

## **Computers and Internet Acceptable Use Policy for all LCCA Staff and Students**

We believe that technology should be regarded as a tool – it will never take the place of teacher-led instruction. Although students will not be issued individual Chromebooks at school, various electronic tools, including student laptops, will be available for use at the discretion of the teacher. Chromebooks will also be used for state testing, and all staff will be issued a laptop. By virtue of using a school computer, network or online tool, the students and parents of the organization agree to abide by the organization's acceptable use policy. If a parent wishes to opt out of accepting this policy, they should notify the school in writing, and access to all school electronic resources will be denied for the individual student (with the exception of state testing, as by state law these standardized tests must be conducted online).

### **Acceptable Use Policy**

The organization offers Internet access for student and staff use at school and various online tools for staff, student and parent use. This policy is the Acceptable Use Policy for your use of our online tools and Internet use at school. The Internet system and online tools have been established for a limited educational purpose to include classroom activities, career development, research, and write papers. It has not been established as a public access or public forum and the organization has the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in the school code and Wisconsin state law. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the school operations manager or his or her designee and your parents. This policy applies to the use on school equipment at school, or the use of services established or maintained by the school which may also be used off property.

The following uses of the organization's Internet are acknowledged:

#### *Personal Safety*

1. You will not post contact information (e.g., address, phone number) about yourself or any other person.
2. You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.

#### *Illegal Activities*

1. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's account number or accessing another person's files.
2. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

3. You will not use our system to engage in any other disruptive or illegal act, such as cyberbullying, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

#### *System security*

1. You are responsible for your individual accounts and should take all reasonable precautions to prevent others from being able to use your accounts. Under no condition should you give your password to another person.
2. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
3. You will avoid the inadvertent spread of computer viruses by following the district virus protection procedures when downloading software.

#### *Inappropriate Language*

On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

#### *Respect for Privacy*

1. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
2. You will not post private information about yourself or another person.

#### *Respecting Resource Limits*

1. You will use the system only for educational and career development activities and limited, high quality, self-discovery activities.
2. You will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).

#### *Plagiarism and Copyright Infringement*

1. You will not plagiarize materials that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
2. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright to a teacher.

#### *Inappropriate Access to Material*

1. You will not use the organization's computer system to access material that is profane or obscene (pornography) or that advocates illegal acts, violence or discrimination toward other people (hate literature). A special exception may be

made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval.

2. If you mistakenly access inappropriate information, you should immediately tell your teacher or another staff member. This will protect you against a claim of intentional violation of this policy.
3. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The school fully expects that you will follow your parents' instruction in this matter.

#### *Your Rights*

1. Free Speech. Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the school may restrict your right to free speech for valid educational reasons. The school will not restrict your right to free speech on the basis of its disagreement with the opinions you express.
2. Search and Seizure. You should expect no privacy of the contents of your personal files on the school system. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this acceptable use policy, the school disciplinary code, or the law.
3. Due Process. The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the organization's Internet system. In the event of a claim that you have violated this policy, the school disciplinary code, or the law in your use of our system, you will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on your use of your Internet account.

#### *Other Acknowledgements*

The organization makes no guarantee that the functions or the services provided by or through the system will be error free or without defect. The organization will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising from unauthorized use of the system.

Anyone caught breaking these rules will be subjected to disciplinary procedures depending upon the severity of the infraction. Additionally, any student caught intentionally damaging or vandalizing a school computer may be disallowed from utilizing computer resources. Any such act may result in partial or full restitution being required by the student and/or family.