



Acceptable Use Policy For Electronic Resources

In making decisions regarding student access to the Internet, The Excel Center considers its own stated educational mission, goals, and objectives. Electronic information research skills are fundamental to preparation of citizens and future employees.

The purpose of school-provided Internet access is to facilitate communications in support of research and education. Students utilizing school-provided Internet access must first have the permission of and must be supervised by The Excel Center's professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. Access is a privilege, not a right, and entails responsibility.

All The Excel Center students are responsible for their actions and activities involving the school's computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail acceptable use of electronic information resources under which students will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students and parents who have questions about whether a particular activity is prohibited are encouraged to contact a teacher or building administrator. These rules apply to all school computers and all school-provided electronic devices wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed. Students should not expect that files stored on school-based computers will always be private. School administrators, staff and Technology Solutions administrators may review files and messages to maintain system integrity and ensure that students are acting responsibly. Prohibited Uses

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Students may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The Excel Center administrators, teachers, employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.



4. Plagiarism – Students may not represent as their own work Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
5. Misuse of Passwords/Unauthorized Access – Students may not share passwords; use teachers' or other students' passwords; access or use teachers' or other students' accounts; or attempt to circumvent network security systems.
6. Malicious Use/Vandalism – Students may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
7. Avoiding School Filters – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
8. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Students may not access blogs, social networking sites, etc. prohibited by building administration or the Technology Solutions Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
9. Wasting System Resources - Students shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.
10. Unauthorized Equipment - Students may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the Technology Solutions Department.

Student Safety

Students may not post images or reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If students encounter dangerous or inappropriate information or messages, they shall notify a teacher or school administration immediately. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.

Additional Rules for Electronic Devices Issued to Students

1. Electronic devices loaned to students shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Students are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
3. Students must report a lost or stolen device to a teacher or the building administration immediately. If a device is stolen, a report also should be made immediately with school security and/or local police.



4. The device configuration shall not be altered in any way and applications shall be installed, removed, or altered on the device unless permission is explicitly given by the Technology Solutions Department.
5. The device is to be used only by the student to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
6. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school, and whenever requested by school or Technology Solutions staff.

Terms of Use

Any violation of the The Excel Center Acceptable Use Policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities (Minors)

Internet access allows students and staff to use educational resources from different sources, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning. Parents/guardians should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable. Parents/guardians of minors are responsible for supervising student use of school-provided electronic devices when not at school, and ensuring that their student complies with the rules set forth in this policy. The parent/guardian may be liable for any damages caused by prohibited behavior and/or negligence.

Disclaimer

The Excel Center will not be responsible for any damages students suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information gathered through school-provided Internet access. The school will not be responsible for personal property used to access school computers or networks or for school-provided Internet access. The Excel Center assumes no responsibility for any unauthorized charges or costs incurred by students while using school district computers, devices, or the school network.