



Coeur d'Alene Charter Academy

Student Acceptable Use Policy and Contract

Effective Date: February 10, 2025

1. Purpose and Scope

The Coeur d'Alene Charter Academy ("Academy") provides students with access to its electronic networks—including Internet access, computer systems, videoconferencing, and other digital resources—for educational purposes. This Policy and Contract govern **all** student use of:

1. **School-owned devices** (including any future one-to-one take-home devices); and
2. **Student-owned devices** (as described in Policy #C-12), including cell phones, smart watches, tablets, laptops, e-readers, and other personal devices capable of accessing the internet or sending/receiving electronic messages.

By implementing these guidelines, the Academy aims to:

- Support a focused learning environment;
- Promote responsible and lawful technology use;
- Comply with Idaho State laws (including Executive Order 2024-11 and Idaho Code §§ 18-1514, 33-132, 33-137), federal laws (including the Children's Internet Protection Act), and Academy policies.

All students and their parents/guardians must review and sign this Acceptable Use Policy and Contract each year. **Any student use of Academy networks or devices (whether personal or school-owned) is contingent upon compliance with this policy.**

2. Alignment with Policy #C-12 (3265): Student-Owned Electronic Communications Devices

In accordance with Policy #C-12, **student-owned electronic devices** are subject to the following:

1. **Time and Place Restrictions**
 - **No Use** during class time, passing periods, or lunch, unless explicitly allowed by the teacher or administration for an educational purpose.
 - **No Use** in bathrooms, locker rooms, or changing rooms at any time.
 - Students may use personal electronic devices **only** when and where permitted by Academy staff, and always consistent with this Acceptable Use Policy.
2. **Emergencies**
 - A student may use a personal device in an emergency that poses an immediate threat to health, safety, or risk of property damage.
 - Parents/guardians or authorized designees who need to contact a student should do so through the school office rather than by calling or texting the student directly.
3. **Containment of Devices**
 - When not in use (as permitted above), personal devices must be **stored out of sight** (e.g., in a locker, bag, or pocket) or in a **designated classroom location**.
 - The Academy shall not be responsible for the loss, theft, damage, or destruction of student-owned devices brought onto campus.

4. **Internet Access**

- Students **must** use the Academy's filtered internet connection when accessing the internet on campus (no 3G/4G/5G or other "hotspot" use is allowed).
- Students shall **not** bypass Academy internet filters or monitoring systems.

5. **Camera and Video Use**

- Camera, audio, and video functions on personal devices are **strictly prohibited** in bathrooms, locker rooms, and changing areas.
- Students must obtain permission from any individual who may be photographed or recorded **before** creating an image or recording, and again before posting it online.

6. **Academic Integrity and Conduct**

- Personal devices **must not** be used to facilitate cheating or violate test security, or to harass, bully, or threaten others.
 - Violations of academic integrity or this policy may result in disciplinary action, including loss of privileges, detention, confiscation of the device, and/or suspension or expulsion.
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3. **Alignment with Policy #C-13 (3270): Charter School-Provided Access to Electronic Information**

1. **Internet Safety**

- **Filtering:** Every Academy computer with internet access—including student-owned devices connected to the Academy's network—will be filtered in compliance with federal and state law.
- **Monitoring:** The Academy will monitor students' online activities, using direct supervision and/or technological means, to restrict access to materials deemed harmful, obscene, or disruptive to the educational environment.

2. **Curriculum Integration**

- The Academy provides planned instruction on **internet safety**, including guidelines on cyberbullying, social networking, and instant messaging.
- The Academy's electronic network is part of the curriculum, not a public forum; student use must align with instructional goals, developmental levels, and this Acceptable Use Policy.

3. **Internet Access Conduct Agreements**

- Each student and their parent/guardian must review and sign the **Internet Access Conduct Agreement** at the start of each school year.
- Violations may result in denial, revocation, or suspension of internet access privileges and disciplinary action.

4. **System Security**

- Students must not attempt to bypass or disable filtering or security systems.
- Students shall immediately report any security incidents (e.g., discovered vulnerabilities, improper use of accounts) to a teacher or administrator.

5. **Public Notification**

- The Academy will post internet safety information and relevant procedural details on the main Academy website in accordance with Policy #C-13.
 - The **Principal**, or a designee serving as the "Internet Safety Coordinator," oversees enforcement and ensures compliance with state and federal laws.
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4. School-Owned (One-to-One) Device Guidelines

(If/when the Academy issues take-home devices.)

1. **Purpose and Ownership**
 - One-to-one devices are intended for educational use by the assigned student.
 - All devices remain the property of the Academy (or its leasing company). The Academy has final authority on device use and care.
 2. **Training and Contract**
 - Students and parents/guardians must receive device training and sign this Acceptable Use Contract before a one-to-one device is issued.
 3. **Software and Operating System**
 - Altering or “jailbreaking” the operating system is **prohibited**.
 - Only Academy-approved apps or software may be installed.
 - The Academy may reset a device to factory default if malfunction or security concerns arise; the student is responsible for backing up personal data.
 4. **Damage, Loss, Insurance**
 - Students may be responsible for repair or replacement costs if the device is lost or damaged.
 - The Academy may require families to carry insurance to cover unintentional damage.
 5. **Monitoring and Filtering**
 - Even if used off-campus, school-owned devices remain subject to Academy internet filtering and monitoring software.
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5. General Unacceptable Behavior

Whether using personal devices or Academy devices, **unacceptable behaviors** include, but are not limited to:

- Circumventing or attempting to circumvent internet filtering or security measures.
 - Engaging in harassment, threats, or discriminatory attacks.
 - Posting, sending, or accessing obscene or offensive content.
 - Facilitating cheating or academic dishonesty.
 - Violating others’ privacy rights (including unauthorized recordings or photos).
 - Using the network for commercial or political lobbying purposes beyond what is legally permissible.
 - Attempting to gain unauthorized access to Academy systems (e.g., hacking).
 - Using the network to commit unlawful acts or to advocate for such acts.
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6. Privacy and Personal Safety

1. **Limited Expectation of Privacy**
 - All internet usage and data stored on Academy networks or devices may be monitored and inspected at any time.
 - Students should have **no expectation of privacy** for data or communications transmitted over Academy resources.
2. **Personal Information**
 - Students should not disclose personal addresses, phone numbers, or other sensitive information (about themselves or others) without Academy approval.
 - Students must promptly inform a staff member if they encounter disturbing, harassing, or threatening material online.

3. Compliance with Laws

- Academy policies will be enforced in conjunction with applicable laws. Illegal activities or content may be referred to law enforcement.
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7. Discipline and Due Process

1. Consequences for Violations

- Loss of network or device privileges (temporary or permanent).
- Confiscation of student-owned devices and/or revocation of the right to bring such devices to campus.
- Detention, suspension, or expulsion, depending on severity.
- Possible referral to law enforcement for criminal violations.

2. Appeals

- For routine disciplinary decisions regarding personal device violations under Policy #C-12, parents/guardians have **two school days** to submit a written appeal to the Principal. There is no further appeal after the Principal's decision.
 - Other disciplinary actions (e.g., suspensions or expulsions) follow the Academy's standard due process procedures as outlined in the Student Handbook.
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8. Limitation of Liability

- **No Guarantees:** The Academy makes no warranties regarding the reliability or functionality of its electronic network or any device provided.
 - **Data Loss:** The Academy is not liable for data loss or service interruptions.
 - **Device Damage or Theft:** The Academy assumes no responsibility for the loss, theft, or damage of personal devices brought to campus.
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Student Acceptable Use Contract

I have read, understand, and agree to abide by the **Coeur d'Alene Charter Academy Student Acceptable Use Policy and Contract**, including applicable provisions from:

- **Policy #C-12 (3265): Student-Owned Electronic Communications Devices**
- **Policy #C-13 (3270): Charter School-Provided Access to Electronic Information**

I understand that violation of these rules may result in disciplinary action, up to and including **loss of access privileges, confiscation of my personal device, suspension, expulsion, and/or referral to law enforcement**.

Student Signature: _____

Date: _____

Printed Name: _____

Parent/Guardian Signature: _____

Date: _____
