Electronic Resources Acceptable Use Policy

Introduction
This document formalizes the policy for users of the Red Bank Charter School's electronic communications network, and technology. All users, including students, teachers, and administrators are covered by this policy and are expected to be familiar with its provisions.

The primary purpose of the Red Bank Charter School's electronic communications network, and technology, including but not limited to Internet access, software, computers, printers, scanners, and digital/video and recording equipment is to support and enhance learning and teaching that prepares students for success. Providing access to these technology is an investment in the future of both our students and faculty and directly supports the Red Bank Charter School mission of celebrating individuality, appreciating cultural diversity, mastering conflict resolution, and insisting on accountability by all is a foundation for good citizenship.

The Red Bank Charter School believes that electronic communication is a tool for life-long learning, and that access to the electronic resources and technologies can promote educational and organizational excellence. We believe responsible use of these electronic resources and technology will enable students and faculty to broaden their knowledge.

Students and faculty should use the RBCS E-Resources in a responsible, efficient, ethical, and legal manner in accordance with the mission of the school. The use of electronic resources and technology is a privilege and not a right, and may be revoked at any time for inappropriate behavior. Users assume responsibility for understanding the policy and guidelines as a condition of using RBC S E-Resources. Use of RBCS E-Resources that is inconsistent with this policy may result in loss of access as well as other disciplinary or legal action.

User Responsibilities
It is the responsibility of any person using RBCS E-Resources to read, understand, and follow these guidelines.

RBCS Faculty Responsibilities
It is the responsibility of educators who are using RBCS E-Resources with students to teach students about safe and responsible use of the Internet and RBCS E-Resources. Faculty is responsible for monitoring students' use of these resources and to intervene if students are using

them inappropriately. Faculty should make sure that students understand and abide by the Acceptable and Unacceptable Uses policy as stated in this document.

RBCS Student Responsibilities

It is the responsibility of students who are using RBCS E-Resources to learn about sage and responsible use of the Internet and RBCS E-Resources. They are responsible to use these resources appropriately. If a student is misusing the system, faculty has the right to discontinue his/her use of the system.

Acceptable Internet Use Guidelines

The resources available to users are to be used for educational purposes. Users should not use RBCS E-Resources to store any files that are not educational. Faculty members are expected to teach responsible use to students when students are accessing the Internet, as well as to provide guidance and supervision of students using the Internet in the following ways:

- Faculty and other supervising adults will discuss the appropriate use of electronic information and resources, and the Internet with their students, monitor their use, and intervene if the resource s not being used appropriately.
- Computers that allow access to the Internet should only be placed in areas where adults are present.

It is possible that students may find material on the Internet that parents consider objectionable. Although students are supervised when they use the Internet, and the school has installed Internet filtering software, this does not guarantee that students will not access inappropriate materials. Students should report inappropriate access of material to a teacher, other faculty persons, or their parents. Parents are encouraged to discuss responsible use of the Internet with their children and how this responsibility includes using the Internet at school, as well as from home.

Unacceptable Use

The following uses of RBCS E-Resources are unacceptable and may result in suspension or revocation of network privileges. Unacceptable use is defined to include, but not limited to, the following:

- Transmission of any material in violation of any local, state or federal law. This includes, but is not limited to: copyrighted materials, threatening or obscene material or metal protected by trade secret.
- The use of profanity, obscenity or other language that may be offensive to another user.
- Any form of vandalism, including but not limited to, damaging computers, computer systems, or network, and/or disrupting the operation of the network.
- Copying and/or downloading commercial software or other material in violation of federal copyright laws.
- Use of the network for political activity.
- Use of the network to access pornographic or obscene material.
- Creating and/or placing a computer virus on the network.
- Accessing another person's individual account without prior consent or accessing a restricted account without the prior consent of the responsible administrator or teacher.

Passwords should never be shared with another person. If a user suspects that someone has access the user's passwords, the user should change the password immediately. Red Bank Charter School users are s=responsible for all activity under their accounts.

Privacy

The Red Bank Charter School has an obligation to protect student safety and to balance this with the need for open communication when using the internet. There are documented instances of students being inappropriately identified via the Internet and thereby becoming subjected to unhealthy situations or unsolicited communications.

It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the Internet. Therefore students should not be easily identifiable from materials they might publish on the Internet. No directory information should be posted on the web for students whose parents have returned the form asking that such information not be released.

Guidelines

- Only first names be used in published student work.
- Pictures that are a part of student publishing should not include identifying information.
- Under no circumstances should a student's home address or phone number be included.
- If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's.

Faculty and student users of RBCS E-Resources must be aware that information accessed, created, sent, received, or stored on the network is not private. It is subject to review by the network system administrators.