

Acceptable Use Policy

Electronic research skills are fundamental in the preparation of citizens and future employees. Thus, Woods Charter School provides Internet access to its students and staff. The goal of providing this service is to promote educational excellence by facilitating resource sharing, innovative lessons and discoveries, connections to global companies and libraries, discovery through information news services, and communication through electronic mail. These goals are consistent with the State of North Carolina and Woods Charter School.

The Internet is a global network that is in a constant state of change, and it is difficult to predict what will be available from day to day. Making electronic information available to students does not imply endorsement of that content. Personnel will make every effort to monitor students' use of the Internet to ensure that materials accessed are appropriate. However, on a global network, it is impossible to control all materials and information. The benefits of the valuable information and interaction available on the worldwide network far outweigh the possibility that users may procure material that is not consistent with educational goals. Students will, therefore, be given the privilege of using the Internet along with the responsibility of using it properly. Ultimately, parents and guardians of minors are responsible for setting and conveying standards that their children will follow when using media and information resources.

Access is a privilege, not a right. A student may earn this privilege by returning a completed *Acceptable Use Form* including a signature of a parent or guardian, by adhering to this *Acceptable Use Form*, and by following stated procedures defined by the school. The intent and use of the Internet must be a part of a purposeful, planned educational endeavor.

Guidelines for appropriate use are stated below. In general, this requires efficient, ethical, and legal utilization of network resources as well as adherence to the school Code of Conduct. If a user violates any of these provisions, his or her privilege to use the Internet will be terminated and future access possibly denied, revoked, or suspended. In a case where laws or the Student Code of Conduct are broken, further consequences may follow. Email messages relating to or in support of illegal activities will be reported to the authorities. The signature(s) at the end the *Acceptable Use Form* are legally binding and indicate that the parties who signed have read the terms and conditions carefully and completely understand their significance.

Internet Guidelines Acceptable Use

Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to the following: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use of product advertisement or political lobbying is also prohibited.

Privileges

Woods Charter School acknowledges that the Internet can play a vital part in bringing information and ideas to students. However, the use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of that privilege. Students are as responsible for good behavior on school computer networks as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The administration, faculty and staff of Woods Charter School may request system network administrators to deny, revoke or suspend specific user privileges. School network storage areas (hard drives, flash drives, school email accounts) are subject to inspection at any time. Network administrators may review files and communication to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school equipment will always be private.

Public Records

Users are advised that all material in any form in the Woods Charter School's network may be considered a public record as defined by Chapter 132 of the General Statutes of North Carolina, the Public Records Act. Under the Public Records Act, certain material is considered the property of the people of the State of North Carolina which may be inspected, copied, used, republished, and otherwise made public. Users are further advised that public records may not be destroyed, altered, defaced, or mutilated.

Monitoring

Files stored on the Woods Charter School server, electronic mail, and other school equipment are not private and may be subject to inspection and/or monitoring. Users of the Internet/intranet are hereby informed that there can be no expectation of privacy, as designated Woods Charter School staff reserve authority to monitor and examine all system activities to ensure their proper use.

Warranties

Woods Charter School makes no warranties of any kind, whether expressed or implied, for the services it provides. Woods Charter School will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, errors, or omissions. Use of any information obtained via the Internet is at the user's risk. Woods Charter School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on any computer system is a high priority, especially when the system involves many users. Network users have a duty to report to the Principal knowledge of any security problems on the Internet and other computer networks. The problem should be shared with other school system administrators, but not demonstrated to end-users. Woods Charter School reserves the right to temporarily or permanently remove a user account on the network for any reason, or no reason at all.

Each user must protect his/her password and account number to ensure system security and to maintain use privileges. Do not use another individual's account number, or password, without written permission from the individual. Use of another individual's name or account without written permission from that individual is prohibited. Attempts

to log on to the Woods Charter School Network as the system administrator, or designee, may result in consequences, which include, but may not be limited to, revocation of privileges, suspension/expulsion, employment termination, and notification of authorities. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the school network.

Security Awareness

Information Security Awareness ensures that all employees of Woods Charter School are familiar with information technology security policies, standards, and procedures. School administrators should lead by example and establish a climate that gives information security a high priority in all current and future activities and initiatives. Woods Charter School shall provide relevant information regarding security awareness to all staff in multiple forms. All employees and contractors shall be provided with security awareness information to educate them regarding the range of information technology security threats and appropriate safeguards.

Vandalism and Harassment

Vandalism is defined as any malicious attempt to harm, disrupt, degrade or destroy school equipment, software, or system performance. This includes, but is not limited to, the uploading or creation of computer viruses and altering school website content.

Harassment is defined as the persistent annoyance of another user or the interference of another user's work. Harassment includes, but is not limited to, sending unwanted mail, hate mail, discriminatory remarks, or language that offends or degrades others.

Vandalism and harassment must be reported to the Principal immediately.

Vandalism and harassment offenses will result in cancellation of privileges. Any instances of vandalism or harassment will result in punishment, and may also result in the notification of legal authorities. Any student who maliciously damages any computer or computer equipment will be required to reimburse Woods Charter School for the cost of the damages.

Network Security

Woods Charter School uses filtering mechanisms that deny access to a large amount of much material that is obscene, lewd, indecent, inappropriate for, or harmful to minors. No system is foolproof in this regard. Consequently, as stated in the Acceptable Use Policy students are equally responsible for avoiding and reporting such material.

It shall be the responsibility of Woods Charter School staff designated by the Principal to monitor Woods Charter School Network equipment and users and notify Administrative Staff members when there has been a violation of the AUP (Acceptable Use Policy). A review of the incident will be performed by the responsible parties and appropriate action taken.

Management and administration of computer user accounts, usernames and passwords for identification and authentication, and regulating access to computer and networking systems is the responsibility of the staff designated by the Principal. To preserve the security of Woods Charter School's computer accounts, users are expected to act responsibly by:

- Adhering to necessary changes in network usage required by the Woods Charter

School;

- Properly logging off the Woods Charter School Network or online applications when not in use;
- Never sharing computer accounts or using any other user's account without prior written permission from such individual;
- Not deleting files, email and other data belonging to other Woods Charter School users;
- Not disclosing passwords to others;
- Refraining from displaying or posting usernames or passwords where unauthorized persons can discover them;
- Reporting a security problem or risk immediately and discreetly to a teacher, supervisor or system administrator, as applicable, and not demonstrating the problem to others; and
- Refraining from using high bandwidth resources, including but not limited to file sharing and music or video streaming, unless authorized by a school official.

Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette.

These include, but are not limited to, the following:

1. Be polite. Do not use abusive or obscene language in messages to others. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
2. Do not reveal your personal address or phone number or those of others in social communication situations.
3. Electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. E-mail messages relating to or in support of illegal activities will be reported to the authorities.
4. Be considerate of all network users. Any action that disrupts the use of network resources or files by others is prohibited.

Date Adopted: August 14, 2008