ENTHEOS ACADEMY
EXCELLENCE • SERVICE • LEADERSHIP

4300 EMPLOYEE AND STUDENT COMPUTER ACCEPTABLE USE

Purpose

The Board recognizes the need for a policy governing the use of electronic information resources by students as outlined in Utah State Code 53G-7-1002. Responsibility is delegated to the District Administration for implementing the policy according to established guidelines.

Policy

Employee Administration Policy

Computer use is often a valuable and necessary component of an employee's work. In addition, varying work responsibilities result in access to information sources such as software, programs, the Internet, school network, etc.

Although employees may have access to these information sources, their use must be specially authorized. Access ad authorization to information and equipment carry a corresponding responsibility to their appropriate use.

School equipment and access is intended to be used for educational and professional or career development activities. Expectations of employees include, but are limited to the following:

I. Student Personal Safety
    A. Employees who supervise students with access to computer equipment shall be familiar with Entheos' Student Internet Use Agreement and enforce its provisions.
    B. All student computer use must be supervised.
II. Illegal or Destructive Activities
    A. Employees shall not go beyond their authorized access to the School network or other computer equipment or software including the files or accounts of others.
    B. Employees shall not disrupt or attempt to damage or disrupt any computer, system, system performance, or data.
    C. Employee shall not use School equipment to engage in illegal
III. System Security

    A. Employees are responsible for the security of their computer equipment, files, and passwords.

    B. Employees shall promptly notify the School of security problems.

    C. Employees with access to student records may not use, release, or share these records except as authorized by Federal and State law.

    D. Students may not have access to computer equipment other than workstations.

IV.   Inappropriate Conduct

    A. The following are prohibited in public, private or posted messages or files:

        1. Obscene, profane, lewd, vulgar, rude inflammatory, threatening or disrespectful language;

        2. Potentially damaging, dangerous or disruptive material;

        3. Personal or generalized attacks or harassment; and

        4. False or defamatory information.

V.   Plagiarism and Copyright Infringement

    A. Works may not be plagiarized.

    B. The rights of copyright owners are to be respected. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that is protected by copyright, the expressed requirements should be followed. If an employee is unsure whether or not a work can be used, the copyright owner should be contacted for permission.

    C. Software copyrights must be strictly respected.

VI.   Inappropriate Access to Material

    A. School equipment shall not be used with material that is profane, obscene (pornographic) or advocates illegal acts, violence or discrimination.

    B. The non-educational use of Internet games, MUDs (Multi-User Domains), MMOs (Massively Multiplayer Online Games), Instant Messaging, Web Mail and web chats are not allowed.

    C. Inadvertent inappropriate access shall be reported immediately to the Director.

    D. Employees who formally publish school related information on the Internet must have proper approvals and abide by School publishing guidelines and procedures (as per Entheos School Website Policy).

VII.   Expectation Privacy

    A. Employees have no expectation of privacy in files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from, or used on School equipment.

VIII.   Services and Assumption of Risks

    A. The School makes no warranties of any kind, whether express or implied, for serviced provided and is not responsible for any damages suffered while on the system to include loss of data and inaccurate or poor quality information obtained from the system.

4300 Employee and Student Computer Acceptable Use Policy

IX. Due Process
- A. In the event there is an allegation that an employee has violated this agreement, the employee will receive notice of the alleged violation and an opportunity to present an explanation.
- B. Disciplinary actions in harmony with Corrective Discipline procedures will be tailored to meet the specific concerns related to the violation. Deliberate violations of this agreement (e.g. malicious acts or omissions; searching for, viewing or otherwise visiting pornographic or sexually explicit sites) are cause for immediate termination.

Administration Policy

Student use of electronic information resources must be in support of education and research and must be consistent with the education objectives of Entheos EL School. While access to all materials on a worldwide network cannot be controlled, Internet access in Entheos EL School is filtered and monitored on an ongoing basis.

Students will receive training regarding appropriate online behavior. This training may include such topics as interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

Internet resources can be valuable for student's education. School Internet access is a privilege which may be authorized as well as withdrawn. Students are expected to be aware of and abide by the following:

I. Student Personal Safety
- A. Personal contact information may not be entered on Internet sites open to public access. This includes student address, phone numbers and personal e-mail addresses.

II. Internet Use
- A. Students may use school Internet access, including e-mail, only for teacher-directed educational activities. Students may use school Internet access only when authorized, and only when supervised. Email will only be used for in-school communication, and blocks will be instituted to safeguard from receipt of externally generated email.
- B. Students who formally publish school related information on the Internet must have proper approval and abide by school publishing guidelines and procedures (as per Entheos School Website Policy).

III. Prohibited Computer
- A. Uses Students are strictly prohibited to: Access or create files or materials without authorization Access or create offensive, profane, or pornographic files
- B. Use Internet games, MUDs (multi-user domains), MMOs (Massively Multiplayer Online Games) IRCs, Instant Messaging, Web Mail, or web chats

    C. Plagiarize works or violate copyrights or trademarks Damage, alter, or modify hardware or software Attempt to bypass computer security

IV. Expectation of Privacy

    A. Students do not have an expectation of privacy in files, disks, documents, e-mails, etc., which have been used or created with school equipment.

V. Disciplinary Actions

    A. Disciplinary actions will be taken to meet the specific concerns related to violations of this agreement (e.g. loss of access to computers, suspension, law enforcement involvement, etc.).