

## ***Electronic Devices Acceptable Use and Internet Safety Policy***

Effective: 5/20/2017

Capstone Classical Academy Board of Trustees recognizes that an effective public education system develops scholars who are exemplary citizens practicing analytical thinking skills and virtuous character.

The board also believes that scholars need to be proficient users of information, media, and technology to succeed in a digital world. Therefore, Capstone Classical Academy will use electronic resources as a powerful enrichment means for scholars to learn research for core subjects and applied skills in relevant and rigorous ways.

It is the goal of Capstone Classical Academy to provide scholars with rich opportunities to use technology. Capstone Classical Academy will enable educators and scholars to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

The use of school computers is a privilege and is an integral part of the educational program for all scholars. Computer services provided by Capstone Classical Academy are not intended for personal or private use. System administrators will determine appropriate use and access. Their decision is final, but can be appealed following the grievance policy. Scholars have no expectation of privacy of electronic data. System administrators monitor, log, and may review any or all files and/or messages. It is the expectation of Capstone Classical Academy that scholar and staff behavior online be no different than face to face interactions.

### ***School Responsibility***

Capstone Classical Academy takes scholar internet safety very seriously. Strict measures, such as internet filters are in place so that inappropriate material is not accessible to scholars. However, one hundred percent internet safety is not guaranteed and some content which may be offensive may still be accessible. Capstone Classical Academy makes no warranties, either expressed or implied, that the computer and/or network services provided through the school system will be error free. Capstone Classical Academy will not be responsible for either the accuracy or quality of information obtained through the system or for any financial obligations arising through the unauthorized use of the system. Users shall indemnify and hold the school harmless from any losses sustained as the result of intentional misuse of the system by the user.

Capstone Classical Academy will not disclose, use, or disseminate personal scholar information, except what is allowed by state law. The Academy will also provide education for scholars about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as awareness of cyber bullying and appropriate responses. Age appropriate materials will be made available for use across grade levels. Training on online safety issues and materials implementation will be made available for administration, staff, and parents.

Capstone Classical Academy's network includes wired and wireless computers and peripheral equipment, files, storage, e-mail and internet content (blogs, web sites, web mail, groups, wikis, etc.).

The Academy reserves the right to prioritize the use of, and access to, the network. All use of the network must support education and research and be consistent with the mission of Capstone Classical Academy.

### ***Scholar Responsibility***

Capstone Classical Academy scholars must adhere to the following guidelines when using school computing resources.

1. Use computer equipment under the supervision of the Academy faculty or staff.
2. Respect and follow computer mentor instructions.
3. Use computers to work on school related assignments only.
4. Immediately report equipment failures to mentor.
5. Immediately report any damage to any computer related equipment.
6. Immediately report accidental access to unauthorized sites.
7. Report unacceptable internet sites to mentor.
8. Follow basic net-etiquette and be a good network citizen.
9. Only use computers during assigned class times. Computers are not available after school, during lunch or breaks.

Scholars will not knowingly use school computers, equipment, or facilities to:

1. Engage in illegal activities defined as a violation of local, state, and/or federal laws, including piggybacking or hitchhiking.
2. Engage in hacking activities in any form. This includes but is not limited to corrupting, destroying, or bypassing built in filters, or manipulating system data or changing computer configurations, which includes modifying wallpapers, icons, desktop themes or styles.
3. Knowingly introduce viruses, worms, trojan horses, time bombs, or any other detrimental actions to the network.
4. Access or distribute pornographic, sexually explicit, obscene, or threatening materials.
5. Erase, expire, or reset memory cache, web page links, or HTTP location history.
6. Access any social networking or chat clients of any kind, including web-based clients.
7. Misrepresent one's identity or use another's identity in any form of electronic communication.
8. Communicate with vulgar, defamatory or threatening language, graphics, or artwork.

9. Violate copyright or intellectual rights.
10. Participate in electronic gaming of any kind.
11. Use any instant electronic communication without adult supervision.
12. Use email for any purpose other than school related activities.
13. Give out any school information, including address, phone numbers, schedules etc.
14. Send mass emails.
15. Edit, change, remove or otherwise modify other users' files.
16. Engage in activities for personal gain, commercial solicitation and compensation of any kind.
17. Download or install: audio files, video files or other applications (including shareware and freeware) without written permission or approval from the on-site computer technician.
18. Show support or opposition for ballot measures, candidates, or any other political activity.
19. Participate in cyber bullying, hate mail, defamation, harassment of any kind, or discriminatory jokes and remarks.
20. Post, store or send information that could endanger others (e.g., bomb construction, drug manufacture).

***Non-School Equipment:***

Scholars are not allowed to use personal equipment.

**Software Installation:**

No software, including freeware or shareware, may be installed on any computer unless approved by school staff or contracted IT representative. The technician shall verify the compatibility of the software with existing software and hardware, and prescribe installation and uninstall procedures. License agreements and proof of purchase (copy or original) must be filed with the on-site computer technician.

**E-mail Policy:**

Capstone Classical Academy employees and staff must abide by the following guidelines when using school email.

1. Employees shall have no expectation of privacy when using Capstone e-mail or other official communication systems.
2. E-mail messages shall be used only to conduct approved and official school business.
3. E-mail address shall not be used for personal social networking sites.
4. All users must use appropriate language in all messages.

***Copyrighted Material:***

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All users are expected to conduct themselves in a professional manner and to use the system according to the above guidelines or other guidelines published by the administration. Violation of this policy may result in revocation of a scholar's computer privileges and/or disciplinary action, which may include suspension/expulsion. Damage to any school owned computer/technology equipment will be the financial responsibility of the scholar's parent or guardian, and may result in disciplinary action. The parent or guardian of each scholar will be required to complete and sign a Computer Acceptable Use form each school year acknowledging understanding of the Computer Acceptable Use and Internet Safety policy.

See Utah Code R277-495; 53A-3-422,423