

## *Computer and Internet Acceptable Use Policy*

*Boys' Latin of Philadelphia Charter School*

*Revised: March 28, 2017*

Boys' Latin of Philadelphia Charter School recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its school. To this end, the Technology Department encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Boys' Latin of Philadelphia Charter School.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Technology department adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Boys' Latin of Philadelphia Charter School-owned equipment.

### *Boys' Latin of Philadelphia Charter School Rights and Responsibilities*

It is the policy of the Boys' Latin of Philadelphia Charter School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Boys' Latin of Philadelphia Charter School recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, Boys' Latin of Philadelphia Charter School retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Boys' Latin of Philadelphia Charter School-owned equipment and, specifically, to exclude those who do not abide by the Boys' Latin of Philadelphia Charter School's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Boys' Latin of Philadelphia Charter School reserves the right to restrict online destinations through software or other means.

5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

#### *Staff Responsibilities*

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Boys' Latin of Philadelphia Charter School.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

#### *Student Responsibilities*

1. Use of the electronic media provided by the Boys' Latin of Philadelphia Charter School is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other guests at no cost. In order to maintain the privilege, students must agree to learn and comply with all of the provisions of this policy.

#### *Student Privacy and Safety*

1. A student should exercise caution, in consultation with a parent or school staff member, before revealing his/her full name, e-mail address, physical address, telephone number, social security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

#### *System Security*

1. The security of the schools' computers and/or computer services is a high priority. Any student who identifies a security problem must notify his/her teacher, supervisor, or Technology department immediately. The student shall not demonstrate the problem to others or access unauthorized material.

#### *Acceptable Use*

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Boys' Latin of Philadelphia Charter School.

2. Proper codes of conduct in electronic communication must be used. In social media groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
6. From time to time, Boys' Latin of Philadelphia Charter School will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

### *Unacceptable Use*

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Plagiarism - Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
3. Any use of the network for commercial or for-profit purposes is prohibited.
4. Excessive use of the network for personal business shall be cause for disciplinary action.
5. Any use of the network for product advertisement or political lobbying is prohibited.
6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
7. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
10. The unauthorized installation of any software, including shareware and freeware, for use on Boys' Latin of Philadelphia Charter School computers is prohibited.
11. Use of the network to access or process pornographic material, inappropriate text files (as determined by the Technology department), or files dangerous to the integrity of the local area network is prohibited.
12. Boys' Latin of Philadelphia Charter School's network may not be used for downloading entertainment software or other files not related to the mission and objectives of Boys' Latin of Philadelphia Charter School for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Boys' Latin of Philadelphia Charter School.

13. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
14. Use of the network for any unlawful purpose is prohibited.
15. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
16. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
17. Establishing network or Internet connections to live communications, including voice and/or video (ie Facetime, Skype, Facebook Live, Twitter Periscope, Instagram, etc.), is prohibited unless specifically authorized by the Technology department.

#### *Consequences for Policy Violations and Miscellaneous Issues*

1. Confiscation/Restriction of Privileges/Disciplinary Action - Violation of policies or rules governing the use of Computers and/or Computer Services, or any careless use of a computer may result in a student's computer being confiscated and/or a student only being allowed to use the computer under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of school policies/procedures or school rules.
2. Required Sharing of Computer Passwords with School Staff – If requested any student to whom a computer is issued must share with the Technology department any passwords, codes, or keys to allow the technology staff unlimited access to any and all materials on the computer. Failure to provide such access may result in disciplinary action and/or confiscation or limitations placed on future use of the computer and computer services.
3. Parent Access to Student Computer - Parents may request assistance from the Technology department in gaining access to their child's computer. Parents are responsible for supervising their child's use of the computer and Internet access when in use at home.
4. Use of Computers by Others - Computers may only be used by the student to whom it is issued or by any family members assisting them with their educational work and consistent with the educational purpose of these computers. All use of computers by all persons must comply with the school's Acceptable Use Policy.
5. Return of Computers - Computers must be returned in acceptable working order at the end of the school year or whenever requested by school staff. Students will also be required to turn in computers before the end of the school year, at which time they will be inventoried, updated as needed, and subjected to search for materials in violation of this policy.

## *Disclaimer*

1. Boys' Latin of Philadelphia Charter School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. The Technology department has access to all mail and may monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. Boys' Latin of Philadelphia Charter School will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by your own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. Boys' Latin of Philadelphia Charter School makes no warranties (expressed or implied) with respect to:
  - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
  - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. Boys' Latin of Philadelphia Charter School reserves the right to change its policies and rules at any time.