



## **ELECTRONIC ACCEPTABLE USE POLICY**

### **Internet**

CHAMPS recognizes that electronic services have the potential to support curriculum and student learning, and will make every reasonable effort to protect students, teachers and staff members from any abuse as a result of misuse.

### **Network Access**

CHAMPS provides computer and network services to students who use the Internet in accordance with the philosophy of CHAMPS. Students agree to the following terms as a condition of having network and computer access:

### **Appropriate Use**

- Must be in support of schoolwork.
- Must not interfere with or disrupt network users, services, data or equipment, either locally or off campus.
- Must not make unauthorized entry to any computer via the network or on remote networks.
- Must be consistent with the rules appropriate to any network being used or accessed.
- Unauthorized use of copyright material is prohibited.
- Students are not allowed to access instant messaging or chat rooms via school network - this includes any school computer or personal device connected to the school network. This includes sending text messages via the web to cell phones, Facebook, Twitter, LinkedIn, YouTube or other social media sites.
- Students should only communicate electronically with their teachers / administration through email and are discouraged from using social media networks.
- Students must not copy, delete, install or alter any program on a school computer or save any program without the permission of Administration.
- Students must not knowingly access sites that contain illegal, defamatory or potentially offensive material, nor import, transmit, and/or transfer any of this material to other computers.
- Access must not be used to transmit threatening, obscene or harassing materials, including chain letters, solicitation or broadcast message via the network.

### **Security**

Security on any computer is a high priority due to numerous users.

- If a student identifies a security problem, the student must notify a teacher or administrator immediately and not attempt to rectify the problem on his or her own.
- Never display the problem to other users.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

- Please be aware, social media sites such as Facebook, Twitter, LinkedIn, YouTube, etc., are recognized by law enforcement agencies as avenues through which predators gain access to minors.

## **Storage**

- The only files that students are allowed to store on the school server or local computers are school specific project files.
- Students are encouraged to bring a personal flash drive when using the school's computer or save to the cloud. Any work lost or damaged is not the responsibility of CHAMPS.

## **Vandalism**

- Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the Internet, or other networks; this includes, but is not limited to, altering or uploading files, or creating computer viruses.
- Any vandalism will result in disciplinary action.

## **Computer Etiquette**

- Do not use vulgar or obscene language or images.
- Do not reveal any personal information, including the home address or personal phone numbers for yourself or any other student.
- Do not use the network in any way that would disrupt use of the network by others; do not tie up the network with idle activities, play interactive games or download huge files.
- No food or drink is allowed at any computer station.
- No objects may be leaned against the hard drives.
- All hard drives should remain on at all times - if a system is stuck or crashes, students should inform the supervising teacher or office personnel.
- The printers are available only for class assignments.
- Students may not print material for personal use.

## **Cell Phone & Electronic Devices**

Students are advised to secure their cellular phones or other electronic devices such as iPad's or Tablets. CHAMPS is not responsible for lost or stolen electronic devices.

The use of cellular phones or electronic devices during class time will only be allowed for educational purposes under the specific discretion of the classroom teacher. Other electronic communications being sent and/or received during class time will be considered a violation of school policy.

Violations will lead to cellular phones or electronic devices being confiscated and given to the Main Office for return at the end of the day. An additional violation will require a parent/guardian conference before the return of the cellular phone or electronic device.

For matters of urgent importance during class time, communications can be made through the main office. When a message from a parent or guardian is made through the main office, every effort will be made to deliver it to the student promptly.