

Technology Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. Each student will be supplied a Chromebook for academic purposes. These funds also provide access to software for game design, multimedia production, programming courses, and computer labs. Adobe Creative Cloud applications are also available in a variety of courses.

21st Century Student

Students in school today require a few additional tools to succeed. Coastal Leadership Academy provides Chromebooks. These devices must be present each day in class and fully charged. Students also have access to Google Suite. Each year new students will be provided the necessary credentials via email to log into their Google account.

Rules and Policies

Students must:

- 1) Respect and protect the privacy of others.
 - a) Use only assigned accounts.
 - b) Not view, use, or copy passwords, data or networks to which they are not authorized.
 - c) Not distribute private information about others or themselves.
- 2) Respect and protect the integrity, availability, and security of all electronic resources.
 - a) Observe all network security practices, as noted in the Acceptable Use Policy.
 - b) Report security risks or violations to a teacher or network administrator immediately.
 - c) Not destroy or damage data, networks, or other resources that do not belong to them without clear permission of the owner.
 - d) Conserve, protect, and share these resources with other students and Internet users.
 - e) Not impede, interfere, or damage the integrity of wireless or wired networks.
 - f) Not create, script, or design any software or file capable of damaging, interfering, or disabling devices inside the school.
- 3) Respect and protect the intellectual property of others.
 - a) Not infringe upon copyrights (no making illegal copies of music, games, or movies).
 - b) Not plagiarize
- 4) Respect and practice the principles of community
 - a) Communicate only in ways that are kind and respectful.
 - b) Report threatening or discomfoting materials to a teacher.
 - c) Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass.)
 - d) Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - e) Not use the resources to further other acts that are criminal or violate the school's

code of conduct.

- f) Not send spam, chain letters, or other mass unsolicited mailings.
- g) Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- 5) Be productive and respectful members of the learning community.
 - a) Not copy, duplicate, or access content from sources to gain undue knowledge for assignments without permission.
 - b) Not use threatening, offensive, or inappropriate words, abbreviations, slang, emoticons, or pictures.

Students may, if in accord with the policy above:

- 1. Design and post web pages and other material from school resources.
- 2. Use direct communications such as IRC, online chat, or instant messaging with a teacher’s permission.
- 3. Install or download software, if also in conformity with laws and licenses, and written permission from a supervising teacher.
- 4. Use the resources for any educational purpose.

Consequences for Violation

In accordance with the student handbook, the following consequences will be enforced should violations occur.

<p><u>Level 1</u></p> <ul style="list-style-type: none">● Failure to bring computer to class● Purposeful computer breakage (compensation may be required)● Failure to immediately report technology misuse after becoming aware of the violation.	<p><u>Consequences</u></p> <p>Administrative Determination, including</p> <ul style="list-style-type: none">● Warning● Parent Contact● Work Detail● In School Suspension● Lunch Detention● After School Detention● Out of School Suspension
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<p><u>Level 2</u></p> <ul style="list-style-type: none"> ● Inappropriate use of technology ● Playing games in class ● Use of cell phone in class ● Off topic in class (on websites not related to subject matter) 	<p><u>Consequences</u></p> <p>Administrative Determination, including</p> <ul style="list-style-type: none"> ● Parent Conference ● After School detention ● In-School Suspension ● Out of School Suspension ● Behavior Contract ● Possible Law Enforcement Referral ● Possible Recommendation of Expulsion ● Suspension from athletic or extracurricular privileges ● Computer probation for 1 quarter, parent contact or computer probation for rest of school year parent contact or loss of computer use for a time determined by administration
<p><u>Level 3</u></p> <ul style="list-style-type: none"> ● Malicious misuse of technology ● Downloading copyrighted material ● Accidentally compromising network stability (i.e. VPN, Proxy) ● Duplication or use of unapproved credentials (teacher passwords, logins, etc.) ● Attempt to bypass permissions or security policies 	<p><u>Administrative Determination, including</u></p> <ul style="list-style-type: none"> ● Required Parent conference ● Financial restitution ● Confiscation of items for length of time determined by administration to include entire school year ● Referral to law enforcement ● Required intervention program ● Out of school suspension ● Probation behavior contract ● Possible recommendation of expulsion ● Loss of computer or other electronics privileges ● Loss of athletic or extracurricular privileges
<p><u>Level 4</u></p> <ul style="list-style-type: none"> ● Dissemination or production of illicit material ● Attempt to penetrate or compromise network (DDoS, Man-In-The- Middle, Proxy) ● Duplication or use of unapproved credentials to access private information (i.e. student records, grades) ● Use or manipulation of any device without permission 	<p>These discipline offenses require out of school suspension.</p> <p><u>Administrative Determination, including</u></p> <ul style="list-style-type: none"> ● Parental conference ● Financial restitution ● Confiscation of items with no return of items ● Referral to law enforcement ● Required Intervention program ● Out of school suspension ● Recommendation for expulsion

Cell Phones

Students may have cell phones on their person but may not use them in class. Students who do use their cell phone in class without permission will turn the phone into the teacher to be collected by a parent or guardian at the front office at the end of the day. If the student refuses to provide the phone to a teacher, the student will receive one hour of detention and the phone will be confiscated by administration. Parent or Guardian on record may allow students to have a cell phone in emergency situations.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety discipline, or security of a student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Technology Signed Agreement

(Please sign and return this page to CLA)

ALL STUDENTS AND PARENTS MUST SIGN: I have read the School Technology Policy, the School Chromebook Acceptable Use Policy, and the damage coverage information. I understand that if the device is damaged beyond repair, I will be responsible for the full replacement cost as described in the Damages section of this agreement.

Student Name (please print)

Date

Student Signature

Date

Parent Name (please print)

Date

Parent Signature

Date