

# Board Policy

GCCS

## Acceptable Internet Use Policy

BP 2139

### Administration

The Grizzly ChalleNGe Charter School provides computers, Internet and e-mail access to teachers, students, staff and administrators. To create a common expectation for the acceptable use of such communication devices, each user of such devices is expected to subscribe to and observe this Acceptable Internet Use Policy. This policy does not cover all required or expected behavior. Each user is expected to exercise sound judgment regarding appropriate conduct.

Please read this document carefully before signing, since you are agreeing to adhere to this policy. Your signature at the end of this document is legally binding and indicates that you have read the terms and conditions carefully and understand their significance.

### COMPUTERS

No software may be installed on any computer unless it has been approved by the San Luis Obispo County Office of Education (SLOCOE) Information Technology Services Department. Making copies of any SLOCOE owned software is prohibited. Passwords and other access restrictions must be made known to the appropriate supervisor so that authorized access is always available to information on computers. Computers and associated technology may not be used for commercial or political purposes, or for any purpose that is immoral, illegal, or contrary to both the Grizzly ChalleNGe Charter School Board of Directors Board Policies and the San Luis Obispo County Office of Education Board Policies. Use of technology for employee organization purposes is permitted only in accordance with the separate rules established between the employer and those organizations.

### ELECTRONIC (COMPUTER) FILES

Documents created and stored on computers and e-mail systems may be considered public records, subject to disclosure under the Public Records Act. Any information relating to the conduct of the public's business is a public record if it is prepared, owned, used or retained by the office in any form. This includes computer records, e-mail messages and anything downloaded and retained from the Internet, including bookmarks. It is not necessary for there to be a hard copy, i.e. paper, for an item to be considered a public record. Any record that is stored on any office equipment, *even if it is a personal item placed there by an employee or student*, may fit the definition of a public record. These records may be subject to disclosure under a request for public records.

Although the SLOCOE Information Technology Services Department does not regularly monitor computer files, e-mail or Internet use, we retain the right to do so. Employees do not have a legitimate expectation of privacy with respect to what they store, send, receive, or access. Additional cautions regarding use of e-mail are detailed below.

### CONFIDENTIAL STUDENT FILES AND DOCUMENTS

Confidential student files and documents may be sent in an electronic format as set forth:

Within the Grizzly ChalleNGe Charter School:

- Documents are sent strictly through the SLOCOE system (slococ.org) to computers/e-mail accounts that are password protected (slococ.org);
- Documents that are printed shall be placed into secure files;
- Documents are saved into electronic files which reside on password protected computers or in password protected accounts;
- Documents should never be left accessible to the public.

Outside the Grizzly ChalleNGe Charter School:

- Documents shall only be sent when password protected;
- Social security numbers shall not be sent electronically;
- Documents shall have a cover sheet which includes the following language:

**CONFIDENTIALITY NOTICE:** This communication and any documents, files, or previous email messages attached to it, constitute an electronic communication within the scope of the Electronic Communication Privacy Act, 18 USCA 2510. This communication may contain non-public, confidential, or legally privileged information intended for the sole use of the designated recipient(s). The unlawful interception, use, or disclosure of such information is strictly prohibited under 18 USCA 2511 and any applicable laws.

If you received this message in error or are not the intended recipient, you should destroy the e-mail message and any attachments or copies, and you are prohibited from retaining, distributing disclosing or using any information contained herein. Please inform us of the erroneous delivery by return e-mail or by calling us at (805) 782-6882. Thank you for your cooperation.

## **E-MAIL**

E-mail is a very convenient way to communicate and to send computer documents as attachments. When an e-mail message is sent or received, the message may be deleted without saving it (although this does not erase the message from existence), or a hard copy of the message may be printed, and/or the message may be kept in electronic files. Although there is informality inherent in using e-mail, remember to maintain a hard copy of documents that constitute a record for the office. Under the Brown Act, board members and officers of official bodies may not use e-mail to conduct meeting business.

E-mail is not guaranteed to be private. System operators do have access to all mail. The SLOCOE Information Technology Services Department will provide a reasonable level of security for information on the network, but cannot guarantee the privacy or confidentiality of any information stored or transferred on it. E-mail can theoretically be intercepted and read at any point where it is forwarded along the network and e-mail with invalid user or host names is sometimes delivered to the system administrator. The identity of the person who created a message can be determined; courts have ordered commercial providers to disclose this information in legal cases. If there is any information that absolutely should not be seen by another person, then do not e-mail it.

## **E-mail Etiquette**

Users are expected to follow the generally accepted rules of network etiquette. Each user represents him/herself and the Grizzly ChalleNGe Charter School on a potentially global forum. The following rules are provided as a sample:

- ❖ **Be polite.** Abusive messages are unacceptable.
- ❖ **Use appropriate language.** Although electronic mail (e-mail) tends to be more casual than other forms of written communication, never swear, use vulgarities or any other inappropriate language.
- ❖ **Be discreet.** Do not reveal any personal information, address or phone numbers of students or colleagues.
- ❖ **Disruptions.** Do not use the network in such a way that would disrupt the use of the network by other users.
- ❖ **Good practices:**
  - Be brief. Don't contribute to information overload.
  - Spell it right. Forgive spelling and grammatical errors of others.
  - Make sure each message is easy to read and understand.
  - Get the most appropriate audience for the message, not the widest one.
  - Use accurate titles for messages to indicate what they are about.
  - Capitalizing entire words that are not titles is generally termed as SHOUTING!
  - Be careful with the use of humor- it is commonly misinterpreted as satire.
  - Cite references for facts, as appropriate.
  - Keep signatures brief.
  - Post only to groups known to the user.

## **INTERNET**

The Internet is a vast collection of networked computers offering a cornucopia of information on every conceivable topic. Web browsers have made the Internet graphical and enabled access with unprecedented ease.

Users are advised that some Web sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. The Grizzly ChalleNGe Charter School does not condone the use of such materials. The SLOCOE Information Technology Services Department provides a Web filtering service that blocks access to much of the inappropriate material, minimizing the potential access by students. We believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with educational goals.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. Guidelines are provided here so that users are aware of the responsibilities they are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, his or her account may be terminated and future access could be denied; additionally, disciplinary and/or legal action may be taken.

## **INTERNET ACCESS TERMS AND CONDITIONS**

1. **Acceptable Use** Access must be in support of education and/or research and must be consistent with the educational objectives of the community. Using other organization's network or computing resources must comply with the rules appropriate for that network.

2. Privileges The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The SLOCOE Information Technology Services Department system administrators will deem what is unacceptable use and their decision is final. Also, the administrators may close an account at any time, as required.

### **ACCEPTABLE/UNACCEPTABLE USE**

1. Any use for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.
2. Use for commercial purposes, including personal gain, is prohibited.
3. Copying materials in violation of copyright law is prohibited.
4. Use for product advertisement, religious advocacy, or political lobbying is prohibited.
5. No use shall serve to disrupt the use of the network by other users.
6. Any user's traffic that traverses another network may be subject to that network's acceptable use policy.

From time to time, the SLOCOE Information Technology Services Department will make decisions on whether specific uses are consistent with this policy. The SLOCOE Information Technology Services Department shall remain the final authority on use of the network and the issuance of user accounts.

We reserve the right to modify this policy at any time. Users will receive prompt notification of all modifications.

### **SECURITY**

Security on any computer system is a high priority, especially when the system involves many users. Any security problem should be brought to the attention of the system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Attempt to log in as a system administrator will result in immediate cancellation of user privileges.

Adopted 6/17/10

**ACCEPTABLE INTERNET USE POLICY**

Electronic Media Communication

**USER AGREEMENT**

I understand and will adhere to the above Acceptable Internet Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation to this policy, my access privileges may be revoked, and/or disciplinary/legal action may be taken.

User Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian Agreement:

*If the User is under the age of 18, a parent or guardian must also read and sign this agreement, accepting responsibility for the activity of the student, and granting permission for Internet access for class projects.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_