

# Signature School Acceptable Use Policy

## 2017-2018

### STATEMENT OF GOALS AND OBJECTIVES

Internet access is available to students and teachers at Signature School. Our goal in providing this vast, diverse, and unique resource to both students and teachers 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 throughout the curriculum and will provide guidance and instruction to students in its use, so as to minimize non-educational uses of the Internet. This will be accomplished by pointing students to those Internet sites which have been evaluated prior to student use. While students will be able to move beyond these sites to those which have not been previewed by the staff, 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 On-Line Network Etiquette" and "List of Prohibited Uses", will minimize inappropriate uses.

The smooth operation of the Internet relies upon the proper conduct of all end users who must adhere to certain guidelines to ensure efficient, ethical and legal utilization of the network resources. The Signature School "Acceptable Use" policy incorporates these guidelines, and sets forth certain behavior which will result in the loss of use of Internet access and device privileges and possibly other disciplinary action at the building level. Law enforcement agencies may be involved when criminal conduct is suspected.

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 and of electronic devices is a privilege and not a right. Students utilizing Internet access through Signature School, or on student-provided devices while at school, must have the permission of the administration and be supervised by Signature's professional staff. **While on-line, students are to use the same good behavior that is expected of them in the classroom or other area of the school.**

Users of school-based computers should not expect that files stored on school-based computers will be private. In addition, any electronic messages and files stored or sent on school devices or on student-provided devices will be treated like school lockers—**administrators and faculty retain the right to review messages and files to maintain system integrity and to insure that users are acting responsibly and abiding by this policy. Officials will also review messages and files when required to do so by law or to investigate complaints.**

### DISCLAIMER CONCERNING USE OF ON-LINE SERVICES AND DEVICES

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

1. any damages suffered by a user, including but not limited to loss of data resulting from delays or interruptions in service, or computer "viruses";

2. the accuracy, nature, or quality of information stored on storage devices, hard drives or servers provided by Signature School;
3. the accuracy, nature or quality of information gathered through the on-line access provided by Signature School;
4. personal property used to access computers, networks or the on-line access provided by Signature School;
5. unauthorized financial obligations of a student, or his or her parent or guardian, resulting from the on-line access provided by Signature School.

## **RULES OF ON-LINE NETWORK ETIQUETTE**

1. Be polite. Do not get abusive in your messages to others.
2. Use suitable language. Do not use profanity, vulgarities, sexually-oriented 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**. Those who operate the various on-line 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. Assume that all communications, programs, and information which are accessible on-line are private property. As such, do not download any files without prior authorization.
7. Do not upload or download any software unless you're sure it is free from any computer virus.

## **LIST OF PROHIBITED USES OF THE ON-LINE SERVICES**

The following uses of any on-line services are prohibited by Signature School. Moreover, this prohibited activity may be **illegal and subject the offending user to criminal prosecution**.

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 use the network to violate local, state or federal statutes.
4. Do not vandalize, damage, disable or "hack" the files, networks, software, profiles, and other electronic media and devices of others. Creation of a "virus" 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 on-line service.
8. **Be aware that all student files saved on school-provided devices are subject to deletion and should be stored or updated elsewhere.**

## **To all parents and guardians of students in Signature School:**

Signature School is pleased to offer students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our school through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via 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 via 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 on-line services.

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

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

## SIGNATURE SCHOOL ACCEPTABLE USE POLICY

### ON-LINE NETWORK USER'S AGREEMENT

I have read and understand the attached DISCLAIMER CONCERNING USE OF ON-LINE SERVICES and hereby release Signature School, and its employees and agents, from any and all claims of any kind arising from the use, misuse, or inability to use the on-line services provided by Signature School. I have read and understand the RULES OF ON-LINE NETWORK ETIQUETTE, and the LIST OF PROHIBITED USES OF ON-LINE SERVICES, and agree to abide by them. 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 that school discipline such as suspension or expulsion, and/or legal action may be taken.**

**2017-2018 Student will sign on Signature Page.**

### PARENT OR GUARDIAN AGREEMENT

As the parent or guardian of this student, I have read the attached DISCLAIMER CONCERNING USE OF ON-LINE SERVICES and hereby release Signature School and its employees and agents, from any and all claims of any kind arising from the use, misuse, or inability to use the on-line services provided by Signature School. I understand that the on-line 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 ON-LINE NETWORK ETIQUETTE, and the LIST OF PROHIBITED USES OF ON-LINE 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 on-line services provided by Signature School. I will not hold Signature School 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 on-line services 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.

**2017-2018 Parent/Guardian will sign on Signature Page.**

Approved by Signature School Board of Directors: August 7, 2017