network or equipment provided by Rocky Point Charter School is private.

Web Access
Rocky Point Charter School provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with the Children's Internet Protection Act"(CIPA") requirements and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and shall not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should alert an IT staff member or submit the site for review.

Email
Rocky Point Charter School may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt

to open files or follow links from an unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Collaborative Content

Recognizing the benefits collaboration brings to education, Rocky Point Charter School may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges, or employers to see.

Devices Policy

Rocky Point Charter School may provide users with mobile computers or other devices to promote learning inside and outside of the classroom. Rocky Point Charter School makes every effort to keep all functions of these devices working properly, but does not guarantee that every function not critical for educational purposes will always work. Users are expected to abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution. Users shall report any loss, damage, or malfunction to school staff immediately. Users will be financially accountable for any damage resulting from loss, negligence or misuse, as noted in the "Parent/Student Financial Liability" section of this document. Use of school-issued mobile devices off the school network may be monitored.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown origin. If a student believes a computer or mobile device might be infected with a virus, please alert school staff. Students shall not attempt to remove the virus or download any programs to help remove the virus. Students shall not:
1. Attempt to disable account limitations or circumvent content protection measures
2. Attempt to access anything with accounts that do not belong to them
3. Create wireless access "hot spots" with personally owned devices
4. Attempt to disrupt, damage or hack network or server operations
5. Download or attempt to download or install programs over the school network or onto school resources without express permission from school staff Disciplinary action and/or significant financial liability will result.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Copyright Infringement
Students shall not engage in copyright infringement of any type. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner. These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Personal Safety
Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without teacher or parent permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If a student sees a message, comment, image, or anything else online that causes concern for personal safety, they should bring it to the attention of a school staff member and/or parent immediately.

Cyberbullying
Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity
in order to damage that person's reputation. Cyberbullying will not be tolerated. Cyberbullying can potentially result in disciplinary action even if it does not occur at school.

Privacy
Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. Students shall not take photographs, make audio recordings or video recordings of staff or students without their knowledge and permission.

Examples of Acceptable Use
Students will:
1. Use school technologies for school-related activities
2. Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline
3. Treat school resources carefully, and alert staff if there is any problem with their operation
4. Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies
5. Alert a teacher or other staff member should any threatening, inappropriate, or harmful content (images, messages, posts) are seen online
6. Use school technologies at appropriate times, in approved places, for educational pursuits
7. Cite sources when using online sites and resources for research
8. Recognize that use of school technologies is a privilege and treat it as such

9. Be cautious to protect the safety of themselves and others
10. Help to protect the security of school resources

Examples of Unacceptable Use
Students will not:
1. Use school technologies in a way that could be personally or physically harmful
2. Attempt to find inappropriate images or content
3. Engage in cyberbullying, harassment, or disrespectful conduct toward others
4. Try to find ways to circumvent the school's safety measures and filtering tools
5. Plagiarize content found online
6. Post personally-identifying information, about themselves or others
7. Agree to meet someone I meet online in real life
8. Use language online that would be unacceptable in the classroom
9. Use school technologies for illegal activities or to pursue information on such activities
10. Attempt to hack or access sites, servers, or content that isn't intended for my use
*These are not intended to be exhaustive lists. Students should exercise good judgment when using technologies.

Limitation of Liability
Rocky Point Charter School makes no warranties of any kind, whether expressed or implied, for the services it is providing. By use of district technology resources, students and parents agree the district will not be held responsible for:
1. Damage or harm to persons, files, data, or hardware
2. The failure of any technology protection measures, violations or copyright restrictions, or user's mistakes or negligence
3. Any damages or costs arising out of or related to the student's use of the District's technology.
4. Unauthorized transactions conducted over the school network
5. The effectiveness of filtering and other safety and security mechanisms

Violations of this Acceptable Use Policy
Students will receive instruction on this policy. Violations of this policy may have disciplinary repercussions, including:
1. Suspension of network, technology, or computer privileges
2. Notification to parents
3. Detention, suspension or expulsion from school and/or school-related activities
4. Financial Liability
5. Legal action and/or prosecution

Parent/Student Financial Liability
This agreement informs students and families of their legal responsibility with regard to the Device, cases and cables, which Rocky Point Charter School is making available to your child. Parent(s) will be held responsible for ALL willful damage to their child's device including, but not limited to: broken screens, damaged metal

casing, cracked plastic pieces, inoperability, etc. Should the cost to repair the device exceed the cost of purchasing a new device, the student's parent or guardian will pay the value of the equipment at the time of its loss. Lost devices and accompanying equipment (cases, cables, etc.) will incur the cost of the device at the time of its loss or, when applicable, an insurance deductible. California Education Code section 48904 states, in pertinent part, that the parent or guardian of any minor who willfully
cuts, defaces, or otherwise injures any real or personal property of <Charter School> or its employees, or fails to return the same upon demand of the school, shall be liable for all damages caused by the minor. School property includes the device and device case. Students should report any damage to the immediate teacher for further evaluation. Responsibility will be determined after the device is sent for repair.

Children's Internet Protection Act Assurances
The Charter School shall ensure that all Charter School computers with Internet access have a technology protection measure that blocks or filters Internet access to websites that have no educational purpose and/or contain visual depictions that are obscene, constitute child pornography, or that are harmful to minors. While the Charter School is able exercise reasonable control over content created and purchased by the Charter School, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither the Charter School nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence.

To reinforce these measures, the Principal or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Principal or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Principal or designees shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, maintaining the student's online reputation and ensuring their personal safety by keeping their personal information private, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. Students are expected to follow safe practices when using Charter School technology.

Students shall not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law and/or accessing information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to the Charter School, other students, or the community. Damaging, debilitating or disabling computers, computer networks or systems through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs shall be prohibited. Any unauthorized online access to other computers by means of

hacking into other computers, downloading hacker tools such as port scanners and password crackers designed to evade restrictions is strictly prohibited.

Student use of Charter School computers to access social networking sites is not prohibited, but access is limited to educational purposes only. To the extent possible, the Principal or designee shall block access to such sites on Charter School computers with Internet access. The Principal or designee shall oversee the maintenance of the Charter School's technological resources and may establish guidelines and limits on their use.

All employees shall receive a copy of this policy and the accompanying Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All employees shall comply with this policy and the Acceptable Use Agreement, in addition to any separate policies governing employee use of technology.

TECHNOLOGY ACCEPTABLE USE POLICY
Acknowledgment and Consent Form

Students

I have received, read, and understand the Technology Acceptable Use Policy, and will comply with them. I have been given the opportunity to obtain information from the school and my parent(s) about anything I do not understand, and I have received the information I requested. If I have further questions, I will ask an administrator from the school and my parent(s).

Additionally, I understand that if I violate the Technology Acceptable Use Policy I am subject to the school's consequences for inappropriate, unauthorized, and illegal use provided in the Social Media Policy, and could be subject to additional consequences provided in additional school policies, administrative regulations, rules, and procedures, and provided in social media and Internet service provider requirements, as well as local, state and federal laws, whether civil or criminal.

_____
Name of Student

_____
Signature of Student

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Date of Signature

Parent(s)

As the parent of a student receiving school services, I have received, read, and understand the Technology Acceptable Use Policy. In addition, I reviewed the Technology Acceptable Use Policy with my child and answered questions he or she asked. If either my child or I have further questions I will ask may child's building administrator. I agree to have my child abide by the requirements of the Technology Acceptable Use Policy. Additionally, I understand that if my child violates this Technology Acceptable Use Policy, (s)he is subject to the school's consequences as provided above in the Student section.

_____
Name of Parent

_____
Signature of Parent

_____
Date of Signature