Universal Academy - Technology Protection Measures & Internet Safety Policy

While recognizing the existing federal requirements for privacy and Internet safety, Internet users are expected to use the Internet as an educational resource. To comply with the Children's Internet Protection Act (CIPA) and Protecting the Children in the 21st Century Act, Universal Academy has developed this "Network and Internet Acceptable Use and Safety Policy" for all users.

The District uses a technology protection measure that block or filters Internet access to Internet sites that are not in accordance with the District policy. It must protect against access by adults and minors to visual depictions that are obscene, pornographic material, child pornography, "harmful to minors". This technology protection measure may be disabled by a District staff member for bona fide research and lawful purposes by an adult. The District staff will monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy. Filtering must be applied to all computers/devices that are either owned by the academy or used at the academy. The District will educate all students about appropriate online behavior, including, but not limited to, interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response annually.

The academy will adopt and enforce this "Network and Internet Acceptable Use and Safety Policy," also known as "Network and Internet Acceptable Use and Safety Agreement" formerly "Acceptable Use Policy," that includes
a. Technology protection measure that monitors of online activities to:
   - Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications
   - Prevent unauthorized access including hacking and other unlawful online activity
   - Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.
b. Promote the safety and security of users when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications
c. Educate all students about appropriate online behavior, including, but not limited to, interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response annually
d. Comply with the Children's Internet Protection Act (CIPA) and Protecting the Children in the 21st Century Act.

The following procedures are used to help ensure appropriate use of the Internet at the Academy as well as to comply with the Children's Internet Protection Act (CIPA) and Protecting the Children in the 21st Century Act .

Student Expectations in Use of the Internet
a. Students shall not access material that is obscene, pornographic material, child pornography, "harmful to minors", inappropriate text files, or files dangerous to the integrity of the network from entering the District via the Internet, flash/thumb drive, or diskette or otherwise inappropriate for educational uses.
b. Students shall use school e-mail services and Internet access only when authorized and supervised.
c. Students shall not use District resources to engage in "hacking and other unlawful activities" or attempts to otherwise compromise system security, including bypassing the District's e-mail and/or Internet filtering systems and features.
d. Students shall not engage in any illegal activities on the Internet including plagiarizing work or violating copyright or trademark laws.
e. Students shall only use electronic mail, education portal and communication tools, social media, chat

rooms, and other forms of direct electronic communications for District-related and educational purposes.

f.   Students shall not disclose, use or disseminate personal information regarding minors, such as name, District, Academy, address, and telephone number outside of the District's network.

g.   Students accept the responsibility to avoid malicious use of the network to develop or use programs that harass other users or infiltrate a computer or computing system and / or damage the software components of a computer or computing system.

h.   Students accept the responsibility of adhering to all copyright guidelines in the uses of hardware, software, and the transmission or copying of text or files on the Internet from other resources.

i.   Students' responsibility to do their best to keep viruses off any District equipment. Students will be held accountable for any deliberate attempts to install and or run a computer virus.

j.   Students' responsibility to use the computer equipment appropriately by not making any modifications to existing software or hardware by abusing, damaging, destroying, removing, relocating, or making any other changes to the equipment.

k.   Students are responsible for appropriate language in all documents on the computer. The use of abusive or otherwise objectionable language in either public or private messages, via the Internet (chats, social media, newsgroups, or others) is considered a violation of these guidelines.

l.   Students agree not to use the network for commercial, political or for-profit purposes.

m.   Students and their parents are required to sign the Internet Use Policy.

Violations and Discipline:

Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. Any violation of these responsibilities described above will be dealt with seriously in accordance with the Academy disciplinary policy and/or including any of the following consequences:

a) Student will be barred from access to the Internet, Network, and use of technology equipment and/or software from a minimum of one day, up to the entire academic school year.

b) Student will be Suspended or expelled according to the Student Code of Conduct and when and where applicable, law enforcement agencies may be involved.

c) Student will be required to make full financial restitution.

Enforcement of policy for students

Students and their parents are required to sign and submit "Student Network and Internet Acceptable Use and Safety Agreement Form," in Attachment B of Technology Plan in order to use the network, Internet and technology resources at the academy.

Staff Expectations in Use of the District Network, Internet and Technology

a. Staff members are responsible, after training, for educating students concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response."

b. Staff shall not access material that is obscene, pornographic material, child pornography, "harmful to minors", inappropriate text files, or files dangerous to the integrity of the network from entering the District via the Internet, flash/thumb drive, or diskette or otherwise inappropriate for educational uses.

c. Staff shall not use District resources to engage in "hacking and other unlawful activities" or attempts to otherwise compromise system security, including bypassing the District's e-mail and/or Internet filtering systems and features.

d. Staff shall not engage in any illegal activities on the Internet including plagiarizing work or violating

copyright or trademark laws.

e. Staff shall only use electronic mail, education portal and communication tools, social media, chat rooms, and other forms of direct electronic communications for District-related and educational purposes.

f. Staff shall not disclose, use or disseminate personal information regarding minors, such as name, District, Academy, address, and telephone number outside of the District's network.

g. Staff accepts the responsibility to avoid malicious use of the network to develop or use programs that harass other users or infiltrate a computer or computing system and / or damage the software components of a computer or computing system.

h. Staff accepts the responsibility of adhering to all copyright guidelines in the uses of hardware, software, and the transmission or copying of text or files on the Internet from other resources.

i. Staff's responsibility to do their best to keep viruses off any District equipment. Staff will be held accountable for any deliberate attempts to install and or run a computer virus.

j. Staff's responsibility to use the computer equipment appropriately by not making any modifications to existing software or hardware by abusing, damaging, destroying, removing, relocating, or making any other changes to the equipment.

k. Staff Member is responsible for appropriate language in all documents on the computer. The use of abusive or otherwise objectionable language in either public or private messages, via the Internet (chats, social media, newsgroups, or others) is considered a violation of these guidelines.

l. Staff Members are required to sign the Network and Internet Acceptable Use and Safety Agreement.

m. Staff Member agrees not to use the network for commercial, political or for-profit purposes.

Violations and Discipline:

Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior.

Any violation of these responsibilities described above will be dealt with seriously in accordance with Universal Learning Academy disciplinary policy and/or including any of the following consequences:

a. Will be barred from access to the Internet.
b. Will be required to make full financial restitution.
c. Will be barred from use of equipment and/or software from a minimum of one day, up to the entire Academy year.
d. Employment termination according to the Staff Policy Handbook.