

# VIRTUAL LEARNING ACADEMY OF ST. CLAIR COUNTY BOARD POLICY

## TECHNOLOGY SERVICES

### PURPOSE

This policy authorizes the Academy to offer access to technology equipment and services consistent with Academy administrative regulations which define the appropriate and ethical use of technology resources.

### PHILOSOPHY

The Academy has the capability of offering access to technology equipment and services. These services permit users to enhance educational opportunities, interact with other users and access resources throughout the world. The use of technology services is a privilege.

The Academy's technology services are a valuable resource for not only the education of students, but for the community at large. The Academy recognizes its obligation to regulate the use of its technology services. Adequate regulation necessitates rules and regulations for the use of the services and the agreement of all users to comply with them prior to permitting access.

### POLICY

The Academy supports offering access to technology equipment and services. In order to provide this access in a legal, ethical and responsible manner, the Academy shall implement and publish regulations and user agreements defining appropriate, ethical, and responsible use of technology resources. In addition, the Academy shall provide for education regarding appropriate on-line behavior and awareness, as provided for in the federal Protecting Children in the 21<sup>st</sup> Century Act. The Academy will also continue to implement technology protection measures as required by the Children's Internet Protection Act (CIPA), which attempts to protect users against access through Academy computers to visual depictions that are deemed obscene, child pornography or otherwise harmful to minors.

In order to further ensure compliance, the adopted administrative regulations will allow the Academy to monitor technology use and to review, edit and remove any stored materials. Violations of these regulations will result in termination of access rights and/or appropriate disciplinary or legal action.

This policy amends the previous Board-approved policy named "On-line Computer Services" dated June 17, 2009.

Board Approved: March 28, 2012

**VIRTUAL LEARNING ACADEMY OF ST. CLAIR COUNTY  
TECHNOLOGY RESOURCES  
ADMINISTRATIVE REGULATIONS**

**RULES AND REGULATIONS**

It is the Policy of the Board of Trustees of the Virtual Learning Academy of St. Clair County (the "Academy") to allow Academy employees and students to access the Academy's technology resources for educational and work-related purposes. The Academy's technology resources include, but are not limited to Academy owned or operated computers, telephones, electronic communication and storage devices and/or systems.

Academy employees and students may be assigned one or more accounts and passwords which will permit access to technology resources and systems. The assignment of an account or password is considered a privilege in which Academy users have no entitlement or property, liberty, expectation of privacy or any other interest. The use of passwords does not guarantee confidentiality. This privilege may be revoked, in whole or in part, at any time at the discretion of the Director or his/her designee.

The provided technology resources enable users to access information from around the world. While these resources are used primarily to enhance educational opportunities, interact with other users and increase productivity and efficiencies of the Academy's operations, some available material may be illegal or inappropriate. The Academy has implemented protection measures that assist in the guarding against access to visual depictions that are considered obscene, child pornography or otherwise harmful to minors, as defined and required by the federal Children's Internet Protection Act (CIPA). These efforts are intended to protect against accessing materials that may be inappropriate; however, it does not protect against all information that may be inappropriate or illegal.

Users are expected to exercise good judgment and discretion in the use of all technology resources. Users granted access to the Academy's technology resources assume personal responsibility and liability, both civil and criminal, for use of the resources not authorized by the Board Policy or these Administrative Regulations. Any unlawful or inappropriate use of these resources is strictly prohibited. The Academy does not assume any responsibility for actions of users that could result in criminal or civil legal sanctions.

Below is a list of general rules and regulations that Academy users are required to know and follow. These rules apply to any use of the Academy's technology resources:

1. Academy employees and students are expected to always exercise good judgment and discretion and to limit the use of the Academy's technology resources for educational or job-related purposes.

2. The use of the Academy's technology resources in a manner that is inappropriate, illegal or that could be considered offensive by others is prohibited. Examples of inappropriate and/or offensive use include, but are not limited to the following:

- a. Sending, receiving or displaying content that would violate the Academy's non-discrimination policy, be considered obscene or pornographic, that could be deemed to be offensive by a reasonable person or which violate any other Academy policy;
- b. Using technology to harass, insult, stalk, annoy or otherwise interfere with the orderly and lawful functioning of the Academy;
- c. Any use which could reasonably result in damage to the Academy's technology resources or systems, including but not limited to the installation of any hardware

or software not approved and installed by the Academy's Technology Department;

- d. Unauthorized invading or trespassing into files, directories/folders, servers, networks to which you have not been given Academy-approved access;
- e. Intentionally wasting public resources, which may include the use of Academy time or resources for personal use, prohibited political use, personal financial interest or gain, or other activities unrelated to the Academy's purposes.

3. The Director or designee has the authority to make the final decision on what is deemed to be inappropriate use of the Academy's technology resources at his/her discretion. The Academy Director or designee, may deny, revoke or suspend access to the Academy's technology resources. Any such decision is final and shall not be subject to review or appeal.

4. The Academy administration reserves the right to monitor and review any material accessed, reviewed or stored in connection with the use of Academy technology resources. The Academy may edit or remove any material placed or stored on the Academy's technology resources which the Director or designee, at his/her discretion, determines may be inappropriate.

5. Users will be held accountable for all activity that occurs using their assigned account and password. Sharing the account or password with another person or using another's account or password is prohibited. It is the user's responsibility to change passwords/access codes regularly, to use difficult passwords and to ensure that passwords are kept confidential. Academy computers are equipped with temporary locking mechanisms in software, which should be used when away from the computer.

## **PENALTIES FOR VIOLATION**

If it is determined by the Director (or designee) that a user has violated the Technology Services Policy or Administrative Regulations, the User will be subject to appropriate discipline, which may include dismissal or expulsion from the Academy. Violations of a potential criminal nature will also be reported to law enforcement agencies for appropriate investigation and prosecution.

## **USE AGREEMENT**

Prior to any Academy employee or student receiving permission to access the Internet or other on-line services through the use of the Academy's technology resources, the person is required to have on file with the Academy a signed Appropriate Use Agreement, which is approved by the Director or designee. For students under the age of 18, this agreement must also be signed by the student's parent/guardian.