



Technology and Information Systems Policies

Technology Use Policy

New Orleans Charter Science and Mathematics High School provide technology equipment and internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and staff. General rules and expectations for professional behavior and communication apply but are not limited to the use of schools' technology and services, such as computers, networks, internet services, telephones, fax machines, printers, copy machines and projection devices. Employees and authorized volunteers are expected to use such school equipment for school-related purposes and performance of job duties.

Employees are to be knowledgeable of, and follow all school policies, rules, and procedures in the use of the schools' computers, networks, internet services, and other technologies for school-related purposes and the performance of job duties. Incidental personal use of technology equipment is permitted if the use does not result in any additional cost to the school and does not interfere with the employee's job duties and performance, with system operations, or with other system users.

"Incidental personal use" is defined as incidental, occasional and reasonable use by an individual employee for personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, and rules. Any employee who violates this policy and/or rules governing use of school technology equipment and services may be subject to disciplinary action, up to and including discharge.

Illegal uses of school equipment will also result in referral to law enforcement authorities. All school technology equipment remains under the control, custody, and supervision of the school, which reserves the right to monitor all computer, other equipment, and internet activity by employees. School technology users have no expectation of privacy in their use of school technology equipment, including email messages and stored files.

Computers are used in productive ways which relate clearly to the educational needs of students. As students' progress through the grades, emphasis is placed on the use of the computer as a tool in the instructional process to help them write, calculate, solve problems, gather information, and as an object of instruction. Elective classes shall provide opportunity for computer applications and Career and Technical Education. Students at all levels shall have the opportunity to develop the skills necessary to function in and contribute to society.

The resources available through the internet are of significant value in the learning process and in preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology. Employees are to know and implement policies and rules, including but not limited to: Employee Computer, Internet and Other Technology Use Rules and Student Internet and Computer Use Rules.

Employees and volunteers who are authorized by school volunteers may access the schools' technology equipment and Internet services for administrative, educational, communication and research purposes consistent with the schools' educational mission, curriculum, and instructional goals. Volunteers may use the schools' technological equipment for school purposes under the

specific authorization and direction of school staff. Volunteers must comply with all school policies, rules, and procedures applicable to the conduct of employees while on duty.

All software to be installed on school computers will be checked for viruses and installed by the appropriate designated person or persons.

Head of School/Administration will inform school technology users of this policy on an annual basis through handbooks and/or other means. Head of School/Administration may adopt administrative procedures, as necessary, to implement this policy.

Student Computer and Internet Use

New Orleans Charter Science and Mathematics School provide computers and internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and staff. The resources available through the internet are of significant value in the learning process and in preparing students for future success. At the same time, the unregulated availability of information and communication on the internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of school computers, networks and internet services is a privilege, not a right. Students are required to comply with the policy entitled, Technology Use Policy and these rules. Students who violate the policy or are suspected of violating the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action. All New Orleans Charter Science and Mathematics School computers remain under the control, custody, and supervision of the school. The school reserves the right to monitor all computer and internet activity by students. Students have no expectation of privacy in their use of school computers.

Students and parents will be informed of this policy on an annual basis through handbooks and/or other means selected by the Head of School/Administration. The Head of School/Administration may adopt administrative procedures, as necessary, to implement this policy.

Student Computer and Internet Use Rules

These rules implement the Technology Use Policy. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with the school's policy and these rules may result in loss of computer and internet access privileges, disciplinary action and/or legal action.

A. Computer Use is a Privilege, not a Right

Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. School administration will have final authority to decide whether a student's privileges will be denied, revoked and/or reinstated.

B. Acceptable Use

Student access to the school's computers, networks and internet services is provided for educational purposes and research consistent with the school's educational mission, curriculum, and instructional goals. The same rules and expectations that govern student conduct and communications will apply to student use of computers and the internet. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school's computers, networks, and internet services.

C. Prohibited Use

The user is responsible for his/her own actions involving school computers, networks and internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

- a. **Accessing Inappropriate Materials:** Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal.
- b. **Illegal Activities:** Using the school's computers, networks and internet services for any illegal activity or activity that violates other Board policies, procedures and/or school rules.
- c. **Violating Copyrights:** Copying or downloading copyrighted materials without the express authorization of the copyright holder.
- d. **Plagiarism:** Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When internet sources are used in student work, the author, publisher, and Website must be identified.

- e. **Copying Software:** Copying or downloading software without the express authorization of the school administrator or designee.
- f. **Non-school-Related Uses:** Using the school's computers, networks, and internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes.
- g. **Misuse of Passwords/Unauthorized Access:** Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts.
- h. **Malicious Use/Vandalism:** Any malicious use, disruption, or harm to the school's computers, networks and internet services, including, but not limited to, hacking activities and creating/uploading computer viruses.
- i. **Unauthorized Access to Chat Rooms/News Groups:** Accessing chat rooms or news groups without specific authorization from the supervising teacher.
- j. **Misuse of School Name or Logo:** Misuse of a school name or logo on a personal Web site that gives the reader the impression that the Web site is an official Web site of the school.

D. No Expectation of Privacy

The school retains control, custody and supervision of all computers, networks and internet services owned or leased by the school. The school reserves the right to monitor all computer and internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian will be responsible for compensating the school for any losses, costs or damages incurred by the school related to violations of the Student Computer and Internet Use Policy and/or these rules, including investigation of violations.

Fees are as follows:

- Cracked screen – \$100.00
- Damaged keyboard - \$100.00
- Lost / Completely Damaged Computer - \$350.00

F. Unauthorized Charges, Costs, or Illegal Use

The school assumes no responsibility for any unauthorized charges made by students including, but not limited to, credit card charges, long-distance telephone charges, equipment, and line costs, or for any illegal use of its computers, such as copyright violations.

G. Student Security

A student will not reveal his/her full name, address, or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the internet without parental permission. Students should inform their supervising teachers if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

H. System Security

The security of the school's computers, networks and internet services is a high priority. Any user who discovers a security problem must notify a supervising teacher or school administrator. The user will not demonstrate the problem to others. Any user who attempts or causes a breach of system security will have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

I. Parent Opt-Out

While reasonable precautions will be taken to supervise student use of the internet, New Orleans Charter Science and Mathematics High School cannot prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school. The school also is not responsible for the accuracy or quality of information that students obtain through the internet. The parent/guardian may opt to not allow his or her child to use computers or the internet while at school. Students who opt-out will be given alternative educational activities.



Student Acknowledgement

As a user of New Orleans Charter Science and Mathematics High School's information technology resources, including computers, computer networks, electronic mail, the Internet, I understand and agree to comply with the above stated rules.

Student Print

Student Signature

Date

Grade

Homeroom

Address (Street, City, State, Zip)

Parent/Guardian Acknowledgement

As the parent/guardian of the student signing above, I grant permission for my son/daughter to use the New Orleans Charter Science and Mathematics High School's computers, to use the school's information technology resources, including computers, computer networks, electronic mail, and the Internet. I have read and understand the above stated rules and understand that individuals and families may be held liable for student violations of these rules.

Parent/Guardian Signature

Date

Please return completed form to your child's homeroom teacher.

For Office Use Only

Asset Number: _____

Serial Number: _____