

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. Furthermore, various work responsibilities entail access to informational resources such as software, programs, the Internet, school networks, etc.

While employees may have access to these resources, it is imperative that such access be specifically authorized. Accessing and utilizing information and equipment comes with the responsibility of ensuring their appropriate use.

School equipment and access are intended to be used for educational and professional or career development activities. Expectations of employees include, but are not 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. Employees shall not use School equipment to engage in illegal activities.
- III. System Security

ENTHEOS BOARD POLICY – APPROVED AUGUST 12, 2013

UPDATED MAY 27, 2021 , JUNE 28, 2023, MARCH 28, 2024

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- 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 student designated 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, WebMail, 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 of Privacy
- A. Employees should understand that they do not have an expectation of privacy regarding files, disks, documents, etc., that have been created, entered, stored, downloaded, 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 services provided and is not responsible for any damages suffered while on the system

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including loss of data and inaccurate or poor quality information obtained from the system.

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, aligned with corrective discipline procedures, will be customized to address the specific concerns arising from any violations. Intentional breaches of this agreement, such as malicious acts or omissions or accessing pornographic or sexually explicit content, will result in immediate termination.

Administration Policy

Student utilization of electronic information resources must align with educational and research purposes and support the educational objectives of Entheos Academy. While it's acknowledged that complete control over materials on the world wide web is not feasible, internet access within Entheos Academy is subjected to ongoing filtration and monitoring.

To ensure responsible online conduct, students will undergo training addressing appropriate behavior online. This training may cover topics such as engaging with others on social networking platforms and in chat rooms, as well as awareness and response to cyberbullying.

Recognizing the educational value of internet resources, access to school internet is considered a privilege that may be granted or revoked. Students are expected to familiarize themselves with and adhere to the following guidelines:

- I. **Student Personal Safety**
 - A. Personal contact information may not be entered on Internet sites open to public access. This includes student addresses, phone numbers, and personal email addresses.
- II. **Internet Use**
 - A. Students may use school Internet access, including email, 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.
 - 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 Uses**

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- A. Students are strictly prohibited from: accessing or creating files or materials without authorization. Accessing or creating offensive, profane, or pornographic files
 - B. Internet games, unless preapproved for educational use, MUDs (multi-user domains), MMOs (Massively Multiplayer Online Games), IRCs, Instant Messaging, WebMail, or web chats
 - C. Plagiarizing works or violating copyrights or trademarks damaging, altering, or modifying hardware or software, or attempting to bypass computer security
- IV. Expectation of Privacy
- A. Students do not have an expectation of privacy regarding files, disks, documents, emails, or any other materials that have been utilized or generated using school equipment.
- V. Disciplinary Actions
- A. Disciplinary measures will be implemented to address the specific concerns arising from violations of this agreement, which may include consequences such as loss of computer access, suspension, involvement of law enforcement, and so forth.