

Signature School Acceptable Use Policy

2024-2025

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

Internet access, school network access, and school device access are available to students and teachers at Signature School. The goal of providing these school 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 legal 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, 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 of the Internet, the school network, and other school provided devices 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. Files stored on and communication and activity occurring on school devices, the school network, and/or school online services are not protected by student privacy rights. In addition, **administrators and faculty retain the right to review communications, 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.

The policies included in this document are in effect for students whenever they use Signature School online services, its network, and its devices.

RULES OF ONLINE NETWORK ETIQUETTE

1. Be polite. Do not be abusive in your messages to others.
2. Use suitable language. The use of profanity, vulgarity, sexually-oriented language, or other inappropriate language is prohibited.
3. Do not reveal your personal address or phone number or that of anyone else.
4. Remember that electronic mail messages are not 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 law enforcement messages concerning illegal activity.
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. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit materials.

2. Transmitting pornographic, obscene, abusive, or sexually explicit materials or "stalking" or harassing others.
 3. Violating local, state, or federal laws.
 4. Vandalizing, damaging, disabling, or maliciously manipulating the files, networks, software, profiles, and other electronic media and devices of others. Creation of malicious software in any form is prohibited.
 5. Accessing the files, information, or software of others without prior authorization from Signature School employees.
 6. Uploading, downloading, or otherwise using copyrighted material or other intellectual property of others without appropriate prior authorization. Copyright violations can result in fines and other legal action against the student or their parent or guardian.
 7. Purchasing 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 may be deleted. To prevent this from occurring students should store and update their electronic information on personal devices or accounts.**

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 requirements 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 that person's 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, its network and its devices, students are agreeing to comply with this policy and any other relevant Signature School policies.

To all parents and guardians of students in Signature School:

Signature School is pleased to offer your child 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. In addition, it is possible that, without your authorization, your child may purchase goods and services by the Internet which could result in expenses for which you would be liable.

While the School's intent is to make Internet access available to your child in order to further educational goals and objectives, your child may find ways to access other materials as well. Nonetheless, the Signature School believes the benefits to your child from the Internet generally exceeds the disadvantages. The Signature School believes that you as parents and guardians of minors are responsible for setting and conveying the standards that your child should follow when using electronic media and information sources. Please spend time reviewing and discussing this Acceptable Use Policy with your child.

Signature School also provides parents and guardians with the option of requesting that their minor child be assigned alternative activities not requiring Internet use.

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

ONLINE NETWORK USER'S AGREEMENT – TO BE SIGNED BY STUDENT

I have carefully read and understand the attached Signature School Acceptable Use Policy and I agree to its terms and conditions. Furthermore, I hereby release and hold harmless Signature School, its employees, agents, and Board of Directors from any and all demands, claims and causes of action of any kind arising from my use, misuse, or inability to use the online services, network, or devices provided by Signature School. **I further understand and agree that if I violate the Acceptable Use Policy, my access privileges may be revoked and school discipline including, without limitation, suspension, expulsion, and legal action may result from my conduct.**

2024-2025 Student will sign on Signature Page.

PARENT OR GUARDIAN AGREEMENT – TO BE SIGNED BY PARENT OR GUARDIAN

As the parent or guardian of this child, I have carefully read the attached Acceptable Use Policy and agree to its terms and conditions. I understand that the online services being offered to my child are for educational purposes, and I also understand that without the knowledge or permission of Signature School employees, my child may use these online services to access materials that are illegal, sexually explicit, defamatory, inaccurate, and otherwise inappropriate.

I have carefully read and understand the attached Signature School Acceptable Use Policy. I agree that it contains reasonable precautions to assist in preventing my child from accessing material that is illegal, sexually explicit, defamatory, inaccurate, and otherwise inappropriate material which may be available

through the online services, network, or devices provided by Signature School, without Signature School employees' knowledge or permission. **However, I hereby release and hold harmless** the Signature School, its employees, agents, and Board of Directors from any and all demands, claims and causes of action of any kind arising from my child's use, misuse, or inability to use the online services, network, or devices provided by Signature School including, but not limited to, instances where my child gains access to any illegal, sexually explicit, defamatory, inaccurate, and otherwise inappropriate material or where my child incurs expenses for the purchase of goods and services which I have not authorized.

I also accept responsibility for supervising my child if and when they use any online services or devices outside a school setting.

Having read and understand my responsibilities and obligations described above, I hereby give my permission for Signature School to issue a Signature School student internet account to my child and agree that the information I have provided on this form is correct.

2024-2025 Parent/Guardian will sign on Signature Page.

Pending approval by Signature School Board of Directors: June 6, 2024