

STUDENT INTERNET & TECHNOLOGY ACCEPTABLE USE POLICY

2019-2020

Acceptable Use

Internet use provides valuable opportunities for research, curriculum support, and career development. BCCS offers Internet access to its students and staff. The school maintains computers to which students have access under adult supervision during designated times after school. The primary purpose of providing access to the Internet is to support the educational mission of BCCS. BCCS expects that students and staff will use this access in a manner consistent with this purpose.

Families are encouraged to contact teachers via e-mail to set up appointments to discuss any student or school issues, or to ask brief questions, but should not use e-mail for extended conversations. All components of the Code of Conduct and any resulting disciplinary procedures are applicable to e-mail communication from a student to a teacher or any other school staff. While the Internet is a tremendous resource for electronic information, it has the potential for abuse. BCCS makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of BCCS's Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. BCCS has installed special filtering software in an effort to block access to material that is not appropriate for children.

Unacceptable Use

The following is a list of prohibited behaviors; the list is not exhaustive but illustrates unacceptable uses of BCCS's Internet service:

- accessing personal e-mail correspondence or social networking sites
- accessing websites during class other than those identified by the teacher as appropriate for class
- disclosing, using, or disseminating personal identification information about self or others
- accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal
- using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above
- using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry
- vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means
- copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use),

scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of the teacher or principal

- plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through e-mail or news sources must also be credited as to sources
- using the Internet service for commercial purposes
- downloading or installing any commercial software, shareware, freeware, or similar types of material onto network drives or disks without prior permission of the teacher overriding the Internet filtering software.

Personal Electronic Devices

By special permission by the classroom teacher and Principal, a student at BCCS may be allowed to use personal electronic devices (such as a digital reading device or laptop) under the following conditions:

- BCCS will not be held liable for any and all damage and/or theft that may occur. Families choose to allow their student to bring in the device at their own risk
- Students comply with all aspects of BCCS's Acceptable Use Policy. Social Networking Sites BCCS students who use social networking sites have a responsibility to maintain a safe, courteous learning environment for all in the building. Inappropriate use of social networking sites to bully other students, or to spread false information about students or teachers, even if this takes place outside of school on personal computers or phones, may be cause for disciplinary action, in accordance with M.G.L.c.71 ~ 370. Safety Issues Use of the Internet has potential dangers. Users are encouraged to read two brochures regarding Internet safety that the Massachusetts Attorney General's Office has prepared. The brochures are entitled: "The Internet, Your Child and You" (<http://www.aps1.net/DocumentCenter/Home/View/448>) and "What Every Parent Should Know and Internet Safety: Advice from Kids Who Have Faced Danger Online" (<http://www.aps1.net/DocumentCenter/View/447/intsafe?bidId=>).
- The following are basic safety rules pertaining to all types of Internet applications.
 - Never reveal any identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs
 - Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable. Immediately tell your advisor if you receive a message that you believe is inappropriate or makes you feel uncomfortable
 - Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify your advisor
 - Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. BCCS reserves the right to examine all data stored on diskettes involved in the user's use of BCCS's Internet service. Internet messages are public communication and are not private. All

communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

- Access to BCCS’s Internet service is a privilege, not a right. BCCS reserves the right to deny, revoke, or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through BCCS’s Internet service. The school also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

Middle School Students Only

Starting this year, students will be traveling to their classes with their chromebooks in hand. They are responsible for taking their chromebooks from morning advisory and returning them to advisory at the end of the day to plug them in. If they do not bring their chromebook to class, they may be considered unprepared. If they break or lose their chromebook, they will have to use a loaner and may be charged for a replacement. Chromebooks are not to go home with students.

High School Students Only

Starting this year, the chromebook high school students receive to use throughout the year will be one that they can take with them when they graduate. If you break or lose your chromebook, you will have to use a loaner, you may be charged for a replacement, and/or you may not be able to take the new one with you upon graduation. Chromebooks are not to go home with you.

I acknowledge receipt of this information and will uphold the expectations set before me regarding acceptable technology and internet use at Boston Collegiate Charter School.

Student Name

Student Signature

Date

I acknowledge receipt of this information and accept the expectations of my student regarding acceptable technology and internet use at Boston Collegiate Charter School.

Parent/Guardian Name

Parent/Guardian Signature

Date