

# North Star Charter School

## Computer/Network Use and Conduct

Computers and computer networks, including Internet access, provide valuable tools that support the education of students in North Star Charter School. The student and his/her parent(s) should read and discuss the district policies concerning computer use.

Unless a parent has signed a district "Internet Opt-Out" form, all students will be given access to the Internet. In many cases library research resources, such as databases of magazine, journal and newspaper articles, are only available through Internet access. Also, the Internet provides access to information and media resources, simulations, and other online educational activities. Its proper use can open new opportunities for research, learning and communication. North Star Charter School will make prudent efforts to limit improper use.

Students and users will be assigned a network login. With this access comes responsibility. Student logins on the school's network system(s) are considered a privilege, not a right. Students are expected to use only the software made available to them by their teachers or designated technology staff. They are allowed to save documents and other school-related files to their home directories on the network, or other drives only as specified by their teachers or designated technology staff. A student who gains access to inappropriate material on the Internet is expected to discontinue the access as quickly as possible and to report the incident to a staff member.

Students and users will not install/download/access games, utilities, plug-ins or other programs or files from the Internet or any other outside source, to the network or individual systems. Hacking (attempting, without authorization, to access or alter Internet, network or local hard drive functionality, configuration, data or software) is forbidden. This includes, but is not limited to, the creation or transmission of computer viruses, WORMs or any programs/files that would disrupt the use or functionality of the computers or network. Any attempt to harm or destroy functionality of computer-related equipment or data will be considered vandalism (see Idaho State Code 18-2202).

Students and users are expected to follow the guidelines and policies expressed in this acceptable use policy. If the guidelines and/or policies are violated, administrators will determine consequences based on the severity of the incident. This may include disciplinary action, loss of Internet access, loss of all computer privileges, removal from appropriate classes with an F grade, and/or legal action according to North Star Charter School policy (1001.30) and Idaho State Code (sections 18-2201 and 18-2202).

## Network, Computer and Electronic Information System Code No. 1001.30

Computers and computer networks, including Internet access, provide valuable tools that support the education of students in North Star Charter School. Network users are expected to use all network resources for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of North Star Charter School.

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All users are expected to abide by the following rules of Internet and network conduct:

- Users of electronic communications (including, but not limited to, email, web pages, on-line collaborations, listservers and discussion groups) should be mindful that communications originating within the district may be construed as representative of the school or district. Do not send, submit, publish, display, or knowingly access any material that is defamatory, inaccurate, abusive, rude, obscene, profane, sexually oriented, threatening, harassing, racially offensive, illegal, or that encourages the use of controlled or illegal substances, or is otherwise not consistent with the policies, purposes, and objectives of North Star Charter School.
- Users who accidentally access inappropriate material are expected to discontinue the access as quickly as possible and to report the incident to a teacher or network supervisor.
- Users will not violate any local, state, or federal regulation or statute.
- Users will not reveal personal information about others and be cautious when revealing personal information about themselves (age, gender, phone number, address, etc.).
- Users will not use the network, Internet or individual computers or other equipment in such a way that it would disrupt the use by others.
- Users will respect network resource limits. They will use their directories on the network to store documents they have created and will delete them when they are no longer needed. They will not download or copy large files

unless they are necessary for a school-related project. Such files must be deleted when they are no longer needed. Through routine maintenance, individual files may be reviewed and deleted by designated technology staff.

--Users who can or think they can identify a security problem on the network must notify a teacher or system administrator. Users should not demonstrate security problems to others, nor should they go looking for security problems, because this may be construed as hacking, which is illegal.

--Users may not log in to or use someone else's account. Keep logins and passwords secure. Individuals are responsible for the contents of their network directories, and remembering their own passwords.

--Users will not use district Internet or network resources to sell or offer for sale any goods or services without Board approval.

--Users may not listen to music, online music, download or play online games, or visit social networking sites at school.

--Since external drives interact with the network, administrators reserve the right to view and confiscate inappropriate material, software, files, or items for discipline purposes

#### Intellectual Property.

All works that an individual creates on the network or computers should be assumed to be the intellectual property of that person. However, all works on the network, computers or storage devices are open to monitoring/scrutiny by district and building administration, Information Systems personnel, and/or designees of administrators. All files, materials or documents may be reviewed and deleted by designated technology staff.

#### Copyright and Plagiarism.

All users should abide by current copyright law. Plagiarism will not be tolerated (plagiarism is copying the ideas, writings or artistic creations of others and presenting them as though they were your own). If text or multimedia files from the Internet or other electronic sources are used, they must be used according to the Fair Use Guidelines established by federal copyright law and policies of North Star Charter School, and cited accordingly.

#### Electronic Devices.

Electronic communication or data devices will be used only in a manner consistent with the policies and procedures of North Star Charter School. These devices include, but are not limited to, handheld calculators, PDA's, cell phones, pagers, electronic book devices, and laptop computers. North Star Charter School is not responsible for any loss, theft or damage to personal belongings while at school. Students and parents assume full responsibility and risk for any such loss, theft or damage to belongings brought to school.

#### Software and Peripheral Devices.

Only district-approved software will be installed by designated personnel on networks or individual machines.

Appropriate licenses must be held for all software. Peripheral devices (including, but not limited to, printers, scanners, and storage/data devices) must be approved and installed by designated personnel. Donated equipment and software are subject to the same policies.

Any condition or activity not specifically listed above that is not consistent with the policies, purposes, and objectives of North Star Charter School is prohibited.

#### Solicitation:

Students or users may not use school technology equipment or email for solicitation or SPAM in any form, including political, religious or other groups not associated with the school without the express written consent of a school administrator.

## **District Limitation of Liability**

North Star Charter School makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damages, including but not limited to, loss of data, or interruptions of service. The district is not responsible for the accuracy or the quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

# Information Network Service Acceptable Use Policy and Procedure 2012-2013 North Star Charter School

Upon signed receipt of this form, all users will receive computer access and password. Internet service will be automatically issued to a user. If you would not like your student to use the internet, you must contact the school and fill out an internet opt out form.

I have read and agree to the terms and conditions stated in the Information Network Service Acceptable Use Policy. I further understand that violation of any part of this agreement will result in the loss of access to ALL TECHNOLOGY. Inappropriate use may also lead to legal action to recuperate damages. A user will be required to reimburse North Star Charter School for any losses, costs, or damages, including attorney's fees, caused by inappropriate use.

## Procedures and Consequences for Inappropriate Use of Network/Internet Resources

Any action by a user that is determined by an administrator or designee to constitute an inappropriate use of the network or electronic information/communication systems as per district policy or Idaho Code 18-2201 and 18-2202, or to improperly restrict or inhibit other users from using these resources, will result in disciplinary action. **Parents, please initial each!**

\_\_\_\_ **1st Offense:** Removal of all campus computer and technology privileges for one week.

\_\_\_\_ **2nd Offense:** Removal of all campus computer and technology privileges for rest of semester.

\_\_\_\_ **3rd Offense:** Suspension from school. Removal of all campus computer and technology privileges for the remainder of the school year.

\_\_\_\_ **4th Offense:** Expulsion from school. Removal of all campus computer and technology privileges for the rest of the student's attendance at North Star.

\_\_\_\_ **If my student accesses/misuses a cell phone, camera, Ipod, USB drive, etc. during the school day, administrators may view the images, texts, and/or files.**

## Procedures and Consequences for Inappropriate Use of Electronic Devices

At the designated time that school is to begin, and during the school day, cell phones, CD players, mp3 players, and all other electronic devices may be used as learning tools with the teacher's permission. Any technology device being used as a toy will be confiscated by the supervising teacher, to be returned to the student at the end of the period or the end of the day at the discretion of the teacher.

Student Name \_\_\_\_\_

Grade Level \_\_\_\_\_

Student Signature \_\_\_\_\_

If under 18, a parent or guardian signature is required.

Parent/Guardian Signature \_\_\_\_\_