ISLE OF WIGHT ACADEMY
ACCEPTABLE USE POLICY

As used herein, the term "computer[s]" refers to any desktop, laptop, or other mobile computing device owned or issued by the Isle of Wight Academy to any student for school use. The term "privately-owned computer[s]" refers to any privately-owned desktop, laptop, or other mobile computing device. The term "computer services" refers to the school's network or Internet connections used to access school or Internet-based information.

All students are responsible for their actions and activities involving computers and/or computer services, and for their computer files, passwords and accounts. The use of computer resources is a privilege and must be treated as such by all students. These rules provide general guidance concerning the use of the computers and/or computer services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity; students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to speak to the Technology Coordinator. These rules apply to all computers and/or school computer services regardless of how they are accessed.

The school reserves the right to access and monitor all aspects of its technology systems and devices, and students should not expect any information stored on IWA equipment or systems to be private.

A. **Acceptable Use**
   1. Isle of Wight Academy's computers and/or computer services are provided for educational purposes and research consistent with the schools educational mission, curriculum and instructional goals.
   2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using computers and/or computer services, whether on or off school property.
   3. Students also must comply with all specific instructions from school staff and volunteers when using the computers and/or computer services.

B. **Prohibited Uses**
   Unacceptable uses of computers and/or computer services 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, images (still or video) or messages.
   2. **Prohibited Internet Sites.** Students are to use on campus internet access for strictly academic purposes. Examples of internet sites that may not be visited outside of academic use at IWA include but are not limited to the following:
      • recreational use of sites such as Twitter, Facebook, YouTube, Pandora, etc.
      • gaming or gambling sites
      • pornographic or otherwise sexually explicit sites
      • sites promoting "how to" documents encouraging violence or illegal acts
      • sites that promote racism or hate speech
   3. **Illegal Activities.** Students may not use computers and/or computer services for any illegal activity or in violation of any Board policy/procedure or school rules. Isle of Wight Academy assumes no responsibility for illegal activities of students while using computers and/or computer services.
   4. **Violating Copyrights or Software Licenses.** Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or

download software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school assumes no responsibility for copyright or licensing violations by students.

5. **Plagiarism.** Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher and web site must be identified.

6. **Use for Non-School Purposes.** Using computers and/or computer services for any personal reasons not connected with the educational program or school assignments is permissible so long as those uses do not constitute a violation of the "Prohibited Uses" section of these rules and/or are not interfering with the educational purpose of these devices by the student or others.

7. **Misuse of Passwords/Unauthorized Access.** Students at Isle of Wight Academy will be assigned a username and password. Students will login to Isle of Wight Academy systems using this information. If working in a shared computer environment (i.e. computer labs), all students are required to sign off after their computer session has ended. Students may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent the network security systems and/or computer services. Under no circumstances should a student attempt to find out another student's password or attempt to access that student's email or personal files.

8. **Malicious Use/Vandalism.** Students may not engage in any malicious use, disruption or harm to computers and/or computer services, including but not limited to hacking activities, "jail breaking", and creation/uploading of computer viruses. Additionally, students may not alter, add, or delete any system files that affect the configuration of a computer or device, nor should they install software onto a device that may interfere with the proper workings of a device or infringe on the educational use of a device.

C. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating Isle of Wight Academy for any losses, costs or damages incurred by the school for violations of Board policies/procedures and school rules while the student is using computers and/or computer services, including the cost of investigating such violations. The school assumes no responsibility for any unauthorized charges or costs incurred by a student while using computer and/or computer services. The student and his/her parents/guardians are similarly responsible if the student takes any action with a computer that has the purpose or effect of voiding any warranty in effect covering such computer or of providing students access to apps that are available other than at the app source authorized for use by the school.

D. Student Privacy and Safety

A student should exercise caution, in consultation with a parent or school staff member, before revealing his/her full name, e-mail address, physical address, telephone number, social security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

E. System Security

The security of the computers and/or computer services is a high priority. Any student who identifies a security problem must notify his/her teacher, supervisor, or system administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

No student should give out his/her or any other student/faculty member's personal information via electronic communication. This includes but is not limited to: name, address, picture, etc.

Isle of Wight Academy reserves the right to monitor any aspect of its information systems in order to protect its systems. School administration monitors the network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of the school's network resources, the school administration reserves the right, if needed, and at its discretion, to access remotely, open, examine, and/or delete electronic files that violate this Acceptable Use Policy.

F. Insurance Program/Information Sharing/Care, Damage, Loss and Theft

1. **Care of and Responsibility for Damage to Computers.** Students and their families are responsible for the proper care of computers at all times, including costs associated with repairing or replacing the computer.
2. **Computer Loss or Theft and Loss or Theft Prevention.** If a computer is lost or stolen, the loss or theft must be reported to the teacher and/or building administrator immediately. Additionally, if a computer is stolen, a report should be made to the local police and the school Technology Coordinator immediately.

G. Scope of Policy and Rules Application

The Board's policy and rules concerning computer and/or computer services use apply at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of School-owned computers.

H. Miscellaneous Issues

1. **Confiscation/Restriction of Privileges/Disciplinary Action.** Violation of policies or rules governing the use of computers and/or computer services, or any careless use of a computer may result in a student's computer being confiscated and/or a student only being allowed to use the computer under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
2. **Use of Computers by Others.** Computers may only be used by the students to whom the devices are issued. All use of computers and computer devices by all persons must comply with the school's Catalogue and Acceptable Use Policy.

I. DISCLAIMER

Isle of Wight Academy does not have control of the information on the Internet or information contained in emails. The school uses a network filter to help maintain a safe environment. Additionally, the school may choose to block sites that it believes distract from the academic environment or unnecessarily consume network resources. However, it is impossible to filter or restrict access to all sites that may contain questionable information. Some sites may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal or that is otherwise inconsistent with

ISLE OF WIGHT ACADEMY
ACCEPTABLE USE POLICY

the mission of Isle of Wight Academy. While Isle of Wight Academy's intent is to make Internet access available for educational goals and objectives and to maintain a safe environment, account holders may encounter less desirable content. At Isle of Wight Academy, we expect the student to obey the Acceptable Use Policy when using the Internet and school-wide resources. Any student found in deliberate violation of the policy will be disciplined.

In addition, Isle of Wight Academy account holders take full responsibility for their access to Isle of Wight Academy's network resources and the Internet. Specifically, Isle of Wight Academy makes no warranties with respect to school network resources and does not take responsibility for
- the content of any advice or information received by an account holder;
- the costs, liability or damages incurred as a result of access to school network resources or the Internet; or any consequences of service interruptions.

ADOPTED: 8/10/18

Revised:

By signing this Acceptable Use Policy, you indicate that you have read this document and agree to its stated conditions.

_____
Print Student Name

_____   _____
Sign Student Name   Date

_____
Print Parent Name

_____   _____
Sign Parent Name   Date