Policy Type: Required
Policy Title: Computer Acceptable Use and Internet Safety
Effective: September 8, 2016

The Lakeview Academy Board of Trustees recognizes that an effective public education system develops students who are capable, confident, and contributing members of society. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world. Therefore, Lakeview Academy will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways.

It is the goal of Lakeview Academy to provide students with rich and ample opportunities to use technology. Lakeview Academy will enable educators and students 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 students. Computer services provided by Lakeview 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. Students 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 Lakeview Academy that student and staff behavior online be no different than face to face interactions.

School Responsibility

Lakeview Academy takes student internet safety very seriously. Strict measures, such as internet filters, are in place so that inappropriate material is not accessible to students. However, one hundred percent internet safety is not guaranteed and some content which may be offensive may still be accessible. Lakeview Academy makes no warranties, either expressed or implied, that the computer and/or network services provided through the school system will be error free. Lakeview 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.

Lakeview Academy will not disclose, use, or disseminate personal student information, except what is allowed by state law. Lakeview Academy will also provide education for students 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.

Lakeview 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.). Lakeview 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 Lakeview Academy.

Student Responsibility

Lakeview Academy students must adhere to the following guidelines when using school computing resources.

1. Use computer equipment under the supervision of Lakeview Academy faculty or staff.
2. Respect and follow computer teacher/advisor instructions.
3. Use computers to work on school related assignments only.
4. Immediately report equipment failures to staff members.
5. Immediately report any damage to any computer related equipment.
6. Immediately report accidental access to unauthorized sites.
7. Report unacceptable internet sites to staff supervisor.
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.

Students 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.

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, unless directed by faculty or staff in the pursuit of learning.

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 user's files.

16. Engage in activities for personal gain, commercial solicitation, or compensation of any kind.

17. Download or install games, 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 cyberbullying, 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
To bring in personal computing equipment, a student must be approved by a faculty member and follow the same rules while on campus as required for school owned equipment.

Software Installation
No software, including freeware or shareware, may be installed on any computer unless approved by school staff or contracted IT representative.

E-mail Policy
Lakeview Academy employees and staff must abide by the following guidelines when using school email.

1. Employees shall have no expectation of privacy when using Lakeview 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.

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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 student's computer privileges and/or disciplinary action, which may include suspension. Damage to any school owned computer/technology equipment will be the financial responsibility of the student's parent or guardian, and may result in disciplinary action. The parent or guardian of each student 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.

Certification

The undersigned officers and/or directors of Lakeview Academy certify that this Computer Acceptable Use and Internet Safety policy was duly adopted on September 8, 2016 and replaces all previous Computer Acceptable Use and Internet Safety policies.

Signature: _____

Print Name: _____

Title: _____

Signature: _____

Print Name: _____

Title: _____