Flagstaff Arts and Leadership Academy

Responsible Technology Use Policy

PURPOSE

Flagstaff Arts and Leadership Academy is committed to providing technology resources to support and enhance the school's curriculum by promoting research, education, and the opportunity for collaborative work. These resources include use of Academy's computer hardware, software, Network, access to the Internet, and other technology resources or devices. The use of these resources is a privilege, not a right. To ensure that technology resources are used in a manner consistent with this goal, students are required to adhere to the technology rules and regulations outlined below, as well as those given verbally by the staff. These policies are on the Flagstaff Arts and Leadership Academy website, and all students have been informed that the policy is thus available.

All parents and students are therefore held responsible for knowledge of this computer policy and adherence to it. Students are responsible for their own individual actions, and parents are responsible for supervision of their children and for encouraging their responsible and courteous use of technology resources. Inappropriate use or violations of these policies, or any use of these resources that violates a federal, state, or local law will result in disciplinary action, including but not limited to, suspension of computer privileges, suspension or dismissal from school, legal action and/or any other disciplinary action deemed appropriate by the administration.

Be aware that the school can and will monitor electronic mail (email), laptop disk drives, and portable storage devices and receives Internet traffic reports on a daily basis. Students are expected to report any information that they may have concerning the violation of these rules to the FALA administration. In addition, the Technology User Agreement Form must be signed and returned to allow your student to use Academy's computer resources.

RESPONSIBLE USE POLICIES

1. Email, Text Messages, and Electronic Communication

Do not use the Internet, email, mobile phones, or any electronic device or equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone or the school itself, even if it is meant as a joke. The use of profanity, vulgar, disrespectful, or threatening language is strictly prohibited.

Email and other technology devices may only be used before and after school or with the permission of the supervising teacher. Check your email daily and maintain it. Do not post chain letters or engage in “spamming” (the sending of annoying or unnecessary messages to a large number of people). Do not use the distribution list without permission.

2. Cell Phones and Other Electronic Devices

Use of electronic devices such as cell phones, iPods, and etc. is only permitted before school, during break, during lunch, after school, or with the permission of a supervising teacher.

3. Social Networking

Do not post anything that reflects negatively upon the school, other students, the faculty or the administration on social networking sites, blogs, podcasts or other web tools. Do not engage in instant

messaging, forums, and/or chat rooms/services unless requested by a teacher.

4. Gaming

Do not play computer games during the school day without the permission of the classroom teacher.

5. Internet Use and Content

Do not use computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.

Stay in appropriate areas of the Internet. Do not attempt to access or save inappropriate material, obscene, profane, and risqué text, lyrics, media or images on the network, computers, or any electronic devices at school or at any school related activity.

6. Network

Do not disrupt the Network. Avoid wasting resources or bandwidth. This includes listening to or sharing Internet music, sending large pictures, music or video files across the network, or any process that would max out bandwidth capabilities. This also includes unnecessary printing. Do not use the network in such a way that you would disrupt the use of the network for other users. Software on the Academy network or on school computers may not be modified.

7. Computers, Computer Systems or Network Damage

Do not attempt to harm or destroy data, software or hardware on any school or student owned computer or the Network, including, but not limited to, uploading or creating computer viruses. Any such malicious attempt or threat will be considered vandalism.

8. Security

Establish and maintain secure passwords that protect the privacy of the information on your computer and e-mail accounts. Under no circumstances should your share your password with anyone. Respect the need for confidentiality and make no efforts to bypass security systems and gain access to information that you do not have permission to see.

9. Personal Safety

Do not post personal contact information about yourself or other people. Do not agree to meet with someone you have met online. Promptly disclose to a teacher or administrator any message you receive that is inappropriate or that makes you feel uncomfortable.

10. Plagiarism and Copyright Infringement

Do not take the ideas or writings of others and present them as if they were yours. This is considered plagiarism. Material you obtain through research on the Internet and then use in academic work must be properly documented. Since some material is unique to the Internet and can disappear overnight, documentation might necessitate the printing of a hard copy.

Do not reproduce a work, publicly display a work, or distribute a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner or ask your teacher for guidance.

Sign and Return this page only:

Flagstaff Arts and Leadership Academy

Responsible Technology Agreement

I understand and will abide by the above Acceptable Technology Use Policy. I also understand that any violation of this policy may constitute a criminal offense. Violations of these rules may result in suspension of computer privileges and other appropriate disciplinary action, including suspension or dismissal from school and/or legal action. Users are expected to report to the FALA administration any information that they may have concerning the violation of these rules.

Student's Name: _____

Date: _____ (Please print)

Student's Signature: _____Grade:_____

Parent or Guardian

As the parent or guardian of this student, I understand that computer access is designed for educational purposes in keeping with the educational goals of Flagstaff Arts and Leadership Academy. Upper School students who have signed a Technology Use Agreement have limited access to email and the Internet. While a substantial filtering/monitoring system is in place to prevent students from accessing inappropriate material, I realize that it is impossible for Flagstaff Arts and Leadership Academy to restrict access to all controversial matter. Therefore, I will not hold the school responsible for materials acquired on the network. I hereby give permission for my child to use computer facilities at Flagstaff Arts and Leadership Academy.

Parent or Guardian's Name _____

(Please print)

Parent or Guardian's
Signature_____Date_____