

Midwest Academy

Internet and Technology Acceptable Use Policy - Communication, Integrity, Accountability

Each user is expected to follow all the specific guidelines listed and take any additional common sense precautions to protect the school's technology platform. Furthermore, each student must be responsible in the use of the school's computers and network and his or her own laptop computer, and act in accordance with the mission and expectations of Midwest Academy. Failure to abide by the details of this document may result in financial liability and disciplinary action.

The use of technology is a privilege, not a right. The misuse of technology is subject to regulation, denial, and discipline.

Midwest Academy provides technology to promote communication and support opportunities for educational research and collaborative work. Technology resources and supported devices may include but are not limited to:

- School-owned computers, iPods, iPads and computer systems
- Family-owned student laptops and iPads
- Public and private networks
- Internet
- Long-distance networks
- Cable networks
- Voice mail
- E-mail
- Telephone systems
- Copiers
- Fax Machines
- Audio-visual systems
- Other equipment as may become available.

For the purpose of this policy, "users" include students, staff, and others using the technology system at Midwest Academy. The most important prerequisite for someone who has access to technology is that he or she takes full responsibility for his or her own actions. All terms and conditions as stated are applicable to any "user" using technology provided by Midwest Academy.

Security for the network is a high priority. Midwest Academy will make good faith efforts to protect children from improper or harmful matter that may be on the Internet. The school uses a filtering system for this purpose. Anyone identifying a security problem on the network should immediately notify the Dean of the High School. Any attempt to bypass said filtering is subject to disciplinary action.

Parent Initial _____ Student Initial _____

All users Midwest Academy's technology facilities and equipment are expected to adhere to the provisions of Public Law 96-517, Section 7(b) with regard to copyright software.

Violations of any acceptable use policy may result in disciplinary action as defined below. When and where applicable, law enforcement agencies may be involved. The Head of School, with the help of the Dean of the High School and/or the Dean of the Middle School, will oversee the enforcement of the policy.

Individual responsibilities for hardware:

Treat the computer with as much care as possible. A common sense reasonable person standard of care should be applied. Avoid use in situations that are conducive to loss or damage. For example, never leave computers on the floor or the edge of a table. Return laptops, iPads and iPods to a secure place when finished with use, such as the laptop cart, the audiovisual room or hand to the teacher conducting the lesson completed. Don't eat or drink while using the computer. Keep the computer with you, within your sight or in a secure place at all times. Unattended equipment, if stolen, is your financial responsibility. Do not do anything to the computer that will physically alter it. Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing (for example: Placing 'stickers' on the laptop, writing on the laptop). Doing so will void the warranty, and families will be responsible for the repair or replacement cost. Do not remove or interfere with the serial number or any identification placed on the computer. Do not modify icons, titles of folders or other labels incorporated into the display saved to a computer. Any damage caused to a school owned piece of technology will be the financial responsibility of the student's parents.

Your responsibilities for software and electronic data:

The student is responsible for backing up both school-related and personal data. Midwest Academy does *not* permanently store any student data on the school's file servers. Midwest Academy is not responsible for lost data saved to the school's server on a temporary basis.

Parent Initial _____ Student Initial _____

Your responsibilities for school network use:

The network, all programs, and any information on them are the property of Midwest Academy and may be accessed by the administration as deemed appropriate.

The primary purpose of the school technology platform is to allow students to access information and programs relevant to and appropriate for education.

Therefore, the following prohibitions are in place:

In general, the only accessing and downloading which should be done on any school computer is of materials that are used to support the academic program. Expressly prohibited materials include (but are not limited to) those that violate state and federal laws or the tax-exempt status of the school, hate speech or hate images, sexually explicit material or any form of harassment – relevant to gender, race, ethnicity, social group, appearance, intellect, etc.

Do not use the school's computers or network to invade the privacy of others, either internal or external to the school's network. Do not access the files or accounts of any other school network user, nor access the network or files of any business, person, or agency with intent to steal, subvert, destroy, or view information that is not appropriate.

Do not electronically or physically alter or disturb the network in any way.

Only use the network configurations set in place by the school.

The installation or use of any Internet-based file-sharing programs is explicitly prohibited. File-sharing programs like Napster, Limewire, Gnutella, Kazaa and others are generally designed to facilitate the illegal sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs to use such a program may seek prior approval from the Dean of the High School and or the Dean of the Middle School.

Parent Initial _____ Student Initial _____

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

Bypassing the filtering system

Using the school's access to the Internet for reasons other than educational purposes

Gaining intentional access or maintaining access to materials which are obscene, pornographic, or whose dominant appeal is sexual in nature

Gaining intentional access or maintaining access to materials which are defamatory, abusive, threatening, harassing, racially offensive, dangerous, illegally discriminatory, or other illegal materials

Playing and downloading lyrics, images, music, or copying music for non-educational purpose

Playing computer games while on school property

Using the Internet for illegal activity, including gambling, computer hacking, and copyright plagiarism or intellectual property law violations

Accessing chat rooms, social networks or instant messaging services

Using e-mail during class time when not explicitly instructed to do so by teacher

Using e-mail as a chat service

Posting anonymous messages on the system

Electronic forgery

Theft or vandalism of data, equipment, or intellectual property

Invading the privacy of individuals

Attempting to gain access to or gaining access to student records, grades or files

Introducing a virus or other malware to, or otherwise improperly tampering with the system

Degrading or disrupting equipment or system performance

Providing access to the high school's network to unauthorized individuals

Reposting a message that was sent to you privately without permission of the person who sent you the message

Posting private information about another person.

Parent Initial _____ Student Initial _____

Consequences:

Any violation of this covenant will incur consequences including, but not limited to expulsion or dismissal from Midwest Academy depending upon the severity of the offense. When appropriate, individuals will also be required to provide financial remuneration to Midwest Academy.

Carrying a laptop computer or iPad:

Always completely close the lid and wait for the computer to enter sleep mode before moving it, even for short distances. Movement while the computer is on can result in permanent damage to the hard-drive and therefore, the potential loss of data.

Never move the computer while a CD or DVD is actively being used. This could scratch the media and render it useless.

Screen care for a laptop computer or iPad:

The computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and cost over \$300 to replace. Screens are particularly sensitive to damage from excessive pressure.

Do not grab and squeeze the computer, as this can damage the screen. Do not touch the computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

Never leave any object on the keyboard. This includes papers. Pens or pencils left on the keyboard will crack the screen when the lid is closed.

Do not clean school owned computers. Staff will clean all technology items as necessary.

Battery life and charging a laptop computer iPads:

All Lithium-ion batteries have a definite life span of about two years. Do not let the battery completely drain. Immediately shutdown if you are unable to connect to the charger or receive a low battery signal. After each use reconnect the device to the charging station.

Avoid using CDs or DVDs unless the computer is connected to a power source with the charging unit – CD and DVD use dramatically lowers battery life

Close the lid of the computer when it is not in use in order to save battery life.

Parent Initial _____ Student Initial _____

Midwest Academy Disclaimer

Midwest Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages a user suffers. This includes loss of data resulting from delayed deliveries, non-deliveries, or service interruptions caused by its own negligence or any users' errors or omissions. Midwest Academy will not be responsible for the accuracy, nature, or quality of information stored on school diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through school-provided Internet access. Midwest Academy will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet. Midwest Academy makes the complete Internet and Technology policy and procedure and updates thereto available on request for review by all parents/guardians and other members of the community. This policy and all its provisions are subordinate to local, state, and federal statutes and are in force in perpetuity.

Agreement

By signing below and initialing the previous pages, staff, parents and students are acknowledging that they have read, understand and will abide by the requirements and consequences set forth in this agreement. An appropriately signed and initialed hard copy of this document must be returned to the Technology Coordinator prior to being allowed to use technology at Midwest Academy.

Student Name _____

Student Signature _____

Parent Name _____

Parent Signature _____

Date _____