**MFCS Computer/Network/Internet
Acceptable Use Policy**

Policy Purpose
The Computer/Network/Internet Acceptable Use Policy establishes efficient, safe, ethical and legal use of computers, iPads and Internet resources at Mill Falls Charter School. This policy applies to student-users of these resources located in or accessed by Mill Falls Charter School.

Qualifying for Use
The privilege and responsibility of using our computer/iPad and Internet resources is based on the concept of a qualified and informed user. Access to and use of these resources entails a great responsibility. Inappropriate use may result in disciplinary action, which may be revocation of privileges or even suspension. In order for a student to use Mill Falls' computers, iPads and Internet resources a completed and signed *Acceptable Use Agreement* must be on file at school (additional details on the following page).

Internet Access & Safety Policy Technology Protection Measure:
Mill Falls Charter School has set up protections that filter materials that are profane, obscene, unlawful, discriminatory, violent, or hateful. In addition, students are monitored by teachers and staff when using the computers/iPads. However, it is recognized that neither is infallible, and we rely on the responsible use of the Internet by our students and staff.

Internet Safety Policy:
Technology tools including email, blogs, social networking, among others, have transformed how the world communicates and learns. These exciting and innovative communication tools often have educational value and cannot be completely filtered. Mill Falls educates its students about appropriate online behavior, including cyber bullying, and interacting with individuals. To insure safety and promote reliable Internet use, all users must adhere to the existing *MFCS Common Code of Online Conduct* and *MFCS Bullying Policy* (including information about cyber-bullying) that can be found in the Family Handbook.

Proper Usage
Security and safety is a maximum priority. Students using school computers/iPads are expected to behave appropriately and respectfully and agree to the following parameters and conditions:

Students:
  • Must notify staff about security problems, unacceptable Internet sites or inappropriate

communication.
- Will not eat or drink in the immediate vicinity of any computers/iPads or network asset.
- Will not change or add any passwords to the machines.
- Will not purchase anything on line when using school computers/iPads. Should this occur, the student will be responsible for reimbursing the school for the purchase.
- Shall not install/upload software to school computers/iPads or store software on network servers.
- Will not set up or participate in Internet or LAN-based proxy or sharing applications.
- Will not evade, change or exceed resource quotas or disk usage as set by the Administration.
- Are responsible for making back-up copies of their critical documents.
- Will not reveal personal information on the Internet or plan to meet people contacted through the Internet.
- Will not access, create or share profane, obscene, unlawful, discriminatory, violent, or hateful content.

Privacy
- No guarantee of privacy is given to any function of the network including files and communication.
- Data storage areas are to be treated as school property.
- Software is employed that enables remote control and monitoring of computers/iPads while in use.
- Teachers, school administration officials and parents/guardians, have the right to review the contents of any user's files and communications.
- All users must respect the privacy of other users and the confidentiality of passwords.

Copyright & Plagiarism
Violation of copyright and/or software agreement is considered a violation of this policy.
- Explicitly copyrighted materials will often have conditions describing how they may or may not be used.
- Plagiarism is expressly forbidden. (Plagiarism is the claiming of another person's work as your own.)
- Proper citations will be used when citing electronic information.

Vandalism
Vandalism is defined as any malicious attempt to damage the physical computers/iPads, software, network systems or data of other users.
- Vandalism will result in disciplinary action, which may include suspension of computer/technology resources and possible referral to legal authorities.
- Individuals will be held financially responsible for damages caused by vandalism *including*:
    1. Attempts to move, remove, or damage software, hardware, or files.
    2. Attempts to hack into any network or computer/iPad environment.
    3. Physical damage to a technology resource while it is assigned or checked out to them.

Research & Reference
With the information that abounds on the Internet, it is important for our students and staff to recognize authoritative and respected sources of information. To this end, students and staff will give preference to:
- Subscription resources that have been reviewed by educators.
- Teacher reviewed and evaluated sites and materials.
- Information from educational, government and non-profit websites (.edu, .gov,.org).

Violations of the Acceptable Use Policy
Mill Falls Charter School places a high value on the appropriate and responsible use of its network and Internet resources. A violation of any of the rules outlined in this agreement will result in the following consequences:

Student Users
- **First Infraction:** removal from use of technology resources for one week (five school days).
- **Second Infraction:** removal from use of technology resources for one calendar month (i.e.: from the 14th of September to the 14th of October).
- **Third Infraction:** removal from use of technology resources for 90 school days.

All infractions of the policy will be disclosed to parents/guardians in writing. Infractions of this policy may result in further disciplinary action and will be determined on a case-by-case basis. Any illegal infractions will be reported to legal authorities. School administrators reserve the right to modify the consequences outlined above if deemed appropriate.

Parent/Guardian/Student Understanding & Agreement
Because we understand that the required legal language in this policy document is complex, we have created an *Acceptable Use Agreement.*

That document will be signed by both our students and their parents/guardians when they enter our Lower Elementary Program and again when they enter the Upper Elementary Program. The signed agreement shall be kept at the school and is a required document for student participation in the MFCS technology program.

Existing Policies
Mill Falls Charter School also has an existing *Common Code of Online Conduct* and *Bullying Policy* (including information about cyber-bullying) that can be found in the Family Handbook. All guidelines of this *Code of Online Conduct* and *Bullying Policy* still apply.

Approved by the Board of Trustees, September 17, 2014.
(small language clarifications made September 2015)