2016-2017 Technology Acceptable Use Policy for Students

Students & Parents/Guardians in grades Pre-K – 8th Grades must read and sign this agreement in order for the student to have access to school technology.

Parents and Students:
Computer network, and Internet access is a privilege available to students at Nova Academy. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines are provided so that students are aware of the responsibilities required to use this technology. Please read this document carefully, sign at the bottom, and return with your registration packet. Computer use at school may be revoked if a student does not adhere to the guidelines below.

Statement of Purpose:
Nova Academy believes that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. Acceptable uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology at Nova Academy.

Pre-K – 3rd Grade Technology Acceptable Use Policy:
Using the computer correctly and responsibly is very important. I promise to follow these rules:

- o I promise to use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
- o I promise never to use any form of electronic communication* to harass, frighten, or bully anyone.
- o I promise to use appropriate language in all communication. I will not use profanity or obscenity and should avoid offensive or inflammatory speech.
- o I promise to use the computer and the Internet for schoolwork only. I will use the programs and websites that my Technology Director, School Administrator and Teacher have approved.
- o I promise not to share my passwords.
- o I will not give out my name, address or phone number while on the internet.
- o I will not view, send or display inappropriate messages or pictures.
- o I promise to tell an adult if I read or see something on the computer that is inappropriate.
- o I promise to obey copyright laws.
- o I will not use my personal email account or any personal electronic device at school except with the permission of my Technology Director, School Administrator.
- o I promise to print only when practical for my schoolwork.
- o I promise to only use my own file or my own folder on the student server or desktop.
- o I understand that if I break any of my promises, I might not be able to use the computers.

"Electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, iPods or other mp3 or audio-video players and cameras.

4th – 8th Grade Technology Acceptable Use Policy:
Using the computer correctly and responsibly is very important. I promise to follow these rules:

- My use of computers, the Internet, and the school network must be in support of education and research within the educational goals and objectives of Nova Academy. Transmission of any material in violation of any U.S., state, or school regulations are prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff.

The school network includes the use of school computers (including handhelds), and computer peripherals, as well as the use of school network services such as the Internet, school e-mail / web services accounts, and network file folders. Students should have no expectation of computer privacy, as the school may monitor computer, e-mail, and Internet use.

- As a member of my school community, I will accept responsibility for proper use of school technology and for reporting any misuse of technology. My use of school technology will meet these guidelines:
  - I will respect the privacy and dignity of students and teachers at all times. I will not use, copy, or delete another user's files, folders, or passwords.
  - I will keep my own passwords private and I will not share passwords with a friend.
  - I will use appropriate language by refraining from the use of profanity or insulting language.
  - Offensive messages that originate outside of school, but disrupt the school's educational process may be subject to school consequences.
  - I will respect school equipment, including an absence of vandalism or computer viruses.
  - I will only use software that is pre-approved by the Technology Director and Administration.
  - I will not attempt bypass Nova Academy filtering software.
  - I promise to use appropriate language in all communication.
  - I will not use profanity or obscenity and should avoid offensive or inflammatory speech. I will not knowingly introduce or knowingly allow the introduction of any computer virus to Nova Academy.
  - I promise never to use any form of electronic communication* to harass, frighten, or bully anyone.

*Electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, iPods or other mp3 or audio-video players and cameras.

- The Internet provides opportunities to access new resources, but it also provides unique risks to students. Nova Academy provides filtered access to the Internet on nearly all school computers, but to ensure my safety on the Internet, I will follow the guidelines below:
  - I will not give out personal information such as my full name, phone number, or address.
  - I will not give out personal information about someone else, i.e. name, phone number, or
  - address.
  - I will not correspond or meet with someone through the Internet.
  - I will only access or download sites appropriate for school classes or activities.
  - I will immediately report any technology use that makes me uncomfortable or violates school policies.
  - I will not post pictures of myself or classmates that will identify my school.
  - I will not access or attempt to access any prohibited sites, such as myspace.com, facebook.com or similarities.
  - Students should not post chain letters or encourage in "spamming" (that is sending an annoying or unnecessary message to multiple recipients.)

- Email and other online communication services require careful use. I will follow the guidelines below:
  - I will only use an e-mail account at school with the prior permission of a teacher and will get permission from a teacher each time I use e-mail at school. Instant messaging and chat rooms are prohibited.
  - I will adhere to all of the aforementioned guidelines in this Acceptable Use Policy when using a school provided e-mail account or other school provided computer service at school or another location.
  - Nova Academy may filter or monitor school provided student e-mail accounts or other school provided computer services regardless of whether the account is accessed from school or another location.

I have read the Acceptable Use Policy. If my child follows the rules he/she may keep access to the network. If he/she does not follow the rules in the Student Acceptable Use Policy, I understand that my child's network access will be suspended and or other disciplinary actions.

The specification of Acceptable Use Policy will include the education of minors about appropriate online behavior, including interacting with other individuals and Cyberbulling awareness and response.