

Connecting Waters Charter Schools Internet/Computer System Acceptable Use Regulations

(Required for all students who use the school purchased internet service or a school purchased computer for educational purposes) This will also complete the set-up process for a parent/student Internet account and check out of computer system use through the school. Process begins with an online account request submission and ordering a computer system by the Education Specialist (ES).

(Once complete, ES marks box on parent checklist and keeps in student file)

ES Name:

ES No

Parent Name:

Parent No.

Student Name:

Student No.

Student Name:

Student No

The purpose of this policy is to ensure that Internet access and use of the school owned computers will be appropriate and only for educational purposes, consistent with the acceptable standards of the school and community.

Initials Required Below Where Indicated

Monitoring:

___ Connecting Waters Charter Schools (CWCS) will retain the right to monitor school purchased Internet service/school owned computer activity, review any material stored in files which are generally accessible to others, edit or remove any material that the school staff, in its sole discretion, believes violates the below standards, and terminate the Internet/Computer Agreement of any persons violating the conditions set forth in this agreement.

___ **Students using the Internet shall be closely supervised by the parent.** The responsibility for supervision of students using their Internet account from anywhere shall be that of their parents/guardians. Just as parents need to monitor television and video viewing, radio listening, and reading materials, parents of students using a school computer are responsible for supervising their child's use of the Internet. Students and their parents are ultimately responsible for the materials accessed through the use of student Internet accounts.

___ The information service may occasionally require new registration and account information to continue the service. This will require us to give out certain portions of your personal information to a 3rd party vendor required for this requested service.

___ Any fees (excluding long distance phone charges) for this requested account will be deducted from ES instructional funds for your student. The amount charged will be pre-paid and not refunded.

___ It is your responsibility (not the school's or the ES's) to verify with your local telephone company that the computer you are using to access this provided account is dialing a local (no charge) phone number. The

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school will not be responsible/liable for any long distance charges you incur while accessing this account.

Legal Issues:

__The California Computer Crime Bill (1979) added section 502 to the Penal Code making it a felony to intentionally access any computer or system or network for the purpose of:

- 1) Devising or executing any scheme or artifice to defraud or extort or
- 2) Obtaining money, property or services with false or fraudulent intent, representations and promises.

__It is also a felony to maliciously access, alter, delete, damage or destroy any computer system, computer network program or data. Some examples of such offenses are:

- 1) Using the system for personal gain
- 2) Damaging school property, including software or hardware

Penalties include maximum fines of \$5,000.00 and/or imprisonment in the state prison system for up to three years or the county jail for up to one year. Juvenile offenders, unless otherwise dictated by law and circumstances, will be prosecuted through the juvenile court system. Anyone committing acts of the kind will face legal action and Connecting Waters Charter Schools' disciplinary procedures.

CONFIDENTIALITY: There is no expectation of privacy in virtual classrooms. When logging in to any virtual learning activities, Parents/Students are acknowledging their understanding that anything that they say, write, or do while on video or audio might be viewed by others.

1. CWCS may record virtual classes or other group distance learning activities for use by other students who might benefit from accessing the instruction at a later time.
2. CWCS employees or contractors may record one to one student communications, with parent/guardian/adult student consent.
3. Counseling sessions will not be recorded under any circumstance.

Resources:

It is the intent of Connecting Waters Charter Schools to protect students from inappropriate information. However, the CWCS staff cannot screen all of the materials available on the Internet. Willful access to inappropriate material in any form by students, as well as the importation of any material for "outside sources," is a violation of this policy and may result in disciplinary action including, but not limited to, the revocation of the right of school purchased Internet service and computer privileges on school owned computers, and expulsion of the student.

Students, staff and parents hold a joint responsibility to ensure that inappropriate material is not displayed or available on any school owned computer. Students and parents jointly hold a responsibility to report their awareness of such material to their ES. Failure to do so will result in appropriate punitive action including, but not limited to, the revocation of the right of school purchased Internet service and school owned computer privileges, and expulsion of the student.

Personal Use:

__The use of the school purchased Internet service and/or school owned computer and all of its equipment is a privilege. The school purchased Internet accounts and school owned computer systems will be for the exclusive use of the student.

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Plagiarism:

__The utilization of another person's written thoughts, research or data without crediting the material to that person is considered plagiarism. The student, who attempts to lead readers to believe they are reading a student's original work, when it is not, is guilty of plagiarism. Students who have plagiarized material will be dealt with in accordance with the CWCS Parent/Student Handbook.

Internet Safety:

__Students will be explicitly taught about Internet safety, including how to protect online privacy and how to avoid online predators using CWCS Tech Plan.

Copyright:

According to the Copyright Act of 1976, "fair use" means that information legally found on the Internet may be used for scholarly purposes. Information may not be plagiarized or sold.

Prohibited Uses:

This policy does not attempt to articulate all required or proscribed behavior by users. Misuse may come in many forms; it is commonly viewed as any transmission(s) sent or received that suggests or indicates pornography, unethical or illegal solicitation, racism, sexism and inappropriate language.

Connecting Waters Charter Schools characterizes the following as unacceptable:

- __1) Using school purchased Internet service/school owned computer system for illegal, inappropriate, or obscene purposes or in support of such activities.
- __2) Utilizing school purchased Internet service/school owned computer system for any illegal activity includes violation of copyrights or other contracts, violating such matters as institutional or third party copyright, license agreements and other contracts.
- __3) Intentionally disrupting school owned equipment
- __4) Downgrading school owned equipment or system performance.
- __5) Destroying any school owned hardware or software used.
- __6) Utilizing school owned computing resources for commercial/financial gain or fraud.
- __7) Pirating and/or theft of school owned data, equipment, or intellectual property.
- __8) Gaining or seeking to gain unauthorized access to resources or entities.
- __9) Utilizing a school owned system to encourage the use of drugs, alcohol or tobacco or any promotion or attempt to promote any unethical practices or any activity prohibited by law and Connecting Waters Charter Schools' policies.
- __10) Using harassing, abusive or obscene language.
- __11) Annoying, harassing or intentionally offending another person as defined by CWCS' Title IX Harassment, Intimidation, Discrimination, and Bullying Policy
- __12) Introducing computer viruses into a school owned system.
- __13) Forging electronic mail messages or using an access owned by, or used by another on school owned computers.
- __14) Wasting of resources.
- __15) Invading the privacy of others.
- __16) Possessing data in any form (including hard copy, memory stick, or disk) which might be considered a violation of these rules.
- __17) Changing/Locking school owned device passwords for the purpose of rendering a device unusable.

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__18) Using another student's credentials to log in to any CWCS systems.

__19) Using shared Google documents for the purpose of cheating on tests and/or quizzes.

Consequences of non-compliance

As with any other violation of school rules and regulations, consequences of violations include, but are not limited to, the following:

- 1) Suspension of school purchased Internet service access on school owned computers.
- 2) Revocation of school purchased Internet service access on school owned computers.
- 3) Limitations of computer access on school owned computers.
- 4) Revocation of computer access on school owned computers.
- 5) Connecting Waters Charter Schools' disciplinary processes up to, and including, suspension and/or expulsion.
- 6) Legal action and prosecution
- 7) Financial liability for loss of school purchased Internet service and school owned computer system

I understand and will abide by the provisions and conditions of this contract. I understand that any violation of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the Executive Director. All the rules of conduct described in the publication entitled "Internet/Computer Acceptable Use Regulations" apply when I am on a school purchased Internet service or using a school owned computer system.

I also understand that these policies may be revised at any time based on technology advances, needs, and best practices for proper use policies.

(Adult Students over the age of 18 sign on the provided Parent Signature line)

Each space above preceding each line must be initialed by the parent/adult student, or this account cannot be activated. Please do not submit an account request if an agreement to the above cannot be made.

ES Name (Printed):

ES Signature:

Date:

Parent Name/Adult Student (Printed)

Parent/Adult Student Signature:

Date: