

## BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL

### Board Policy #26: **RESPONSIBLE USE POLICY**

Birmingham Community Charter High School's ("BCCHS" or the "Charter School") Responsible Use Policy ("RUP") is in place to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). The Responsible Use Policy applies even when Charter School-provided equipment (laptops, tablets, etc.) is used off of BCCHS property.

Each year, students and employees must acknowledge receipt of an agreement with this Responsible Use Policy. Students who are under 18 must also have a parent or guardian sign this policy. By signing the Parent-Student Handbook agreement, the student, employee, and parent or guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher or administrative director. Parties agreeing to this Policy also understand that BCCHS may revise the RUP, as it deems necessary. Any such changes will be posted on the BCCHS website: <http://www.birminghamcharter.com/>.

- I. The network system, including wireless Internet, of BCCHS is available for all employees, students, and guests ("users") of BCCHS in order to provide them with equal access to the computing resources which serve public education. The term "network" may include electronic mail, Internet browsing, or any method of connecting with other computer equipment. All users having authorization to use the network will have access to a variety of information, not all of which BCCHS can control.
- II. Some material on the network might not be considered to be of educational value in the context of a school setting. In addition, some material, individual contacts, or communications may not be suitable for school-aged children. BCCHS views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, BCCHS supports information retrieval from the network which enhances the research and inquiry of the learner. The BCCHS network will filter inappropriate material.
- III. BCCHS cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of BCCHS. This is particularly possible since access to the network may include sites that are not school related.
- IV. BCCHS recognizes the limited value of "social media" for communication and e-learning; however, only those accounts sponsored by BCCHS may be used for educational purposes or school sponsored activities without prior written approval of the Principal/CEO.
- V. All users of the network are bound by this policy. Any violation of the policy may result in the suspension of access privileges or other disciplinary action, including student expulsion and employee dismissal, consistent with applicable BCCHS policies.

- VI. The use of the network shall be consistent with the mission, goals, policies, and priorities of BCCHS. Successful participation in the network requires that its users regard it as a shared resource and that members conduct themselves in a responsible, ethical, and legal manner while using the network. Any use of the network for illegal, inappropriate, or obscene purposes, or in support of such activities, will not be tolerated. Examples of unacceptable uses of the network include, but are not limited to:
1. Using, accessing, visiting, downloading, or transmitting inappropriate material, messages or images, such as pornography, profanity or obscenity.
  2. Reposting personal communications without the author's consent (plagiarism).
  3. Copying, sending (uploading) or receiving (downloading) commercial software in violation of copyright law or other copyright protection of trademarked material.
  4. Using the network for financial gain or for any commercial or illegal activity.
  5. Using the network for political advertisement or political activity.
  6. Taking any actions that affect the ability of BCCHS to retrieve or retain any information contained on the computer equipment, in the data network system or acting to modify any software or any data without specific written permission.
  7. Creating and/or forwarding advertisements, chain letters, mass mailings, “get rich quick” schemes, and “pyramid” schemes to individual mailboxes and/or mailing lists.
  8. Gambling or conducting any illegal activity.
  9. Posting personal views on social, political, religious or other nonbusiness related matters.
  10. Creating and/or forwarding messages, jokes, etc., which create an intimidating or hostile environment.
  11. Using the wired or wireless network to access non-school sponsored social networking accounts. BCCHS will always block use of these sites by all users. BCCHS will not be held responsible if anything is uploaded or posted to an account during school hours, while done using an individual’s personal phone or device.
  12. Uses that jeopardize access or lead to unauthorized access into Accounts or other networks are unacceptable. Unacceptable uses include, but are not limited to the following:
    - i. Using others’ User Account passwords or identifiers.
    - ii. Disclosing one’s Account password to other Users or allowing other Users to use one’s Account.
    - iii. Gaining unauthorized access into others’ User Accounts or other computer networks.
    - iv. Interfering with other Users’ ability to access their Accounts.
- VII. The e-mail system and the hardware are owned by BCCHS and are intended for school use.
- VIII. School business conducted by e-mail must be done using the e-mail account that BCCHS supplies. All users will be provided a login to access Aeries gradebook.

IX. BCCHS reserves the right to monitor and/or retrieve the contents of e-mail messages for legitimate reasons such as, but not limited to, ensuring the integrity of the system, complying with investigations of wrongful acts, or recovering from a system failure.

X. Internet Safety:

1. In compliance with CIPA, BCCHS implements firewall filtering/blocking software and hardware to restrict access to internet sites containing child pornography, obscene depictions or other materials harmful to minors under 18 years of age. Although BCCHS takes every precaution to ensure that such materials are not accessed through the computer network, there is still a risk an internet User may be exposed to a site containing such materials. A User who connects to such a site must immediately disconnect from the site and notify a teacher or administrative director. If a User sees another User accessing inappropriate sites, he or she should notify a teacher or administrative director immediately.
2. In compliance with CIPA, BCCHS and its representatives monitor all minors' online activities while on the BCCHS network or BCCHS devices, including website browsing, email use, video and text chat, instant messaging, social media, blog participation and other forms of electronic communication. Such monitoring may lead to a discovery that a User has violated or may be violating this Policy, the appropriate disciplinary policy or the law. Monitoring is aimed to protect minors from accessing inappropriate material, as well as to help enforce this Policy as determined necessary by the BCCHS Governing Board or other related authority. BCCHS also monitors other Users' (e.g. employees, students 18 years or older) online activities while on the BCCHS network or BCCHS devices and may access, review, copy, store or delete any electronic communication or files and disclose them to others as it deems necessary.

XI. Privacy Policy

1. No Expectation of Privacy: BCCHS has the authority to monitor all Accounts, including email, files, documents, internet activity, and other materials transmitted, received, or created by the User. Users cannot expect that anything created, stored, sent or received using the BCCHS network will be private. Files and email are continuously archived by BCCHS; therefore, their contents will still be available even though the User has deleted them. Files, email and/or the history of websites a User has visited may be read by BCCHS at any time, including if it is believed that the User violated the RUP, the school discipline policy, the code of conduct, the school academic integrity policy, or the law. All such materials are the property of BCCHS. Users do not have any right or expectation of privacy regarding such materials.
2. Restriction of Free Speech: The BCCHS network is not a public access service or a public forum. BCCHS has the right and responsibility to restrict material including text, graphics and all other forms of expression accessed, posted or stored on the system.
3. Waiver of Privacy Rights: Students expressly waive any right of privacy, as to BCCHS, in anything they create, store, send, or receive using the BCCHS

network. They understand and consent to BCCHS' use of human and/or automated means to monitor the use of the BCCHS network and devices, including email and internet access.

- XII. Users' passwords are confidential, and in order to maintain network security, users shall:
  1. Change passwords at least two (2) times a year, or whenever the user feels his or her password may have been compromised.
  2. Use passwords that contain letters and numbers and are difficult to guess.
  3. Users shall not share passwords and shall not set passwords to an automatic log in mode.
  4. It may become necessary for BCCHS personnel to know passwords for maintenance purposes. Only authorized computer maintenance personnel will be allowed to know passwords. Upon completion of the maintenance activity, the user will need to change his or her password.

**By signing below, I acknowledge that I understand and agree to the terms of the Birmingham Community Charter High School Responsible Use Policy.**

**Full Name (Print):** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If applicable:

**Parent/Guardian Name (Print):** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_