



Nā Wai Ola PCS Internet Safety & Acceptable Use Policy 2016-2017

Philosophy

It is the intent of Nā Wai Ola Public Charter School (NWOPCS) to provide Internet and technology resources to its staff and students to assist in education, curriculum planning and classroom enhancement.

Use of computer resources demands personal responsibility and an understanding of the NWOPCS Internet Safety & Acceptable Use Policy. Use of the Internet is a privilege, not a right, and therefore entails responsibility. General rules for behavior and communications apply when using the Internet. Failure to follow the NWOPCS Internet Safety & Acceptable Use Policy will result in the loss of the privilege to use this educational tool and restitution for costs associated with damages, and may result in school disciplinary action (including suspension, expulsion, and dismissal) and/or legal action.

NWOPCS network administrators may review files and monitor communications and computer use to maintain system integrity and to ensure that users are using the system appropriately and responsibly. **Staff and students shall have no expectation of privacy in any information stored on NWOPCS servers, or in their use of school email, computers and devices.** NWOPCS reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of NWOPCS computers and computer systems, including all internet and electronic communications access and transmission/receipt or materials and information.

Staff, students and their parents/legal guardians shall be required to complete and sign the NWOPCS Internet Safety & Acceptable Use Policy prior to being permitted to access the Internet at school. The completed and signed policies shall be kept on file with the school.

Acceptable Use Policy

NWOPCS promotes compliance with the Children's Internet Protection Act (CIPA) and all activities must meet the requirements and restrictions of resources approved by the instructors for legitimate scientific and educational purposes.

Appropriate use of technology resources is the responsibility of all individuals involved in the educational process. The Internet is an educational tool that can greatly benefit instruction and learning through interactive lessons, research, collaborative learning, and exchange of ideas and information. Students and staff who use online resources are expected to do so in accordance with the following rules:

- Use the online resources only for school-related, educational activities.
- Be polite and use appropriate language.
 - Students/staff may not engage in the use of profanity, obscenities, or sexually explicit material.
 - Students/staff may not use expressions of bigotry, racism, and/or hate.

- Students/staff may not intimidate, bully, harass, or embarrass. **CYBER-BULLYING WILL NOT BE TOLERATED.**
- Use resources and course materials appropriately.
 - Students/staff may not engage in acts of vandalism (malicious attempts to harm or destroy others' files, material, software, or equipment).
 - Students/staff may not use course software or network resources to display or convey personal, political, or commercial messages.
 - Students/staff must retain privacy of individual passwords.
 - Staff should not use email or NWOPCS computer resources for personal use.
- Maintain individual anonymity and privacy.
 - Staff must comply with the Family Educational Rights and Privacy Act (FERPA), and must protect student privacy.
 - Students/staff may not reveal personal addresses, phone numbers, social networking identities, or other personal information.

It is the policy of NWOPCS that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is strictly prohibited. The following activities are NOT permitted on NWOPCS electronic resources:

- Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive, sexually explicit language; Violence, terrorist activities, or racial epithets. Violation of NWOPCS's anti-harassment and anti-discrimination policies is strictly prohibited.
- Engaging in personal attacks including discriminatory, prejudicial, harassing, slanderous, or libelous comments. (Cyber Bullying)
- Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional mis- or overuse of electronic distribution or storage space, e.g. downloading audio or video files not used in the classroom, or the spreading of computer "viruses" through the inappropriate use of files or diskettes.
- Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords; trespassing in another person's folders, work or files.
- Criminal acts such as arranging the sale, production or trade of alcohol, drugs, weapons or other controlled substances; engaging in criminal or gang activity; threaten the safety of others or theft of records or information.
- Using the school's computers or network for private commercial or for-profit purposes, product advertisement or political lobbying.
- Wasting school resources. This includes wasting network bandwidth by streaming music or video for non-educational purposes and/or storing personal, redundant, or out-of date materials on district computers and servers.
- Accessing hacker-related sites or use of hacking tools or utilities.
- Attempting to circumvent Internet content filtering. Disabling the filter for student use is prohibited as per federal law. (CIPA)
- Running Executable or programs from USB Devices.
- Violating local, state or federal statute.

Computer Use

NWOPCS provides computers and other devices for staff and student use. While staff and students use these computers on a daily basis it must be remembered that these computers are the property of NWOPCS and must be used appropriately. Inappropriate use of NWOPCS's electronic resources includes, but is not limited to:

- Using school computers and electronic devices for storage of personal documents, e.g. bank statements, personal photos, resumes, etc.
- The installation of personal software, as this can lead to licensing issues.
- Use of CD burners to copy MP3s or software. If you need copies, ask the IT department to make copies for you.
- Screensavers or wallpaper downloaded from the Internet or a CD..
- Use of any instant messenger service at any time.
- Use of email that is not directly related to education.
- Use of chat, instant messaging or posting to non-school related message board programs at any time
- Deliberate attempts to disrupt the technology system performance or destroy data by any means.
- Attempts to gain unauthorized access to any outside system through NWOPCS's system.
- Logging into any other account or accessing any other account for the purpose of deleting or browsing files. Having hidden or password protected files.
- Students' agreement to meet in person with someone they have met online.
- Students' failure to promptly disclose to their teacher any message they receive that contains inappropriate content or makes them feel uncomfortable.

Software on NWOPCS Computers

As restricted users, students **DO NOT** have permission to load and install software. Students will not download programs or other large files.

If staff members would like to use non-approved freeware and shareware available on the Internet, prior approval by the IT Department is required before downloading or installing. The IT Department will then install it for you.

Website Access

NWOPCS uses hardware and software to monitor and restrict Internet access. If you need access to a blocked site, submit an IT request. The IT Department will review your request and will notify you of a decision. All decisions are final.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Security Practices

- Keep passwords absolutely secret. This ensures each user that no one else can access his/her computer and network resources by using their password.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- Do not let someone else work on your computer while you are logged in.
- Log off computers when leaving workstation. When a user logs off the system, all of the user's open files are closed. The operating system remains running, so that another user can log on.
- It is your responsibility to ensure that your password is kept secret. There will be no excuses for someone else using your password. **If a password has been misused and the IT Department has not been contacted, you will be held responsible for any misuse.**

If you feel that your password has been compromised, contact the IT Department. This will limit your liability.

Plagiarism and Copyright

- Staff and students will not plagiarize works found on the internet. Plagiarism is the taking of ideas or words from others and presenting them as if they were original to yourself.
- Staff and students will respect the right of copyright owners. Copyright infringement occurs when an individual reproduces a work that is protected by copyright without permission from the copyright holder.
- This includes downloading copies of songs, movies, or other media, whether from websites or peer-to-peer networks without the permission of the copyright holder.
- Staff and students will not use or duplicate software unless it is in accordance with the appropriate license agreement.
- Students will cite works in an appropriate format.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the NWOPCS staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the IT department. The IT department or designated representatives will provide age- appropriate training for students who use the NWOPCS Internet facilities. The training provided will be designed to promote the NWOPCS's commitment to:

- The standards and acceptable use of Internet services as set forth in this policy.
- Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and

- iii. cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the NWOPCS Internet Safety & Acceptable Use Policy.

Disclaimers

NWOPCS makes no warranties of any kind, either expressed or implied, for the provided access. NWOPCS and its staff are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service; the loss of data stored on NWOPCS resources, personal property used to access NWOPCS resources; the accuracy, nature, or quality of information stored on NWOPCS resources or gathered through corporation-provided access; unauthorized financial obligations incurred through NWOPCS provided access. All provisions of this agreement are subordinate to local, state and federal statute. NWOPCS reserves the right to amend or change this policy at any time.

Consequences for Violation of the Acceptable Use Policy

Consequences for misuse of NWOPCS technology resources will be at the discretion of the Educational Director in conjunction with IT department and may involve administration or law enforcement.

Adoption

Nā Wai Ola Public Charter School Internet Safety & Acceptable Use Policy was amended and approved by the NWOPCS Governing Board on July 27, 2016.

Lore-lin Makaiwi
Recording Secretary

Staff

I understand and will abide by this Acceptable Use Policy for use of the internet and NWOPCS’s technology resources. I understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken.

NWOPCS’s staff has read and agrees to this acceptable use policy and agrees to promote this agreement with the students. Teachers at NWOPCS will facilitate instruction and use of proper etiquette of the internet and network resources.

Name (please print)

Date

Student

I understand and will abide by this Acceptable Use Policy for use of the internet and NWOPCS’s technology resources. I understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken.

I understand that, due to the nature of the internet, users may inadvertently be exposed to inappropriate material regardless of the precautions NWOPCS has implemented and that NWOPCS can in no way be held liable for any material seen in such regard.

Name (please print)

Grade

Date

Parent or Guardian

As the parent or guardian of this student I have read the Acceptable Use Policy for use of the internet and NWOPCS’s technology resources. I understand that this access is designed for educational purposes. I also recognize that it is impossible for NWOPCS to restrict access to all controversial materials and I will not hold it, or its parent district responsible for material acquired on the network. Further, I understand that the school accepts no responsibility for supervision if and when my child’s use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained in this form is correct.

Name (please print)

Signature Date