

Book	Policy Manual
Section	(J) OPERATIONS
Title	Policy J121 - Acceptable Use Of Technology And Internet Safety
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Section: Operations

I. Purpose

The Joint Committee supports the use of Eastern Center for Arts and Technology's (EASTERN) hardware, software, Internet, network systems, and other forms of electronic communications ("technology") in EASTERN's instructional and operational programs in order to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research and collaboration.

For instructional purposes, the use of technology shall be consistent with the curriculum adopted by EASTERN as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

For operational purposes, the use of technology shall be consistent with EASTERN's mission.

EASTERN intends to strictly protect its technology systems against numerous outside and internal risks and vulnerabilities. Employees are important and critical contributors in protecting these assets and in lessening the risks that can destroy these important and critical assets. Consequently, employees are required to fully comply with this policy, and to immediately report any violations or suspicious activities to the Technology Manager. Conduct otherwise will result in actions further described in this and in other relevant school policies.

II. Authority

The availability of information to students and staff through technology does not imply endorsement of the content by EASTERN, nor does EASTERN guarantee the accuracy, safety or appropriateness of information received through technology. EASTERN shall not be responsible for any information that may be lost, damaged or unavailable when using the technology. The user, not EASTERN, shall be responsible for any and all unauthorized charges or fees resulting from access to the technology unless express, written authorization to incur such charges or fees is obtained from the administration.

EASTERN reserves the right to log and monitor use of technology, and to monitor file server space utilization by users including, but not limited to, staff and students. Users acknowledge that they have no privacy rights in their e-mail messages or in their use of technology.

The Joint Operating Committee establishes that technology use is a privilege and not a right. Inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Users shall not access inappropriate material on the Internet including, but not limited to, pornography, obscenity, child pornography, or other materials that may be harmful to minors and inconsistent with the instructional purposes and mission of EASTERN. The Director, with the Technology Manager, shall have the authority to determine what is inappropriate use.

III. Delegation of Responsibility

EASTERN shall make reasonable efforts to ensure that technology is used responsibly by all students, staff, and clients.

Individual users of EASTERN's computer networks are responsible for their behavior and communications over these networks. Individual student access to EASTERN's network will be offered to all students only after students have submitted the Network Acceptable Use Agreement. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

All users have the responsibility to respect and protect the rights of every other user at EASTERN and on the Internet. All users shall have the responsibility to protect and update their passwords.

The Director, with the Technology Manager, shall be responsible for implementing technology and procedures to determine whether EASTERN computers are being used for purposes prohibited by law or inconsistent with this policy. The procedures shall include, but not be limited to:

Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, pornographic, harmful to minors, or determined inappropriate by the Director with the Technology Manager. However, the Director may authorize a temporary removal of protective measures to conduct legitimate research.

Maintaining and securing a usage log.

Monitoring online activities of minors.

Creating an awareness of the need for the safety and security of users when using electronic mail, chat rooms, and other forms of direct electronic communications.

Preventing unauthorized online access including "hacking" and other unlawful activities.

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See also:
DP J121 - Acceptable Use Of Technology And Internet Safety