



Pike Liberal Arts School

301 Kervin Drive
Troy, AL 36081
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www.pikelib.com

Acceptable Use Policy for Technology

Introduction

Pike Liberal Arts School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- Pike Liberal Arts' network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action as detailed below.
- Pike Liberal Arts makes every reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff, teachers, or administration immediately of any concerns for safety or security.

Technologies Covered

Pike Liberal Arts may provide Internet access, desktop computers, mobile computers or devices, video-conferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Pike Liberal Arts will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.



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Usage Policies

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful, and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know.

Web Access

Pike Liberal Arts provides its users with access to the Internet, including websites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution and as such users should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it should not be, the user should follow district protocol to alert an IT staff member, teacher, and/or administrator. You can also submit the site for review. Students should not make any attempt to access servers or network information that is not open to the public. The utilization of proxy avoidance IP numbers and programs is strictly prohibited.

Email

Pike Liberal Arts may provide users or groups with email accounts for the purpose of school-related communication and access to online tools and features. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or mistrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived indefinitely.



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Social/Web 2.0/Collaborative Content

Recognizing the benefits collaboration brings to education, Pike Liberal Arts may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online. Also, no student is to use the school name or information in anyway other than instructed by a teacher or administrator. Failure to adhere to these regulations will result in disciplinary actions as outlined in the “Violations of this Acceptable Use Policy” section below.

Mobile Devices Policy

Pike Liberal Arts may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff, teachers, or administrators immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored. If the school is compelled to take legal action to collect money for loss of school owned electronic devices or for repairs (whether software or hardware related) to school owned electronic devices, the prevailing party shall be entitled to collect a reasonable attorney’s fee and costs of collection.

Personally Owned Devices Policy

Students shall keep personally owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.



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Because of security concerns, when personally owned mobile devices are used on campus, they shall not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or mistrusted origin.

If you believe a computer or mobile device owned by Pike Liberal Arts you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus. If possible, do not reconnect to the school network prior to the virus being removed.

Downloads

Users should not download or attempt to download or run .exe (executable) programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they would not want parents, teacher, or future colleges or employers to see. Once something is online, it is on the Web – and can sometimes be shared and spread in ways you never intended.



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Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words, ideas, or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff member if you are at school; parent if you are using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, disrespectful, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Such conduct is serious and has resulted in suicides across the country. Be mature, instead, and a positive example.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action up to and including expulsion and/or loss of privileges. Students aware of cyberbullying shall report such conduct to the administration either in person or through an anonymous note. In some cases, cyberbullying can be crime. Remember that your activities are monitored and retained.



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Examples of Acceptable Use

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that are not intended for my use.



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Limitation of Liability

Pike Liberal Arts will not be responsible for damage or harm to persons, files, data, or hardware.

While Pike Liberal Arts employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Pike Liberal Arts will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.



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Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, up to and including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention, suspension, or expulsion from school and school-related activities
- Legal action and/or prosecution by state or federal authorities

Please sign below and return this page to the office:

I have read and understood this Acceptable Use Policy and agree to abide by it.

(Student Printed Name)

(Student Signature)

(Date)

I have read and discussed this Acceptable Use Policy with my child.

(Parent Printed Name)

(Parent Signature)

(Date)