

North Lakes Academy

Policy #: 501

Policy Name: Student and Employee Technology

Adopted: November 9, 2010

Revised:

Reviewed: April 9, 2013

I. Purpose

The purpose of this policy is to set guidelines for access to the North Lakes Academy (NLA) computer systems and acceptable and safe use of the Internet, including electronic communications.

II. General Statement of Policy

Decisions regarding student and employee access to NLA computer systems and the Internet, including electronic communications, follow the educational mission, goals and objectives of our school. Electronic Information research skills are now fundamental to preparation of citizens and future employees. Access to the NLA computer systems and to the Internet allows students and employees to explore thousands of libraries, databases, and other resources. NLA expects that faculty will blend thoughtful use of the NLA computer systems and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. Limited Educational Purpose

The purpose of providing students and employees access to the NLA computer systems, which includes Internet access, is to use the systems for classroom activities, educational research, and professional or career development activities. Users are expected to use the Internet access through NLA to further educational and personal goals that are consistent with the mission statement of NLA and other school policies.

IV. Use of System is a Privilege

The use of the NLA computer systems and access to the use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, access to computer privileges may be suspended due to violation of the signed student and/or faculty technology agreement.

V. Unacceptable Uses

A. The following uses of NLA computer systems and Internet resources or accounts are considered unacceptable:

1. Users will not use NLA systems to access, review, upload, download, store, print, post, receive, transmit or distribute pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors.

2. Users will not use NLA systems to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
3. Users will not use NLA systems to access, review, upload, download, store, print, post, receive, transmit or distribute materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
4. Users will not use NLA systems to access, review, upload, download, store, print, post, receive, transmit or distribute materials use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
5. Users will not use NLA systems to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
6. Users will not use NLA systems to engage in any illegal act or violate any local, state or federal statute or law.
7. Users will not use NLA systems to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change NLA systems software, hardware or wiring and will not use NLA systems in such a way as to disrupt the use of the system by other users.
8. Users will not use NLA systems to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
9. Users will not use NLA systems to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
10. Users will not attempt to gain unauthorized access to NLA systems or any other system through the NLA computer systems, attempt to log in through another person's account, or use computer accounts, access codes or network

identification other than those assigned to the user. Messages and records on NLA systems may not be encrypted without the permission of appropriate school authorities.

11. Users will not use NLA computer systems to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

12. Users will not use NLA systems for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of North Lakes Academy. Users will not use NLA systems to offer or provide goods or services or for product advertisement. Users will not use NLA systems to purchase goods or services for personal use without authorization from the appropriate school district official.

B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. Limited Expectation of Privacy

A. By authorizing use of NLA systems, NLA does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on NLA systems.

B. Routine maintenance and monitoring of NLA systems may lead to a discovery that a user has violated this policy, another school district policy, or a law.

C. An individual investigation or research will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or NLA policy.

D. Parents have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time.

E. NLA employees should be aware that data and other materials in files maintained on NLA systems may be subject to review, disclosure or discovery under Minnesota Statutes (the Minnesota government Data Practices Act).

F. NLA will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through NLA computer systems.

VII. Limitation on School District Liability

The use of the NLA computer systems is at the user's own risk. The systems are provided on an "as is, as available" basis. NLA will not be responsible for any damage users may suffer, including but not limited to, damage or unavailability of data stored on school diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. NLA will not be responsible for financial obligations arising through unauthorized use of NLA computer systems or the Internet.

VIII. User Notification

A. All users shall be notified of NLA policies relating to Internet use.

B. Students will be notified of NLA policies regarding Internet use by reading through the Student Use Agreement in class, with a staff person, the first week of school. Students will sign the agreement and the Student Use Agreement will be kept on file in the computer room.

C. Staff will be notified of NLA policies regarding Internet use by reading through the Staff Use Agreement, and signing the agreement. Staff Agreements will be kept on file in the computer room.



As a North Lakes Academy Student I agree to use all technology in a responsible and respectful way according to the Student and Employee Technology Policy (#501).

I understand that NLA computers can be used for the following:

- School projects, papers, and research
- School- sanctioned extra-curricular activities
- Internet research relating to school projects and use of PowerSchool

Initials _____

I understand that it is my responsibility to:

- (6-8 grade) Always carry a flash drive to save and keep track of my assignments.
- Only log in as myself.
- Never give out my password or use someone else's username or password
- Follow all copyright and license laws
- Choose key search words carefully when searching the Internet
- Never give out my personal information over the Internet
- Only print items that require a hardcopy
- Recycle ALL printed material that I do not need
- Report concerns to the Technology Coordinator or administrator

Initials _____

I understand that the following are unacceptable uses of NLA computers & labs.

- Attempting to bypass or alter computer security
- Attempting, assisting, or gaining unauthorized access to computers (intentional or unintentional)
- Modifying the wallpaper or computer background
- Downloading software onto the NLA computer
- Vandalizing school machines including removing mice, drawing on keyboards, keyboard trays, computers etc.
- Accessing inappropriate websites
- Accessing another student's files without permission from the Technology Coordinator or another staff member.
- Using any email program including Yahoo, Hotmail, AOL etc.
- Eating or drinking in either computer lab.

Initials _____

I understand that if I choose to not follow the NLA technology use guidelines that I will have my computer privileges taken away for a minimum of 2 weeks and I will be required to do all technology based work by hand or at home. In addition, I understand that if I choose to not follow the guidelines more than once I will be referred to the Deans for further consequences.

Initials _____

I have read the above technology agreement and agree to follow it while I am a student at NLA.

Student Signature

Date



EMPLOYEE TECHNOLOGY USE AGREEMENT

As a North Lakes Academy Employee Member I agree to use all technology in a professional way according to the Student and Employee Technology Policy (#501).

I understand that NLA computers can be used for the following:

- To create and maintain a class website
- To email other employees, parents, and students, for school related purposes
- To research and find resources for school on the internet
- To develop curriculum and materials for school

Initials _____

I understand that it is my responsibility to:

- Keep my computer reasonably clean and safe
- Only log in as myself
- Never change my password, without permission from administration
- Follow all copyright and license laws
- Only print items that require a hardcopy
- Recycle ALL printed material that I do not need
- Report concerns to the Technology Coordinator or administrator
- Save my information on a regular basis somewhere other than my hard drive (i.e. the server, or a flash drive)
- Enforce the Student Technology Policy (#501) when supervising students in the lab.

Initials _____

I understand that the following are unacceptable uses of NLA computers and computer labs.

- Attempting to bypass or alter computer security
- Attempting, assisting, or gaining unauthorized access to computers (intentional or unintentional)
- Accessing inappropriate websites
- Accessing another teachers' files without permission from the Technology Coordinator or another employee.

Initials _____

I understand that the NLA computer and email account I am provided is not for personal use and may be subject to search at any time. I also understand that if I choose to not follow the NLA technology use guidelines that I will be subject to disciplinary measures by the administration/school board.

Initials _____

I have read the above technology agreement, and the full policy (#501), and agree to follow both while employed at NLA.

Student Signature

Date