Acceptable Use Policy for Personal and School Electronic Resources

Purpose
Computer and Internet resources can greatly enhance leadership education. The Paradigm High School Acceptable Use Policy is designed to ensure that network security and integrity are maintained and that students understand the responsibility that accompanies the privilege of using computer resources at Paradigm.

We strongly encourage Parent/Guardians to read and discuss this Acceptable Use Policy with their child.

Eligibility
After the student and their parent/guardian have signed the Acceptable Use Policy, the student will be issued an individual user name and password, required for accessing Paradigm computer resources. Eligibility granted by this agreement will extend for the duration of the student's enrollment at Paradigm, provided the student adheres to the Acceptable Use Policy.

Acceptable Use
Computer resources are intended for school-related purposes only. Generally speaking, acceptable use is that which is consistent with the standards, policies, codes of conduct, educational objectives and mission statement of Paradigm High School. Prohibited uses are detailed below.

Paradigm staff will guide the students in appropriate use of computer resources. Paradigm staff maintains the right to inspect student files and to monitor computer activity as deemed necessary.

Personal Electronic Devices (including cell phones, audio devices, laptops, e-readers tablets etc.)
Today's amazing technological devices can help enhance learning in the classroom; they can also pose significant distractions from the learning environment.

Mentors will decide appropriate usage of personal electronic devices in their classrooms: time and place for usage. This includes the use of laptops, tablets, or e-readers, and cell phones only for educational purposes. If classroom expectations are not met, students will be sent to the office to meet with a school administrator.

Paradigm High School is not responsible for the loss or damage of any personal items or devices.

Electronic devices *may* be used out of the classroom in hallways *only* during passing periods or during lunchtime. Inappropriate usage of devices during non-classroom time may still be subject to the Accountability Process (see *Accountability Process*).

Inappropriate usage of personal electronic devices at school during school hours is a serious offense. Many devices, especially cell phones, have been linked to cheating at school, exchange of pornographic or inappropriate content, and bullying. Such activities are prohibited at Paradigm. Students are expected to report any such behavior to an administrator. Law enforcement will be involved as needed.

Texting at school is not allowed during class time, *only* during passing periods and lunch. Parents are expected to support this policy by not calling or texting their student during class time and by encouraging their student/s to support this rule. If parents or students need to communicate, they may use the student phone in the office for this purpose, or parents may call and leave a message for the student with the Front Office.

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The misuse of a personal electronic device may result in the device being held at the school until a parent can come to retrieve it and meet with a school administrator.

Other Distractions
Other items including toys, musical instruments, games, gadgets, etc. can be a distraction in the school environment when used at the inappropriate time and place. Mentors may approve specific items for class use only; otherwise such items must be put away. Such items may be held in the office.

Prohibited Use – Major Violations
Computer resource privileges will be suspended, and students will be disciplined according to school policy for any major violation of the Acceptable Use Policy, which include, but are not limited to the following:

- Any illegal activity, which includes plagiarism, violation of copyright, license agreements, and other contracts.
- Connecting to the school's wireless network; this is prohibited for students.
- Accessing or attempting to access inappropriate material, which includes, but is not limited to any material that is pornographic, obscene, vulgar, or hate related.
- Any activity which constitutes harassment, discrimination, or which promotes the illegal use of drugs.
- Using any computer under any other user's name and password. This includes logging in or attempting to log in as another user, and sharing user names and/or passwords.
- Infiltrating, altering, or damaging computer hardware or software in any way, or obstructing, disrupting, or interfering in their normal operation. This includes such attempts made, and possession of harmful programs or data.

Prohibited Use – Minor Violations
Computer resource privileges will be suspended, and students will be disciplined according to school policy after their minor violations of the Acceptable Use Policy, which include, but are not limited to the following:

- Using computers while not under the supervision of Paradigm staff.
- Sharing of personal information in the public domain. This includes names, phone numbers, addresses, age, etc.
- Using computers for commercial or for-profit purposes.
- Playing games, shopping, or any other frivolous use.
- Bringing food or drink within five feet of any computer station.
- Failure to immediately report any known or suspected violation of the Acceptable Use Policy to Paradigm staff.

The following also constitute minor violations of the Acceptable Use Policy, unless the activity directly supports legitimate educational objectives AND is expressly authorized by Paradigm staff.

- Using any external readable device or media. Paradigm staff must check these for viruses before authorizing their use.
- Changing any hardware or software configurations. This includes adjusting the desktop or changing the screen saver.
- Copying non-copyrighted third party software or files.
- Accessing or using e-mail. This includes soliciting e-mail from third parties.
- Downloading or installing files or programs.
- Using internet/chat groups.
- Listening to audio in any format.
- Printing.

Consequences
The use of Paradigm High School computer resources is a privilege, not a right. This privilege can be suspended or revoked at any time at the discretion of Paradigm staff or the student's parent/guardian. The student will be disciplined

immediately, according to Paradigm policy, for any major violation of the Acceptable Use Policy, or any applicable local, state, or federal law, and is subject to disciplinary action including revocation of computer resource privileges, suspension or expulsion from school, and/or legal prosecution.

Disclaimer
Although the Paradigm High School Acceptable Use Policy has been carefully written, Paradigm High School assumes no liability for any errors or omissions, and reserves the right to change the Acceptable Use Policy as needed. Paradigm is not responsible for any unauthorized use of Paradigm High School computer resources. Paradigm cannot guarantee availability or functionality of computer resources, and is not responsible for loss of data due to system failures.

Please Return with Registration Materials

Parent/Guardian Consent
I have read the Acceptable Use Policy and have discussed it with my son/daughter. I understand that if my child violates the Acceptable Use Policy, his/her computer resource privileges may be suspended or revoked and disciplinary and/or legal action may be taken. I accept full financial responsibility for any damage to Paradigm computer resources or any expense resulting from violation of Paradigm policies on the part of my child. I hereby give permission for my child (undersigned) to participate in the use of Paradigm computer resources.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____   Date _____

Student Consent
I have read, understand, and agree to follow the Paradigm High School Acceptable Use Policy. I understand that if I violate the Acceptable Use Policy, my computer resource privileges may be suspended or revoked, and that disciplinary action and/or legal action may be taken.

Student Name (print) _____

Student Signature _____   Date _____