

# Signature School Acceptable Use Policy

## 2023-2024

### POLICY CONCERNING USE OF ONLINE SERVICES, NETWORK, AND DEVICES AND DISCLAIMER

Internet access, school network access, and device access are available to students and teachers at Signature School. The goal of providing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication. Moreover, electronic information research skills are now fundamental to the preparation of informed citizens and future employees. This policy attempts to strike a balance among the educational resources of the Internet, the potentially illegal and offensive elements of the Internet, and the First and Fourth Amendment rights of students using the Internet.

Access to the Internet allows students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people throughout the world. Unfortunately, however, some of the Internet sites may contain information that is illegal, defamatory, inaccurate, abusive, sexually-oriented, or otherwise offensive to some people, and certain goods and services can be purchased through the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

Signature School expects that the faculty will blend thoughtful use of the Internet and digital devices throughout the curriculum and will provide guidance and instruction to students in their use, so as to minimize non-educational uses of the Internet. The students will have been provided with guidelines and lists of resources suited to Signature School's educational mission, goals, and objectives. This, and enforcement of the attached "Rules of Online Network Etiquette" and "List of Prohibited Uses," will minimize inappropriate uses.

The smooth operation of the Internet, the school network, and devices relies upon the proper conduct of all end users who must adhere to certain guidelines to ensure efficient, ethical, and legal utilization of these resources. The Signature School "Acceptable Use Policy" incorporates these guidelines and sets forth certain behavior that will result in the loss of use of Internet and/or network access and/or device privileges and possibly other disciplinary action. Law enforcement agencies may be involved.

To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Signature School. Use of the Internet, school network, and electronic devices is a privilege and not a right. Students utilizing Internet access, school network access, and/or devices must have the permission of the administration. **While on the internet, school network, or on devices, students are to use the same good behavior that is expected of them in the classroom or other areas of the school.**

**No Expectation of Privacy.** Users should not expect that files stored on and communication and activity occurring on devices, the school network, and/or online services will be private. In addition, files, communication, and activity will be treated like school lockers—**administrators and faculty retain the right to review messages and files to maintain system integrity and to ensure that users are acting responsibly and abiding by this policy. Administrators and faculty will also review messages and files when required to do so by law or to investigate complaints.**

The Signature School, its employees and agents, make no warranties or representations of any kind, whether express or implied, concerning the online access and devices it is providing. Furthermore, Signature School will not be responsible for:

1. Any damage suffered by a user, including but not limited to loss of data resulting from delays or interruptions in service, device malfunction, or any form of malicious software.
2. The accuracy, nature, or quality of information stored on the devices, network, and online services provided by Signature School.
3. The accuracy, nature, or quality of information gathered through the online access provided by Signature School.
4. Personal property used to access the internet, network resources, or online services provided by Signature School.
5. Unauthorized financial obligations of a student, or his or her parent or guardian, resulting from the online access provided by Signature School.

#### RULES OF ONLINE NETWORK ETIQUETTE

1. Be polite. Do not get abusive in your messages to others.
2. Use suitable language. Do not use profanity, vulgarity, sexually-oriented language, or other inappropriate language.
3. Do not reveal your personal address or phone number or that of anyone else.
4. Remember that electronic mail messages are not guaranteed to be private. Signature School, its employees, and vendors and agents who operate, have access to, and maintain the various online services have access to all messages and can report to the authorities messages which support illegal activities.
5. Do not use the network in a way that would disrupt the use of the network by others.
6. Do not access or download any files or content without prior authorization.
7. Do not upload or download any software unless you are sure it is free from any malicious, harmful, or unwarranted programs or content.

#### LIST OF PROHIBITED USES OF THE INTERNET, SCHOOL NETWORK, DEVICES, ONLINE PLATFORMS, AND RELATED SERVICES

The following uses are prohibited by Signature School. Moreover, this prohibited activity may **be illegal and subject the offending user to criminal prosecution**. Prohibited uses include, but are not limited to, the following:

1. Do not access, upload, download, or distribute pornographic, obscene, or sexually explicit materials.
2. Do not transmit pornographic, obscene, abusive, or sexually explicit materials or "stalk" or harass others.

3. Do not violate local, state, or federal laws.
4. Do not vandalize, damage, disable, or maliciously manipulate the files, networks, software, profiles, and other electronic media and devices of others. Creation of malicious software in any form is considered vandalism.
5. Do not access the files, information, or software of others without prior authorization.
6. Do not upload, download, or otherwise use copyrighted material or other intellectual property of others without prior authorization. Copyright violations can result in fines or imprisonment.
7. Do not purchase any goods or services through any online service.
- 8. Be aware that all student files saved on school-provided devices, the school network, or school learning platforms are subject to deletion and should be stored or updated elsewhere.**

### ELECTRONIC MAIL POLICY

The purpose of this policy is to ensure that email is used in a responsible, respectful, and safe manner that supports the educational goals of the school.

Some of the key points of this policy are:

1. Students should use their school email account only for school-related purposes, such as communicating with teachers, classmates, or other educational institutions.
2. Students should not use their school email account for personal, commercial, or illegal activities, such as sending spam, phishing, or harassing messages.
3. Students should not share their school email password with anyone or access another person's email account without their permission.
4. Students should respect the privacy and confidentiality of others, and not disclose any personal or sensitive information about themselves or others through email.
5. Students should follow the rules of netiquette and use appropriate language and tone when sending or receiving email messages.
6. Students should report any suspicious or inappropriate email messages to their teacher or the school administration.

Students who violate this policy may face disciplinary actions at the discretion of the Executive Director. The school reserves the right to monitor and review any email messages sent or received through the school's email system. By using the school's email system, students agree to abide by this policy and any other relevant policies or laws.

To all parents and guardians of students in Signature School:

Signature School is pleased to offer students access to the Internet. The Internet is a tool for life-long learning. Families should be aware that some material accessible by the Internet may contain items that are illegal, defamatory, inaccurate, sexually explicit, or otherwise potentially offensive to some people. In addition, it is possible to purchase certain goods and services by the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the School's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the School institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the School's Acceptable Use Policy. That notwithstanding, the School believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Please review and discuss with your child the School's policy and procedures concerning use of online services.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal law.

Signature School also provides parents and guardians with the option of requesting for their minor children alternative activities not requiring Internet use.

If your student uses the Signature School's Internet, systems, devices, network, and/or online services, you are consenting to this Acceptable Use Policy.

#### ONLINE NETWORK USER'S AGREEMENT

I have read and understand the attached POLICY CONCERNING USE OF ONLINE SERVICES, NETWORK, AND DEVICES AND DISCLAIMER and agree to its terms and conditions. Furthermore, I hereby release Signature School, its employees and agents, and the Signature School Board from any and all claims of any kind arising from the use, misuse, or inability to use the online services, network, or devices provided by Signature School. In addition, I understand that any violation of the above may constitute a criminal offense. **I further understand and agree that if I violate any of the above, my access privileges may be revoked and school discipline including, without limitation, suspension or expulsion, and/or legal action may be taken.**

2023-2024 Student will sign on Signature Page.

#### PARENT OR GUARDIAN AGREEMENT

As the parent or guardian of this student, I have read the attached POLICY CONCERNING USE OF ONLINE SERVICES, NETWORK, AND DEVICES AND DISCLAIMER and agree to its terms and conditions.

In addition, I hereby release Signature School, its employees and agents, and the Signature School Board from any and all claims of any kind arising from the use, misuse, or inability to use the online services, network, or devices provided by Signature School. I understand that the online services being offered are for educational purposes, but that students may have access to illegal, defamatory, inaccurate, or

offensive material. I have read and understand the attached RULES OF ONLINE NETWORK ETIQUETTE, and the LIST OF PROHIBITED USES OF ONLINE SERVICES and acknowledge these as reasonable precautions to prevent student access to any illegal, defamatory, inaccurate, or offensive material which may be available through the online services, network, or devices provided by Signature School. I will not hold Signature School, its employees and agents, or the Signature School Board responsible if this student gains access to any such materials or incurs any financial obligations which I have not authorized. Further, I accept full responsibility for supervision if and when this student uses any online services or devices outside a school setting. I hereby give my permission to issue an account for this student and certify that the information contained on this form is correct.

2023-2024 Parent/Guardian will sign on Signature Page.

Approved by Signature School Board of Directors: May 25, 2023