

# Computer and Equipment Acceptable Use Policy

## Introduction

The Internet offers a wealth of information for students at IICSN. It is used to enrich a child's learning environment as well as help to prepare him/her for standardized testing at the end of each school year. Like anything, the Internet can be misused. Although we have security systems in place to protect our students, occasionally, we have inappropriate material that is unrelated to the learning environment that must be dealt with.

IICSN filters websites believed to be inappropriate for school-aged children. As no filtering system works perfectly all of the time, Innovations does not promise that inappropriate or objectionable material can be completely filtered. Parents/guardians must be aware that when an inappropriate site is accessed by students, we will shut the site down immediately with our IT staff.

This Acceptable Use Policy is provided to help staff, students, and members of the community use IICSN's computer network resources are aware of their responsibilities. The use of network resources is a privilege provided, not a right.

Proper use of IICSN's Internet access, website, and computer/technology use is the responsibility of the individual user. Misuse of the Internet, website, computer or equipment may lead to revocation of the employee, student, parent, or agent's Internet or website access and possible discipline. This would include suspension, expulsion, loss of credit, reduction of grade or discharge and/or criminal prosecution. The purpose in providing these services is to facilitate access to information and resources, promote educational excellence, and enhance communication between school administration, staff, parents, and students.

## Systems/Property Rights

The information, communication, processing, and storage resources provided by IICSN are the sole property of IICSN. Files, data, and other communication created, originating from, or stored on IICSN's hardware, software, computer storage devices, or other electronic systems are also the property of IICSN. Equipment and software leased from others by IICSN are considered to be IICSN's property for the purposes of this policy. IICSN's ownership and control over its systems shall apply regardless of how and where a user accesses the school's systems.

## Privacy

IICSN can and will inspect information and files stored, processed, or communicated by or through its information systems without further notice to users. Users of IICSN's hardware, computers, tablets, or other equipment and Internet access through IICSN shall have no expectation of privacy related to such use.

## **Unacceptable Use**

All IICSN systems, equipment, websites and Internet access must be used for business related and/or educational purposes only.

### *Limited Personal Use Exception For Employees:*

Minimal personal use by employees during non-duty hours may be authorized in advance by their supervisor upon written request. Personal use of a more substantial nature may be authorized by a supervisor upon written request.

Users will not use IICSN computers, equipment, internal and external e-mail, websites, or Internet access for any of the following purposes:

1. To access, upload, download, transmit, receive, or distribute pornographic, obscene, abusive, or sexually explicit materials or materials containing unclothed or partially clothed people.
2. To transmit or receive obscene, abusive, or sexually explicit language or profanity.
3. To violate any local, state, or federal law or engage in any type of illegal activities.
4. To vandalize, damage, or disable the property of another person or organization.
5. To access the materials, information or files of another person or organization without permission.
6. To use the IICSN computer network resources with the intent of denying others access to the system.
7. To violate any applicable state, federal, and international copyright, trademark, or intellectual property laws and regulations or otherwise use another person or organization's property without prior approval or proper attribution consistent with copyright laws, including unauthorized downloading or exchanging of pirated or otherwise unlawful software or copying software to or from any IICSN computer/equipment.
8. To engage in any form of gambling.
9. To engage in any type of harassment or discrimination, including but not limited to sexual harassment and harassment or discrimination based upon race, gender, sexual orientation, religion, national origin, marital status, status with respect to public assistance, disability or any other type of harassment or discrimination prohibited by law and IICSN policy.
10. To post, send, or transmit abusive messages.
11. To engage in any type of commercial enterprise unrelated to the specific purposes and needs of IICSN.
12. To engage in any form of solicitation without the consent of their supervisor/teacher.
13. To promote any political private causes, or other activities that are not related to the business purpose of IICSN.
14. To enter into financial or contractual obligations without the prior express written consent of the IICSN Governing Board. Any financial or contractual obligation entered into by a user without the express prior consent of the IICSN Governing Board shall be the sole responsibility of the user.

15. To review or access any materials related to obtaining or using any controlled substances or products such as alcohol which may not lawfully be used or consumed by minors, without the express written permission of their supervisor/teacher.
16. To advocate or access information advocating any type of unlawful violence, vandalism, or illegal activity, without the express prior written consent of the supervisor/teacher.
17. For employees to engage in job search activities outside of Innovations International Charter School.

### **Access Rules**

1. Users shall not use any Internet access or service provider other than the access or service provider that is supplied and made available to the user by IICSN.
2. Users shall use only software including but not limited to e-mail applications and browsers supplied by IICSN.
3. Employee users shall not install hardware or software on IICSN's systems without the express prior permission of the administration.
4. Students may not install hardware or software.
5. Software having the purpose of damaging IICSN's network resources or other systems is prohibited.
6. Users shall not access, modify, or delete the files belonging to other users. Users shall use only the user names provided by IICSN.
7. Users may not receive e-mail with attached files or enclosures greater than 2 megabytes in size without the permission of their immediate supervisor/teacher.
8. Users may not forward e-mail chain letters.
9. Users may not subscribe to receive e-mail from news groups or list services without the permission of their immediate supervisor/teacher.
10. Users shall not open files received from the Internet without first conducting a virus scan of the file.
11. Users shall not transfer files using IICSN's Internet access without the approval of IICSN.
12. Polite and appropriate language is expected at all times.
13. All users must promptly report inappropriate messages received to a teacher, supervisor, or system administrator.
14. Students should not reveal personal information such as addresses, phone numbers, passwords or financial information to others. If student work is identified, only the first name, grade, and school should be listed. Private information may not be posted about another person.
15. All use of computers, equipment, and Internet access of IICSN shall be in compliance with all other IICSN policies.
16. Student access shall be subject to such additional rules, limitations, and conditions as may be set by administration.
17. Employee access shall be subject to such additional rules, limitations, and conditions as may be set by administration.

### **Security**

1. Every user must maintain the security of the IICSN information systems. Users shall not give out passwords or security protocols to anyone inside or outside of IICSN.

2. Users shall not permit non-employees/unauthorized users to use their passwords, hardware, or software.
3. E-mail communications are vulnerable to interception. Confidential information shall not be transmitted via e-mail.
4. Computer users may not run applications or files that create a security risk to IICSN's computer network resources. If users identify a security problem, they must notify appropriate administrators immediately.
5. Users should immediately notify the system administrator if they believe that someone has obtained unauthorized access to their private account.

### **Enforcement**

Violations of this policy will result in discipline up to and including dismissal, suspension, expulsion, loss of credit and/or reduction of a grade. Additionally, violations of this policy may subject the violator to criminal prosecution under federal and/or state law and civil liability. IICSN reserves the right to limit or remove any user's access to its Internet access at any time for any reason. A canceled account will not retain electronic mail, data, or personal files.

### **Disclaimer/User Liability**

While IICSN has adopted and will enforce this policy to the extent practical, it does not have the resources or technical capability to ensure complete compliance by its users, who shall be responsible for following the terms of this policy:

1. IICSN will not assume and hereby expressly disclaims liability for the misuse of its computers, equipment, or Internet access, which violates this policy or any law.
2. IICSN will cooperate fully with local, state, or federal officials in any investigation related to illegal activities.
3. IICSN disclaims any liability resulting from any of the following:
  - a. Financial obligations resulting from the use of IICSN accounts to access the Internet or any other financial obligation entered into on behalf of IICSN by an unauthorized individual
  - b. Damage to property used to access IICSN computers, networks, equipment, or online resources
  - c. Information received through IICSN computers, equipment, online resources or networks
  - d. Damages, injuries, or improper communications resulting from contact between individuals, including students through the Internet, e-mail or use of IICSN equipment, computers, websites or systems
  - e. Opinions, advice, services and all other information supplied by third parties is for informational purposes only. It is not guaranteed to be correct. Users are urged to seek professional advice for specific individual situations.
4. Any software available from the IICSN network resources is not guaranteed as to suitability, legality, or performance by IICSN.
5. IICSN does not warrant the functions or services performed by the IICSN computer network resources. Resources are provided on an "as is, as available" basis.

6. Staff, students, and community members agree to indemnify and hold harmless IICSN for any liability arising out of any violation of this Computer and Equipment Acceptable Use Policy.

### **Internet Use Agreement**

Each person must have a signed Network Access Form before access is granted to the IICSN computer network resources. This form shall remain on file at IICSN. The parent/guardian can withdraw their approval at any time upon written request.