

6220	Technology Policy
Approval Date:	Revised September 2015
Category:	General School Administration
Governance Accountability:	Leadership
Audience:	Employees, Students

Pine Lake Preparatory provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school’s technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

Pine Lake Preparatory intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the board establishes this policy to govern student and employee use of the school technological resources. This policy applies regardless of whether such use occurs on or off school property, and it applies to all school technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

Pine Lake Preparatory’s technological resources may only be used by students, staff and others expressly authorized by the Technology Department. The use of school technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school’s technological resources are responsible for their behavior and communications when using those resources. Responsible use of the school technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Student Code of Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school’s computers or electronic devices or who accesses the school network or the Internet using school resources must comply with the additional rules for responsible use listed in the Rules for Use of School Technological Resources, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Furthermore, all students must adhere to the Technology Use Guidelines as set forth in the Student Code of Conduct. Prior to using the Internet, all students must be trained about appropriate on-line behavior as provided in the Internet Safety Policy.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school technological resources by employees for political purposes is prohibited. Use of technological resources by employees or students for commercial gain or profit is prohibited. . Because some incidental and occasional personal use by employees and students is inevitable, Pine Lake Preparatory permits infrequent and brief personal use by employees and students so long as it occurs on personal time, does not interfere with school business and is not otherwise prohibited by board policy or procedure.
2. School technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.
3. Under no circumstance may software purchased by the school be copied for personal use.
4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Code of Conduct.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other content that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All users must comply with the Student Code of Conduct Policy/Harassment Policy for Employees and Students/Academic Partners Code of Conduct when using school technology.
6. The use of anonymous proxies to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential,

such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. In further information regarding what constitutes personal identifying information, see Access to Student Information Policy/Family Information Privacy Policy. In addition, school employees must not disclose on school websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or Student Records Policy. Users also may not forward or post personal communications without the author's prior consent.

10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
11. Users may not create or introduce games, network communications programs or any foreign program or software onto any school computer, electronic device or network without the express permission of the technology department.
12. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
13. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
14. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
15. Employees shall not use passwords or user IDs for any data system (e.g., PowerSchool, HomeBase, CECAS, time-keeping software, etc.), for an unauthorized or improper purpose.
16. If a user identifies a security problem on a technological resource, he or she must immediately notify a teacher, school official or the technology department. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
17. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.
18. Views may be expressed on the Internet or other technological resources as representing the view of the school or part of the school only with prior approval by the Head of Schools or designee.
19. Without permission, users may not connect any personal technologies such

as laptops and workstations, wireless access points and routers, etc. to a school owned and maintained local, wide or metro area network. Connection of personal devices such as iPods, smartphones, PDAs and printers is permitted but not supported by Pine Lake Preparatory's technical staff. Pine Lake Preparatory is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

20. Users must back up data and other important files regularly.
21. Those who use school owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.
22. Students who are issued school owned and maintained devices must also follow these guidelines:
 - a. Keep the device secure and damage free.
 - b. Use the recommended protective case at all times.
 - c. Do not loan out the device, charger or cords.
 - d. Do not leave the device in your vehicle.
 - e. Do not leave the device unattended.
 - f. Do not eat or drink while using the device or have food or drinks in close proximity to the device.
 - g. Do not allow pets near the device.
 - h. Do not place the device on the floor or on a sitting area such as a chair or couch.
 - i. Do not leave the device near table or desk edges.
 - j. Do not stack objects on top of the device.
 - k. Do not leave the device outside.
 - l. Do not use the device near water such as a pool.
 - m. Do not check the device as luggage at the airport.
 - n. Back up data and other important files regularly. Pine Lake Preparatory will provide reasonable notice, whenever possible, prior to performing any system maintenance activity. All files not backed up may be deleted during this process.

RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. Pine Lake Preparatory recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate

pedagogical purpose. The Head of Schools shall ensure that technology protection measures are used as provided in the Internet Safety Policy, and are disabled or minimized only when permitted by law and board policy. Pine Lake Preparatory is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

PARENTAL CONSENT

Pine Lake Preparatory recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel.

In addition, in accordance with Pine Lake Preparatory's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school technological resources or stored on services or hard drives of individual computers will be private. School administrators or individuals designated by the Head of Schools may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

Under certain circumstances, Pine Lake Preparatory may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against Pine Lake Preparatory, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

SECURITY/CARE OF PROPERTY

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on Pine Lake Preparatory's network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access.

Users of school technology resources are expected to respect school property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school is responsible for any routine maintenance or standard repairs to school system computers.

PERSONAL WEBSITES (Social Media)

The Head of Schools may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school or individual school names, logos or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school devices during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with the Student Code of Conduct Policy.

2. Employees

Employees' are subject to the Academic Partners Code of Conduct.

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school may be terminated if the volunteer engages in in appropriate online interaction with students.

DISCLAIMER

Pine Lake Preparatory makes no warranties of any kind, whether express or implied, for the service it is providing. Pine Lake Preparatory will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 6777; G.S. 115C-325(e)