Global Education Academy
BOARD POLICY

TITLE: Acceptable Use Policy ("AUP")

DATE: This Acceptable Use Policy was adopted by the Board on 2012.10.23 and being presented for revision on 2016.09.27

PURPOSE: Global Education Academy's (GEA) Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chatrooms and other forms of direct electronic communications or equipment provided by GEA (the "network.").

INSTRUCTIONS: I. BACKGROUND

As part of GEA's acceptance of E-Rate Funding, GEA has agreed to implement an acceptable use policy in order to comply with the Children's Internet Protection Act ("CIPA"). Adoption of this policy will keep GEA compliant with the law and will offer protections described above.

II. ONLY CURRENT STUDENTS OR EMPLOYEES ARE AUTHORIZED TO USE THE NETWORK

GEA will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. GEA reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of GEA property, network and/or Internet access or files, including email.

III. ACCEPTABLE USES OF THE GEA COMPUTER NETWORK OR THE INTERNET

GEA will verify each year that students using the computer network and Internet access for that school year have a signed page acknowledging this policy. GEA students must have their parents or guardians sign this page and GEA will keep it on file. Once signed that permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using GEA's network due to violation of this policy or is no longer a GEA student. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, the principal or other appropriate GEA personnel. Access is provided primarily for education and GEA business. Staff may use the Internet, for incidental personal use during duty-free time**. By using the network, users have agreed to this policy.** If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, the principal or other appropriate GEA personnel.

IV. UNACCEPTABLE USES OF THE COMPUTER NETWORK OR INTERNET

• Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;

• **Selling or purchasing illegal items or substances;**

• **Obtaining and/or using anonymous email sites; spamming; spreading viruses;**

• **Causing harm to others or damage to their property, such as:**

1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
4. Using any GEA computer to pursue "hacking," internal or external to GEA, or attempting to access information protected by privacy laws; or
5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".

• **Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**

1. Using another's account password(s) or identifier(s);
2. Interfering with other users' ability to access their account(s); or
3. Disclosing anyone's password to others or allowing them to use another's account(s).

• **Using the network or Internet for Commercial purposes:**

1. Using the Internet for personal financial gain;
2. Using the Internet for personal advertising, promotion, or financial gain; or
3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

III. STUDENT INTERNET SAFETY

1. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
2. Students shall not meet in person anyone they have met only on the Internet; and
3. Students must abide by all laws, this Acceptable Use Policy and all GEA security policies.

To reinforce these measures, the School Principal or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

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The School Principal or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The School Principal or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the School Principal or designee shall block access to such sites on district computers with Internet access.

IV. PENALTIES FOR IMPROPER USE

The use of a GEA computer and GEA internet access is a privilege, not a right, and misuse will result in the restriction or cancellation of access. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from GEA employment, or criminal prosecution by government authorities. GEA will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

V. DISCLAIMER

GEA makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of GEA's network are to be borne by the user. GEA also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of GEA, its affiliates, or employees.

I have read, understood, and agree to abide by the provisions of the Acceptable Use Policy of Global Education Academy.

Date: _____

Student Name: _____   Student Signature: _____

Parent/Guardian Name: _____   Parent/Guardian Signature: _____

Please return this form to Global Education Academy where it will be kept on file. It is required for all students that will be using GEA's computers and/or Internet access.