

Bright Ideas Charter School

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT POLICY

The Chief Operating Officer will oversee the School's electronic communications system.

The School will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the School's system will emphasize the ethical and safe use of this resource.

CONSENT REQUIREMENTS

Copyrighted software or data may not be placed on any system connected to the School's system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.

No original work created by any School student or employee will be posted on a Web page under the School's control unless the School has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work. [See EXHIBIT "B"]

No personally identifiable information about a School student will be posted on a Web page under the School's control unless the School has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and School policy.

FILTERING

The Chief Operating Officer or designee will select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); and on-line gambling.

REQUESTS TO DISABLE FILTER

The Chief Operating Officer or designee will consider requests from users who wish to use a blocked site for bona fide research or other lawful purposes

SYSTEM ACCESS

Access to the School's electronic communications system will be governed as follows:

1. Students will be granted access to the School's system as soon as they and their parents have executed and returned to the Technology Coordinator a copy of the Acceptable Use Policy. Students in grades 4th through 12th grade will be assigned individual accounts.
2. As appropriate and with the written approval of the immediate supervisor, School employees will be granted access to the School's system.
3. A teacher may apply for a class account and in doing so will be ultimately responsible for use of the account.
4. The School will require that all passwords be changed at the commencement of each nine (9) week school quarter.
5. Any system user identified as a security risk or as having violated School and/or campus computer use guidelines may be denied access to the School's system.
6. All users will be required to sign a user agreement annually for issuance or renewal of an account.

TECHNOLOGY COORDINATOR RESPONSIBILITIES

The technology coordinator for the School's electronic communications system will:

1. Be responsible for disseminating and enforcing applicable School policies and acceptable use guidelines for the School's system.
2. Ensure that all users of the School's system complete and sign annually an agreement to abide by School policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or supervisor's office.
3. Ensure that employees supervising students who use the School's system provide training emphasizing the appropriate use of this resource.
4. Ensure that all software loaded on computers in the School is consistent with School standards and is properly licensed.
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student safety on-line and proper use of the system.
6. Be authorized to disable a filtering device on the system for bona fide research or another lawful purpose, with approval from the Chief Operating Officer (*include this item only in coordination with the School's choices in policy*).
7. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.

8. Set limits for data storage within the School's system, as needed.

INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of the School's electronic information/communications systems:

ON-LINE CONDUCT

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by School policy or guidelines.
3. System users may not disable, or attempt to disable, a filtering device on the School's electronic communications system.
4. Communications may not be encrypted so as to avoid security review by system administrators.
5. System users may not use another person's system account without written permission from the campus administrator or Technology Coordinator, as appropriate.
6. Students may not distribute personal information about themselves or others by means of the electronic communications system; this includes, but is not limited to, personal addresses and telephone numbers.
7. Students should never make appointments to meet people whom they meet on-line and should report to a teacher or administrator if they receive any request for such a meeting.
8. System users must purge electronic mail in accordance with established retention guidelines.
9. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, School policy, and administrative regulations.
10. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers.
11. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may noncommercially redistribute a

public domain program. System users are responsible for determining whether a program is in the public domain.

12. System users may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
13. System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
14. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the school, whether or not that was the user's intention.
15. System users may not waste School resources related to the electronic communications system.
16. System users may not gain unauthorized access to resources or information.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy School equipment or data or the data of another user of the School's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of School policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

INFORMATION CONTENT / THIRD-PARTY SUPPLIED INFORMATION

System users and parents of students with access to the School's system should be aware that, despite the School's use of technology protection measures as required by law, use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the School's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with School policies.

IN CHAT ROOMS (AND NEWSGROUPS)

Students are prohibited from participating in any chat room (*or newsgroup*) accessed on the Internet. Such participation is permissible for employees, in accordance with School policies.

SCHOOL WEB SITE

The School will establish and maintain a School Web site for the purpose of informing employees, students, parents, and members of the community of School programs, policies, and practices. Requests for publication of information on the School Web site must be directed to the designated Webmaster. The technology coordinator and the School Webmaster will establish guidelines for the development and format of Web pages controlled by the School. No personally identifiable information regarding a student will be published on a Web site controlled by the School without written permission from the student's parent.

NO OTHER WEB PAGES PERMITTED

The School will not permit Web pages maintained by students, staff, or school-related organizations to be published and linked to the School Web site without prior consent of the Chief Operating Officer.

SCHOOL OR CLASS WEB PAGES

Classes may publish and link to the School's site Web pages that present information about the school or class activities, subject to approval from the Webmaster. The campus principal will designate the staff member responsible for managing the campus's Web page under the supervision of the School's Webmaster. Teachers will be responsible for compliance with School rules in maintaining their class Web pages. Any links from a school or class Web page to sites outside the School's computer system must receive approval from the School Webmaster.

STUDENT WEB PAGES

With the approval of the School technology coordinator, students may establish individual Web pages linked to a campus or School Web site; however, all material presented on a student's Web page must be related to the student's educational activities. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the School." Any links from a student's Web page to sites outside the School's computer system must receive approval from the School Webmaster.

EXTRA- CURRICULAR ORGANIZATION WEB PAGES

With the approval of the School Webmaster, extracurricular organizations may establish Web pages linked to a campus or School Web site; however, all material presented on the Web page must relate specifically to organization activities and include only student-produced material. The sponsor of the organization will be responsible for compliance with School rules for maintaining the Web page. Web pages of extracurricular organizations must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the School." Any links from the Web page of an extracurricular organization to sites outside the School's computer system must receive approval from the School Webmaster.

PERSONAL WEB PAGES

School employees, Trustees, and members of the public will not be permitted to publish personal Web pages using School resources.

NETWORK ETIQUETTE

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

TERMINATION / REVOCATION OF SYSTEM USER ACCOUNT

Termination of an employee's or a student's access for violation of School policies or regulations will be effective on the date the principal or School coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

DISCLAIMER

The School's system is provided on an "as is, as available" basis. The School does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The School does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the School.

The School will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the School's electronic communications system.

Exhibit "A"

STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- If you are assigned an individual account, and you are responsible for not sharing the password for that account with others.
- If you are not assigned an individual account, you will have access only through the teacher's account.
- The account is to be used mainly for identified educational purposes, but some limited personal use is permitted.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.

- Borrowing someone's account without permission.
- Posting personal information about yourself or others (such as addresses and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus to the computer system.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system;
- Revocation of the computer system account; or
Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

The student agreement must be renewed each academic year.

STUDENT

Name _____ Grade _____

School **Bright Ideas Charter School**

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Student's signature _____ Date _____

PARENT

___ I do not give permission for my child to participate in the District's electronic communications system.

I have read the District's electronic communications system policy and administrative regulations. In consideration for the privilege of my child using the District's electronic communications system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

___ I give permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

Signature of parent _____

Home address _____

Date _____ Home phone number _____

EXHIBIT B

RELEASE FORM FOR THE ELECTRONIC DISPLAY OF ORIGINAL WORK

I, _____, give my permission for my work to be electronically displayed and produced by the District. The work to be displayed is:

Student's or employee's signature _____ Date _____

Signature of student's parent _____

Home address _____

Date _____ Home phone number _____

EXHIBIT C

RELEASE FORM FOR THE ELECTRONIC DISPLAY OF PERSONAL INFORMATION

I, _____, give my permission for certain personally identifiable information about my child or a photograph of my child to be electronically displayed and produced by the District.

The information or photo to be displayed is:

Signature of student's parent _____

Home address _____

Date _____ Home phone number _____