**Clarke Preparatory School** **Technology** **Acceptable** **Use** **Agreement**

***MISSION***

The Clarke Preparatory School Board sees as its mission the establishment of policy to provide the governance of Clarke Preparatory School.

Clarke Preparatory School believes that all children can learn and that opportunities must be provided for every student to have a safe, healthy environment with instruction that meets their educational need.

The School recognizes that even in our rural setting, we are a part of an interdependent, global society and it is the School’s mission to educate students to be contributing citizens in that society.

Through pursuit of quality in all parts of the School, through positive motivation, positive discipline of students and with increasing positive parental involvement and business and citizen involvement, Clarke Preparatory School will help students become self-sufficient thinkers and citizens.

***POLICY*** ***STATEMENT***

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of Clarke Preparatory School. Use of any and all technology resources is a privilege and not a right.

***INTRODUCTION***

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of Clarke Preparatory School to provide all students and employees with access to a variety of technology resources. ***All*** ***Clarke*** ***Preparatory*** ***students*** ***and*** ***staff*** ***must*** ***acknowledge*** ***and*** ***adhere*** ***to*** ***this*** ***acceptable*** ***use*** ***agreement.***

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Mission Statement and instructional goals of Clarke Preparatory School.

We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge. Thus, it is the intention of the Clarke Preparatory School that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts.

Additionally, it is implied that all students and employees of Clarke Preparatory School will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

All personal technologies used on the Clarke Preparatory campus are subject to this policy and may be used only when approval has been granted from the Technology Coordinator and/or principal. If approved, such usage must be in compliance with all school policies, procedures, and guidelines as well as local, state, and federal laws.

All electronic content stored on any external storage medium or personal off-site storage location that is brought to or accessed from Clarke Preparatory School campus is subject to all school system policies and guidelines, as well as local, state, and federal laws.

Employees are prohibited from emailing outside the school or storing/saving on external storage devices or portable devices that do not remain on campus items such as: electronic copies of student or staff personal information. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. In the event that this type of information is stored on a portable or external device and said device is lost or stolen, the Technology Coordinator and/or headmaster should be notified immediately.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Technology Coordinator before proceeding. Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

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Clarke Preparatory School issues further specific guidelines detailing appropriate and legal use of copyright, email, technology resource purchasing and disposal, web page creation, and the publication of student work. These guidelines are updated as best practices dictate and as case law emerges. Students and staff are expected to be aware of and follow the guidelines which are updated annually. Additionally, training will be provided to staff and students, as needed.

1. **ACCESS:**

A. The use of all Clarke Preparatory School technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges, pending investigation. Moreover, users of Clarke Preparatory School’s technology must be aware that Clarke Preparatory School cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

B. Users should not purchase or dispose of software, hardware, peripherals, or other technology related devices without consulting the Technology Coordinator and/or headmaster. Regardless of purchase date, location or funding source, all personnel should adhere to this policy in regard to all purchases and disposals.

C. Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for him/her.

D. Individuals identified as a real or suspected security risk will be denied access.

E. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.

F. Individuals must not attempt to disrupt any computer services or data by engaging in inappropriate activities. Examples include, but are not limited to, spreading viruses, spamming, excess network and/or Internet activity, or modification of equipment or infrastructure.

G. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering system, either with or without malicious intent.

H. Personal technology-related devices such as, but not limited to laptops, PDA’s, smart-phones, iPods, etc. used on school grounds are subject to all items covered in this policy and other applicable published guidelines. The user should not access local area network or wide area network resources without the explicit permission of the Technology Coordinator and/or headmaster. Public Internet access may be available for visiting devices and is subject to the conditions outlined in this policy and all other school policies and guidelines, as well as local, state, and federal laws.

I. The Technology Coordinator and/or headmaster will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.

1. **PRIVACY:**

A. To maintain network integrity and to ensure that the network is being used responsibly, school administrators, the Technology Coordinator and/or other designated technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices. Users should be aware that activities may be monitored at any time, without notice.

B. Users should not have any expectation that their use of technology resources, including files stored by them on the Clarke Preparatory School’s network, will be private and will be secure from access by others.

C. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications.

D. Clarke Preparatory School cannot guarantee the privacy, security, or confidentiality of any information sent or received, either via the Internet, an email facility, telephone, or otherwise.

E. Users are encouraged to avoid storing personal and/or private information on the district and/or schools technology resources.

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1. **DATA** **SECURITY:**

A. Students and staff are expected to follow all local, state and federal laws and school policy regarding the protection of student and staff confidential data.

B. Reasonable efforts will be taken to maintain security of technology resources, but Clarke Preparatory School cannot ensure that such security will not be penetrated or breached and cannot assume any liability arising out of any such penetration or breach of security.

C. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside Clarke Preparatory School. Any such unauthorized usage shall be reported immediately to the headmaster and/or Technology Coordinator.

D. All employees shall be responsible for immediately reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, and loss/theft of devices or failures of technical security measures to the Technology Coordinator and/or the headmaster.

E. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, or the Internet.

F. Reasonable steps and procedures will be taken to secure student records, media center collections, child nutrition, and accounting information, and such information shall be backed up in a routine manner, with such information being maintained in secure storage.

G. The technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain and back up their critical files and data.

1. **COPYRIGHT:**

A. Illegal copies of software may not be created or used on school equipment.

B. Any questions about copyright provisions should be directed to the Technology Coordinator or headmaster.

C. Legal and ethical practices of appropriate use of technology resources will be taught to students and employees in the school (i.e. as part of the Technology Education Curriculum, during lab orientation, network orientation, or faculty meetings, etc). Again, all questions regarding legal and ethical practices of appropriate use should be directed to the Technology Coordinator.

D. Copyright is implied for all information (text, data, and graphics) published on the Internet. Student and employee web page authors will be held responsible for the contents of their pages. Do not "borrow" icons, sounds, or graphics from other pages without documented permission. It is the student’s or employee’s responsibility to secure proper usage permission.

E. Duplication of any copyrighted software is prohibited unless specifically allowed in the license agreement and, then, should occur only under the supervision and direction of the technology staff.

F. A backup copy of all purchased software programs should be made and, thus, become the working copy.

G. All original copies of software programs, including those purchased with departmental funds, will be stored in a secure place.

H. For security and insurance purposes, the technology staff will be the only people with access to original software disks at the school location, with the exception of CD-ROMs required when accessing the program. Software originals will be housed with the Technology Staff.

I. In almost every case, if a single copy of given software package is purchased; it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers," (1987 Statement on Software Copyright) is NOT allowed.

J. If more than one copy of a software package is needed, a site license, lab pack, network version, or Internet portal license must be purchased. The Technology Coordinator and the person requesting the software will be responsible for determining how many copies should be purchased.

K. The Technology Coordinator is authorized to sign license agreements for the school. Copies of any system-wide license agreements must be signed by the Technology Coordinator and/or headmaster and distributed to all users.

L. The technology staff will be responsible for installation of all software in use on the wide area network, local area network and/or individual workstations/laptops within Clarke Preparatory School. Other designated staff may install software on local workstations with permission by the Technology Coordinator.

M. Written permission to post student work on the Internet is obtained through the Clarke Preparatory School Technology Usage Agreement.

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1. **EMAIL:**

A. Clarke Preparatory School provides access to email accounts for all employees, contract employees and for students in certain grade levels

B. Clarke Preparatory School makes a reasonable effort to maintain (backup) email for normal business operations.

C. Technical support is provided for Clarke Preparatory School email accounts used to conduct educational and/or instructional business.

D. Personal use of email is permitted as long as it does not violate Clarke Preparatory School’s policy and/or adversely affect others or the speed of the network.

E. Use of Clarke Preparatory School’s email accounts for harassing or threatening is strictly prohibited.

F. Clarke Preparatory School’s email accounts may not be used for political activity, personal gain, commercial purposes, or profit.

G. When employing email, all employees are responsible for maintaining professionalism at all times. Avoid impulsive and informal communication. Employees must be constantly mindful of the need to review carefully and reconsider email communications before responding to and/or sending email. As a general rule, the content of an email should be acceptable to a general audience.

H. Clarke Preparatory School’s email accounts may not be used for attempting to send or sending anonymous messages.

I. Clarke Preparatory School’s email accounts may not be used for sending mass emails unless to parent lists or for other educational purposes.

J. Clarke Preparatory School’s email accounts may not be used for posting or forwarding other user's personal communication without the author's consent.

K. Because email is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.

L. There is a system-imposed limit on storage for email accounts. Users meeting or exceeding the limit will be unable to send or receive emails.

M. If users are required to maintain email for more than 365 days, said emails should be

printed.

N. The technology staff or Clarke Preparatory School’s administrative staff do not support or

advocate the use of email archives.

O. Incoming and outgoing email is filtered for inappropriate content. However, no filtering system is foolproof, and material deemed inappropriate by individual users may be transmitted in spite of filtering. Clarke Preparatory School cannot assume any liability for such breaches of the filter.

P. Email accounts will automatically expire on the last full day of employment.

Q. At the discretion of the Technology Coordinator and/or headmaster, email accounts may be locked without notice.

1. **INTERNET** **USE:**

A. The intent of Clarke Preparatory School is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for their various curricula.

B. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet.

C. Teachers should screen all Internet resources before using them in the classroom.

D. Students gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents.

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E. Students are allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms. Permission is not transferable, and therefore, may not be shared. Existing permission forms are valid until new forms are received.

F. Students who are allowed independent access to the Internet have the capability of accessing material that has not been screened.

G. Internet activity can and will be monitored, along with other aspects of technology usage.

H. Internet access for all users is filtered, through one central point, by URL (web address)

and by IP address and may be filtered by keyword. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list by the Technology Coordinator.

I. Staff members may request to review filtered categories. Users requesting sites for blocking or unblocking, must list specific URLs.

J. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this policy.

1. **WEB** **PUBLISHING:**

A. Clarke Preparatory School’s web site is limited to usage associated with activities of Clarke Preparatory School. The web site cannot be used for profit, for commercial purposes, to express personal opinions, or to editorialize.

B. The Technology Staff reserves the right to reject all or part of a proposed or posted web page.

C. All pages posted on Clarke Preparatory School’s web site must be designed/written with approved software.

D. It must be easy to determine the name or title of the person responsible for the content on each web page or sections of web pages housed on Clarke Preparatory School’s website.

E. A staff member’s primary web page should be housed on Clarke Preparatory School’s web site.

F. Links from pages housed on Clarke Preparatory School’s website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.

G. Student pictures or other personally identifiable information can be used in accordance with the signed “Clarke Preparatory School Technology Usage Agreement” and in accordance with FERPA guidelines.

H. Student posting of personally identifying information of any kind on the Clarke Preparatory School website or linking to personal information from the Clarke Preparatory School website is prohibited. Personal identifying information includes home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.

I. Individual students may be identified by first name and first letter of last name unless permission to do so is denied by the parent or guardian in writing on the Technology Resource Agreement form. Full names will not be posted even in reporting student participation in school sponsored extracurricular activities, achievements, and other positive recognitions.

J. Caution should be used when photographs of any students are included on web pages. Group photographs without names are preferred for all students. In some cases, use of first names, last initial is appropriate for secondary students. No photographs of individual students are allowed on the pages.

K. No written permission is required to list faculty/staff and their school contact information (phone extension, email address, etc.)

L. Permission for publishing employee photographs on the Clarke Preparatory School website is assumed unless the employee specifies otherwise in writing to his or her direct supervisor.

M. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

1. **EXAMPLES** **OF** **INAPPROPRIATE** **USE** **OF** **RESOURCES:**

This list is not all-inclusive, but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form. Information, such as but not limited to student information system data, accessed through school system technologies may not be used for any private business activity. The following are examples of inappropriate activities when using any Clarke Preparatory School network, email system, hardware, software, technology service, and/or Internet access:

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A. Using another user's password or attempting to discover another user's password

B. Sharing passwords

C. Trespassing in another user's files, folders, home directory, or work

D. Saving information on any network drive or directory other than your personal home directory or a teacher-specified and approved location

E. Downloading, installing, or copying software of any kind onto a workstation, laptop, home directory, or any network drive (except for approved updates)

F. Harassing, insulting, embarrassing, or attacking others via technology resources

G. Damaging any technology resources, including, but not limited to, printers, telephones, computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)

H. Intentionally wasting limited resources such as Internet bandwidth, disk space and printing capacity

I. Accessing inappropriate material such as, but not limited to, digital cameras, flash drives, iPods, Yahoo Briefcase, cell phones, websites, etc.

J. Accessing inappropriate material from websites or attempting to bypass the Internet filter to access web sites that have been blocked (Examples: information that is violent; illegal; satanic; sexual; demeaning; racist; inflammatory; and/or categorized as a social networking, blogging, or journaling site, etc.)

K. Sending, displaying, or downloading offensive messages or pictures

L. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.

M. Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate embarrassing pictures

N. Editing or modifying digital pictures with the intent to embarrass harass or bully is prohibited.

O. Participating in unsupervised or non-instructional on-line chat rooms without the permission/supervision of an adult staff member

P. Posting any false or damaging information about other people, the school system, or other organizations

Q. Posting of any personal information

R. Broadcasting network messages or participating in sending/perpetuating chain letters

S. Violating copyright laws

T. Plagiarism of materials that are found on the Internet

U. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)

V. Use of any Clarke Preparatory School’s Technology resource for personal gain, commercial or political purposes

W. Accessing any website or other resources by falsifying information

X. Downloading games or playing games on-line

Y. Streaming video or audio not related to the core business of Clarke Preparatory School

1. **CIPA** **Compliance**

The Children’s Internet Protection Act (CIPA) was signed into law on December 21, 2000. School authorities must certify that they are enforcing a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. Clarke Preparatory School uses the filtering to block all inappropriate sites from being viewed on the network at Clarke Preparatory School and complies with CIPA. For additional questions regarding CIPA, please contact the Technology Coordinator.

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Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Homeroom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students may not be allowed computer access until this form has been completed, signed, and returned. If you have any specific questions regarding the policy, please contact the Technology Coordinator at your school.

From time to time, your child’s school may wish to publish examples of student projects, group photographs, or student recognitions on the Clarke Preparatory Schools’ Internet server. A student’s personal information will NOT be published on the Clarke Preparatory School web site. Pictures used on the Clarke Preparatory Schools’ web sites may include but are not limited to students when they are involved in projects, when they are in large groups, or when they receive recognition. Selected school materials to be published on the web could include: art work, written papers, videos, class projects and/or computer projects.

**Students:**

I acknowledge that I have read, understand, and agree to all terms in the Clarke Preparatory Schools’ Technology Usage Policy as outlined in the Clarke Preparatory Schools’ Policy Manual. I further understand that, as a user on the Clarke Preparatory Schools’ network, I am responsible for appropriate behavior when using any Clarke Preparatory Schools’ technology resource.

I understand that any or all of the following disciplinary actions could be imposed if I break any of the rules in the policy:

o loss of access to any technology resources such as but not limited to computers, printers, the Internet, and/or video equipment;

o additional disciplinary action determined as appropriate by school staff; and/or

o legal action, when applicable.

I also understand that this agreement will be binding during my entire career at my current school.

Student Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian:

\*\*\* If you object in whole or part to your child utilizing the Internet for instructional/assessment purposes, having his or her likeness or achievements featured in the newspaper or on our school website, or having your child participate in video lessons for instructional purposes, please submit those concerns in writing to the school principal.

Parent Name (please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_