



NETIQUETTE/ACCEPTABLE USE POLICY (AUP)

General Regulations

Internet access is required for students enrolled in ACCESS Virtual Learning courses taught by both Web-based instruction (WBI) and videoconferencing instruction (VCI). The Internet and other online resources provided by ACCESS Virtual Learning are intended to be used to support the instructional program and further student learning. ACCESS retains the right to monitor all classes, computer usage, and files for compliance with regulations and/or procedures.

Acceptable Use Agreement

Online learning resources, including the Internet, are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of ACCESS Virtual Learning. ACCESS cannot guarantee the accuracy of the information or the appropriateness of any material on the Internet. Therefore, a local Acceptable Use Policy or AUP, signed by both the student and his or her parent or guardian, must be on file with the local school. This agreement shall specify user (student) responsibilities and shall indemnify the local school and the ACCESS program from any damages. By signing, the parent or guardian understands that ACCESS Virtual Learning is not responsible for materials acquired by the student on the Internet, for violations of copyright, user's mistakes or negligence, or any costs incurred by the user.

User Obligations and Responsibilities

The use of schoology messenger is essential for communication between teachers and students. Students must use computers appropriately, agree to all rules of etiquette established by ACCESS, and sign a statement acknowledging their understanding and acceptance of these rules. These will include the following:

- Students will use ACCESS Virtual Learning and its resources only for purposes related to education. Commercial, political, and/or personal use unrelated to an educational purpose is strictly prohibited.
- Students will use computers with consideration and respect. They are prohibited from accessing, posting, submitting, publishing, or displaying harmful matter or material that is obscene, threatening, disruptive, or sexually explicit; that could be construed as harassment, disparagement, or cyber bullying of others (based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs); or that is intended to annoy, harass, intimidate, disrupt the operation of the program, or interfere with the rights of other students or ACCESS staff.
- Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading, or creating of computer viruses and/or any malicious attempt to harm or destroy materials, data, or equipment.
- Students will give credit to others whose work is used. Neither Internet content nor the work of WBI or VCI classmates will be cut, copied, or plagiarized. Students will abide by all copyright rules and regulations.

- Students may not redistribute ACCESS course materials outside of the learning management system (LMS). This includes assignment files featuring student work. Unauthorized distribution of such materials is a violation of academic standards and may violate copyright laws and/or privacy rights.
- Students will consider the social consequences of work completed and any programs written in conjunction with classroom assignments.
- Students will communicate via Schoology messenger cautiously and with discretion. ACCESS Virtual Learning reserves the right to monitor any online communication(s) for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by ACCESS officials or their designees. Student responsibilities include, but are not limited to, the following:
 - Refrain from including information in messages that is not appropriate for printing or discussion in a public setting. Privacy cannot be assured in communications.
 - Send no unsolicited e-mail to virtual learning classmates. All communication among classmates must be course related.
 - Protect the confidentiality of other users' mail or files. Students will not read the mail or files of others and shall not attempt to interfere with another user's ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify, or forge the mail of others.
 - Keep personal account numbers, home addresses, and telephone numbers private and protect and keep secret any passwords issued for course access.
 - Report any communications that are inappropriate or which make them feel uncomfortable to the classroom teacher, facilitator, or other local school officials. Students should exercise caution in supplying information requested in communications, especially when such messages are from adults who ask for personal information, attempt to schedule meetings, or encourage personal contact.
- Students will accept responsibility for any charges incurred for phone usage, line costs, or usage fees incurred as a result of using the Internet for any purpose other than that required as a part of the course taken. ACCESS will assume no responsibility for such charges.
- The use of ACCESS Virtual Learning resources is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Students who fail to abide by ACCESS Virtual Learning policies shall be subject to disciplinary action, revocation of the user account, and legal action as deemed appropriate.
- Students will abide by all local, state, and federal laws and policies related to Internet usage. ACCESS administrators will cooperate fully with local, state, and federal officials in the investigation of illegal activities conducted through the use of the Internet.

Students suspected of violating the Netiquette/Acceptable Use Policy will be notified of the suspected violation and given an opportunity to respond. If violations are confirmed, students may be removed from the course, assigned a failing grade, and subjected to other disciplinary and/or legal consequences as determined by local school policies and local, state, or federal authorities.