

ARLINGTON CLASSICS ACADEMY
Acceptable Use Policy
On School-provided Computers and Internet Access

Purpose. Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Arlington Classics Academy considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Arlington Classics Academy expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those resources which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

ACCEPTABLE USE PROCEDURES

Scope: The following procedures apply to all Arlington Classics Academy staff, students and volunteers, and cover all school computer equipment, the School computer network, and any computer software licensed to the Arlington Classics Academy.

Acceptable Use: Arlington Classics Academy provides computer resources to its students and staff for the purpose of advancing the educational mission of the School. These resources are provided and maintained at the School's -- and therefore, the public's -- expense and are to be used by members of the school community with respect for the public trust through which they have been provided.

The Acceptable Use policies and procedures that follow provide details regarding the appropriate and inappropriate use of School computers. The procedures do not attempt to articulate all required or proscribed behavior by users. Successful operation of the School computer network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the School computers. Users are ultimately responsible for their actions in accessing and using School computers and the School computer network. As a user of Arlington Classics Academy computers, you are expected to review and understand the guidelines and procedures in this document.

Policies: All users of school-provided Internet access must first have the permission of and/or be supervised by the Arlington Classics Academy professional staff. Users of School-provided Internet access are responsible for good and professional behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of School-provided Internet access is to facilitate communications in support of research and education. To remain eligible, users must be in support of and consistent with the educational objectives of Arlington Classics Academy. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school property. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

Prohibited Uses: ACA Computers may not be used for the following purposes:

- **Commercial Use:** Using ACA Computers for personal or private gain, personal business, or commercial advantage is prohibited.
- **Political Use:** Using ACA Computers for political purposes in violation of federal, state, or local laws is prohibited. This prohibition includes using ACA computers to assist or to advocate, directly or indirectly, for or against a ballot proposition and/or the election of any person to any office. The use of ACA Computers for the expression of personal political opinions to elected officials is prohibited. Only those staff authorized by the Superintendent may express ACA's position on pending legislation or other policy matters.
- **Illegal or Indecent Use:** Using ACA Computers for illegal, harassing, vandalizing, inappropriate, or indecent purposes (including accessing, storing, or viewing pornographic, indecent, or otherwise inappropriate material), or in support of such activities is prohibited. Illegal activities are any violations of federal, state, or local laws (for example, copyright infringement, publishing defamatory information, or committing fraud). Harassment includes slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that
 - 1) have the purpose or effect of creating an intimidating and hostile or offensive environment;
 - 2) have the purpose or effect of unreasonably interfering with an individual's work or school performance, or
 - 3) interfere with school operations. Vandalism is any attempt to harm or destroy the operating system, application software, or data. Inappropriate use includes any violation of the purpose and goal of the network. Indecent activities include violations of generally accepted social standards for use of publicly-owned and operated equipment.
- **Non-ACA Employee Use:** ACA Computers may only be used by ACA staff and students, and others expressly authorized by ACA to use the equipment.
- **Disruptive Use:** ACA Computers may not be used to interfere or disrupt other users, services, or equipment. For example, disruptions include distribution of unsolicited advertising ("Spam"), propagation of computer viruses, distribution of large quantities of information that may overwhelm the system (chain letters, network games, or broadcasting messages), and any unauthorized access to or destruction of ACA Computers or other resources accessible through ACA's computer network ("Cracking" or "Hacking").

Any violation of this Acceptable Use Policy may result in loss of School-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Arlington Classics Academy makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The School will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The School will not be responsible for the accuracy, nature or quality of information stored on School diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through School-provided Internet access. The School will not be responsible for personal property used to access School computers or networks or for School-provided Internet access. The School will not be responsible for unauthorized financial obligations resulting from School-provided access to the Internet.

Privacy:

ACA Computers, the Internet, and use of email are not inherently secure or private. For example, the content of an email message, including attachments, is most analogous to a letter or official memo rather than a telephone call, since a record of the contents of the email may be preserved by the sender, recipient, any parties to whom the email may be forwarded, or by the email system itself. It is important to remember that once an email message is sent, the sender has no control over where it may be forwarded and deleting a message from the user's computer system does not necessarily delete it from the ACA computer system. In some cases, emails have also been treated as public records in response to a public records disclosure request. Likewise, files, such as Internet "cookies" may be created and stored on a computer without the user's knowledge. Users are urged to be caretakers of your own privacy and to not store sensitive or personal information on ACA Computers. ACA may need to access, monitor, or review electronic data stored on ACA Computers, including email and Internet usage records.

While ACA respects the privacy of its staff and while ACA currently does not have a practice of monitoring or reviewing electronic information, the School reserves the right to do so for any reason. ACA may monitor and review the information in order to analyze the use of systems or compliance with policies, conduct audits, review performance or conduct, obtain information, or for other reasons. ACA reserves the right to disclose any electronic message to law enforcement officials, and under some circumstances, may be required to disclose information to law enforcement officials, the public, or other third parties, for example, in response to a document production request made in a lawsuit involving ACA or by a third party against the user or pursuant to a public records disclosure request.

Discipline

The Acceptable Use Procedures are applicable to all users of ACA Computers and refer to all information resources whether individually controlled, shared, stand alone, or networked. Disciplinary action, if any, for students, staff, and other users shall be consistent with ACA's standard policies and practices. Violations may constitute cause for revocation of access privileges, suspension of access to ACA computers, other school disciplinary action, and/or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis.

Care for ACA Computers:

Users of ACA Computers are expected to respect ACA's property and be responsible in using the equipment. Users are to follow any ACA instructions regarding maintenance or care of the equipment. Users may be held responsible for any damage caused by their intentional or negligent acts in caring for ACA Computers under their control. ACA is responsible for any routine maintenance or standard repairs to ACA Computers. Users are expected to timely notify ACA of any need for service.

Users are not to delete or add software to District Computers without District permission. Due to different licensing terms for different software programs, it is not valid to assume that if it is permissible to copy one program, then it is permissible to copy others.

USING EMAIL AND THE INTERNET WISELY

Using Email Wisely

- Email encourages informal communication because it is easy to use. However, unlike a telephone call however, email creates a permanent record that is archived and often transmitted to others. Remember that even when you delete an email from your mailbox, it still may exist in the system for some period of time.
- Be circumspect about what you send and to whom. Do not say anything in an email that you would not want to see republished throughout ACA, in Internet email, or on the front page of the Star-Telegram. Remember that email invites sharing; a push of the button will re-send your message worldwide, if any recipient (or hacker) decides to do so. What you say can be republished and stored by others.
- Beware of the "Reply All" button. Often your message only needs to be returned to one individual -- is the message really appropriate for (and should it really take the time of) everyone on the address list
- You can create liability for yourself and ACA. For example, within or outside of ACA, if you "publish" (type or re-send) words that defame another individual or disparage another individual or institution, if you upload or download or re-send copyrighted or pornographic material, if you use email to harass or discriminate against someone, or if you send private information or data about someone, you may violate applicable laws and ACA policy. Make sure none of your activities violate any law or policy.
- Please keep in mind that because of intermediary server problems and other potential delays, Internet email can sometimes take anywhere from five minutes to several days to arrive. It may not be the best means to send time-sensitive information.
- Email attachments can introduce viruses into the District system, and you can introduce a virus into a recipient's system by forwarding an infected attachment. This is especially likely if the attachment arrives from an unknown source via the Internet. Please do not open attached files ending in "EXE," "BAT," or "COM," as these files may be viruses or programs designed to delete data from the computer.

Using the Internet Access Wisely

- Be circumspect about where you go and what you do. Do not visit any site or download or share any material that might cause anyone to question your professionalism, or the School's.
- Read the "License" or "Legal" contract terms on every site. Do not purport to bind the District to any license or other contract. If you make an agreement on your own behalf, do not violate that agreement using ACA equipment or Internet account.
- Do not assume that just because something is on the Internet, you may copy it. As a general rule, assume that everything is copyrighted and do not copy it unless there is a notice on the site stating that you may do so. For example, if you see a clever cartoon assume that you may NOT copy it. Governmental documents are an exception (you may copy them), but you must confirm that it is the "government" and not a government-related entity such as the post office.
- Be aware of the "Do you want a cookie?" messages (if you have configured your browser to get such messages). If you answer yes, whatever activity in which you are engaged will be logged by the site owner to help it or its advertisers develop a profile about you or the School. It is possible that your browser is set to accept cookies without asking you each time.

- You can create liability for yourself and ACA. For example, if you "publish" (type or re-send) words that defame or disparage another individual or institution, if you upload or download or re-send copyrighted or pornographic material, if you use the Internet to harass or discriminate against someone, or if you provide private information or data about someone, you may violate applicable laws or ACA policy. Make sure none of your activities violate any law or policy.
- Do not engage in any "spamming" or other activities that could clog or congest Internet networks.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.