

## **Network Acceptable Use Notice**

The Network Acceptable Use notice references the use of electronic information, software, and hardware resources made available to students by Excelsior Academy; and includes student's personal electronic devices accessing the school's network. These resources include, but are not limited to, voicemail, electronic mail, the Internet, wireless transmission and other network files, or accounts provided to students computer hardware; including computers, computer processors, computing devices, wireless hardware and software, printers, scanners, copiers, and all other peripheral and computer networking equipment. Student use of electronic information resources must be in support of education and/or research and must be consistent with the educational objectives of Excelsior Academy. While access to all materials on a worldwide network cannot be controlled, Internet access in the school is filtered and monitored on an ongoing basis in compliance with State and Federal requirements. Data collected in due process of compliance is available to authorities as the law provides.

The school does not guarantee network availability and accessibility to/for students at all times.

### **Terms and Conditions of This Notice**

#### **1. Acceptable Network Use**

- a.** Students will use the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations described in this notice.
- b.** Students who formally publish school related information on the Internet must have proper approvals and abide by school publishing guidelines and procedures.
- c.** Students are expected to abide by generally accepted rules of network etiquette. These rules include, but are not limited to, being polite, never sending or encouraging others to send abusive messages, and using inappropriate language.

#### **2. Unacceptable Network Use**

- a.** Students may not intentionally transmit or receive material in violation of state or federal law, or school policy. This includes, but is not limited to, pornographic, indecent or sexually suggestive materials, weapons, controlled substances or alcohol, or incendiary devices. Users are prohibited from posting or sending content that contains threats, is hateful, racially, ethnically, or otherwise objectionable.
- b.** Students may not participate in, or promote, any illegal/ inappropriate activities or disruptive use of the network. This may include, but is not limited to, disruptive or unauthorized wired, BlueTooth, wireless transmissions, or activities of any kind that do not conform to the rules, regulations, and policies of Excelsior Academy.
- c.** Students may not reveal their own or other's personally identifiable information such as, but not limited to, names, addresses, telephone numbers, social media contact information, passwords, credit card numbers, or social security numbers. Releasing the personally identifiable information of others or that of organizations associated with the school is prohibited.
- d.** Students may not intentionally harm or destroy school data, the network, or network performance. This includes, but is not limited to, creation and introduction of computer viruses, unauthorized access to restricted systems or programs, or using the school network to illegally access other systems.

**e.** Students may not post or transmit photographs, videos, or other works of students or staff on the Internet, through communication channels (photographed or recorded at the school, in association with the school, or at school events of any kind), or other electronic files of any kind without the express written permission of the school, person(s), parent(s)/ legal guardians, or staff members who are the subject, or are incidental participants, involved or contained in electronic file(s).

**f.** Students may not attach or connect personal electronic devices to the schools network except where written permission is granted by the administration. Use of the “free Wi-Fi” network is granted only with the permissions and restrictions as noted above.

### 3. Expectation of Privacy

**a.** Student files, disks, documents, etc., which have been used or created with or on school electronic resources are not considered private. Students should have no expectation of privacy in hardware or software, files, disks, documents, websites, blogs, communications (not limited to Email, VoIP Services, Social Media, etc) or any other electronic medium that is created, stored, downloaded, accessed and/or used in any form on the Excelsior Academy network, servers, Internet connections, or other computer components owned or on the premises of Excelsior Academy.

**b.** Electronic mail transmissions of any kind are not private.

### 4. Disciplinary Action

Students who violate the terms and conditions of this notice will be subject to disciplinary action, including the possibility of suspension, or expulsion from school, and appropriate legal action. Access to electronic information may be limited, suspended, or revoked.

Excelsior Academy makes no warranties of any kind, either expressed or implied, for the electronic information resources it is providing. The school will not be responsible for any damages a student suffers while using these resources. These damages may include, but are not limited to, loss of data as a result of delays, employee errors or omissions, or non-deliveries or service interruptions caused by a network system. Use of information obtained by the network system is at the student's own risk. Excelsior Academy specifically denies any responsibility for the accuracy of information obtained through the electronic information resources.