



National Collegiate Preparatory (PCHS)

Policy: Information Network Access

The information network of the National Collegiate Preparatory Public Charter High School represents powerful educational resources that allows students to find information anywhere in the world. Students can connect to educational resources, businesses, universities, libraries, other schools and students around the world.

Just as our school has rules for acceptable behavior, so, too, are there correct procedures and rules that govern the use of our school network and each of the computers, peripherals and other equipment that make part of it. If a student does not follow these guidelines, he/she may lose the privileges to access the Network and face other consequences administered by school instructors and administrators.

Before a student can access the Network, his or her parent/guardian must sign a statement acknowledging that they are aware of the proper procedures. Think of it as your permission slip to travel on the information highway.

Students and parents understand that computer activity can be monitored by National Collegiate Preparatory Public Charter High School and that disciplinary actions can be taken in the case of violations to this Information Network Access Policy.

Behavior on the Network/Internet

For safety and the safety of others, students must remember to exercise caution when communications with people anywhere. Students should not give out home phone numbers or addresses to anyone. If a student feels that there is a problem or feel uncomfortable with the information someone is giving, the student should tell a faculty member immediately.

Policy: Information Network Access

On the other hand, students may not harass other users. Students don't want to run the risk of breaking the law by bothering other people. If a user on the Network asks that a student no longer send them mail or in any other way contact them, students must stop all contact immediately. While students may feel he/she has the right of freedom of expression, others have the right to be free from harassment.

Our school's code of conduct applies to Network activities. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, and any tampering with hardware or software. These rules also apply to harassing others and using abusive or obscene language on the information networks. Students may not use the Network to annoy, harass, or otherwise offend other people.

Student Acceptable Use Policy

The National Collegiate Preparatory Public Charter High School Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.

The National Collegiate Preparatory Public Charter High School Network has not been established as a public access service or a public forum. Our school has the right to place reasonable restrictions on material a student accesses or posts through the Network system. Students are expected to follow the rules set forth in the disciplinary code and the law in use of our school's Network.

Students will not use the Network or computers for:

- Playing games unless under faculty supervision for an educational purpose.
- Commercial purposes. This means students will not offer, provide, or purchase products or services through our Network.

Student Internet Access

- If the school leadership permits students to have a school email account through the school's domain, www.nationalprepd.org,

students will need the approval of their parent/guardian to be issued an individual account.

- If approved by the school leadership, students may create a personal web page on our Network. All material placed on web pages must be pre-approved in a manner specified by the School, Material placed on web pages will relate to education and career preparation activities.
- Our school can setup restrictions to access the whole school computer network or some of its resources, included but not limited to the Internet. This is based on the school's educational programs or based on the disciplinary standing of a particular student.

Access Times

- Students will not use a computer that is on a faculty/staff member's desk, in a faculty/staff room, or that a teacher or staff member uses as his/her main computer at any time.
- If students use the computers in the morning, they will only use them for academic purposes. If students use the Internet at this time, they will only use it to access news or other educational sites.
- Students will only use the computers during class-time while a faculty member is supervising.
- Our school may restrict, through setup of the Network, to what computers and at what times students will be able to access its resources.

Unacceptable Uses:

Personal Safety – Students will not:

- Post personal contact information about themselves or other people.
- Agree to meet with someone he/she has met online without parent/guardian approval.
- Access/observe chat rooms or talk sessions unless supervised by faculty for an educational purpose.
- Fill out online forms.

Illegal Activities – Students will not:

- Attempt to gain unauthorized access to the National Collegiate Preparatory Public Charter High School Network or any other computer system through The Network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files or Network resources. These actions are illegal, even if only for the purpose of "browsing."
- Make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Use the Network to engage in any other illegal act.
- Use school computers to store music, pictures, games, or other electronic media. In case this is requested for a specific assignment, students will have to obtain prior authorization from the instructor for whose assignment this action is required.

System Security – Students will:

- Take all reasonable precautions to prevent others from being able to use his/her account. Under no conditions will students provide his/her password to another person.
- Immediately notify a teacher or the system administrator if he/she has identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Avoid the inadvertent spread of computer viruses.
- Not attempt to circumvent any filtering or management controls.

Inappropriate Language/Material – Students will not:

- Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or web pages, or any technology-based communication.
- Post information that could cause damage or pose a danger of disruption.
- Knowingly display offensive messages, pictures, or other material or sexually-oriented material.

- Engage in personal attacks, including prejudicial or discriminatory attacks.
- Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, he/she will stop.
- Knowingly or recklessly post false or defamatory information about a person or organization.
- Use our school Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- Mistakenly access inappropriate information without immediately telling a teacher or another school employee. This will protect students against a claim that intentionally violates policy.
- Access material deemed inappropriate by his/her parent/guardian. Parents/guardians will instruct as to what additional content they feel inappropriate. The School fully expects that students will follow parent/guardian instructions in this matter.

Respect for Privacy –Students will not:

- Repost a message that was sent to a person privately without permission of the person who sent the message.
- Post private information about another person.
- Use another user's password or forge messages.
- Gain unauthorized access to the files, work or folders of another user, or vandalize or attempt to vandalize the data or files of another user.
- Post anonymous messages.

Respecting Resource Limits – Students will:

- Not download files unless absolutely necessary and approved by a faculty member. If necessary, students will download the file at a time when the Network is not being heavily used and immediately remove the file from the system computer.
- Not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- Stay within the space quota for all servers.

- Subscribe only to high quality discussion group mail-lists that are relevant to a student's education or career development.

Hardware and Software – Students will:

- Learn how to use hardware and software properly. If students have questions, he/she will ask a teacher.
- Not abuse the hardware, and will not adjust, connect, or disconnect components.
- Be totally responsible for items he/she borrows.
- Take no food or drink within 10 feet of computers.
- Always honor copyright laws and licenses.
- Not install, change, copy, or delete software. This includes programs, add-ins, plug-ins, fonts, clip art, sounds, and supporting files.
- Take precautions against viruses.
- Not attempt to circumvent any software controls.
- Not connect peripherals to school computers, including but not limited to headphones, cameras (still or video), MP3 players (including iPod's and others), etc.

Networks and Servers – Students will not:

- Switch, install or replace equipment from the original way they were setup by school personnel.
- Touch the hubs, routers, servers, or connectors, or plug or unplug wires.
- Create their own network servers.
- Publish material on the servers without the sponsorship of a faculty or staff member. Only faculty and staff may manage published content on the Network.

Intellectual Property

- When students use someone else's work, he/she will give credit to the author. When a student does this, teachers will know which ideas are the students, and he/she won't be guilty of plagiarism. ***Plagiarism is "taking ideas or writings from another person and offering them as your own."*** Credit should always be given to the person who created

the article or idea. The student who leads readers to believe that what they are reading is the student's original work when it is not is guilty of plagiarism.

- Students will respect the rights of copyright owners. Copyright infringement occurs when students inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students will follow the expressed requirements. If students are unsure whether or not he/she can use a work, students should request permission from the copyright owner. Copyright law can be very confusing. If students have questions, he/she will ask a teacher.
- Students will not possess any data that might be considered a violation of these rule in paper, magnetic format (disk), or any other form.

Consequences of Violations

Students will recognize that there will be consequences for violations of this policy. Consequences include but are not limited to: suspension/revocation of computer access, suspension/revocation of network access, suspension/revocations of network privileges, school suspension, school expulsion, and other legal action and prosecution by the authorities. These consequences can be reviewed from time to time by school administrators and made available for students and parents.

Student Network Rights

Free Speech

Student's right to free speech applies also to communication on the Internet. Our school is considered a limited forum, similar to the school newspaper, and therefore the school may restrict student speech for valid educational reasons. The school will not restrict student speech on the basis of a disagreement with the opinions.

Search and Seizure

- Students should expect only limited privacy in the contents of your personal files on the School Network. The situation is similar to the rights students have in the privacy of a locker.
- Routine maintenance and monitoring of our school network may lead to discovery that students have violated the policy, the disciplinary code, or the law.
- Our school can and will delete files that students have saved into the Network if the contents of those files are deemed inappropriate or if they put in risk the operation, performance and/or security of the school computer Network as a whole or to any of its components.
- An individual search will be conducted if there is reasonable suspicion that students have violated this Policy, the disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.
- Parents/guardians have the right at any time to request to see the contents of your email files.

Due Process

- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted our Network.
- In the event there is a claim that a student has violated this Policy or the disciplinary code in the use of our school's Network, the student will be provided with notice and opportunity to be heard in the manner set forth in the disciplinary code.
- If the violation also involves a violation of other provisions of the disciplinary code, it will be handled in a manner describes in the disciplinary code. Additional restrictions may be placed on the student's use of its network account.

Limitation of Liability

The National Collegiate Preparatory Public Charter High School makes no guarantee that the functions of the services provided by and through our Network will be error-free or without defect. The School will not be responsible for any damage he/she may suffer, including but not limited to,

Policy: Information Network Access

loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the Network. The School will not be responsible for financial obligations arising through the unauthorized use of the Network or computer system.