

**Okaloosa Academy Charter School**  
**Internet and Technology Acceptable Use Policy**

The use of technology is vital to the implementation of the Okaloosa Academy curriculum. However, with this opportunity comes the responsibility for appropriate use; therefore, the Okaloosa Academy Board of Directors have adopted the following Acceptable Use Policy and procedural guidelines for accessing and using technology within the school environment.

**OVERVIEW**

Technology access at Okaloosa Academy is not provided as a public access service or as a public forum. Therefore, the school has the right to place reasonable restrictions on the material accessed. Users, including all students, staff and administrators are expected to follow the rules set forth in this agreement.

While technology provides the backbone of our curriculum and educational programming at Okaloosa Academy, it also has the potential to provide access to material that may not be considered of educational value in the context of the school setting. The school provides filters and monitoring systems which aim to eliminate the access of inappropriate materials.

It is the policy of Okaloosa Academy to:

- a. Filter or block access to material that is not appropriate for students
- b. Protect the safety and security of students when using email, chat rooms, and other forms of direct electronic communication
- c. Prevent hacking or unauthorized access by students to data or information that they should not have access to and to prohibit other unlawful online activities by students
- d. Prevent access to websites, web or mobile applications, or software that do not protect against the disclosure, use, or dissemination of students' personal information
- e. Prohibit students from accessing social media platforms, except when expressly directed by a teacher for an educational purpose
- f. Prohibit the use of TikTok, and any successor platforms, on all school-owned devices or any device (including privately owned) connected to school-provided internet
- g. Prohibit the use of TikTok, or any successor platforms, to be used to communicate or promote the School, a school-sponsored club, an extracurricular organization, or an athletic team
- h. Comply with the Children's Internet Protection Act (CIPA) [Publ. L. No. 106-554 and 47 USC 254(h)].

## **EDUCATIONAL PURPOSES**

1. All students will have access to technology resources within their classrooms for educational purposes.
2. The user and their parent must agree to the terms of use before being granted access to the school-provided technology. Technology access can be withdrawn at any time by either a member of the school's staff or the student's parent.
3. Students are prohibited from disclosing any personal contact information via technological means without obtaining prior consent from a School teacher or other administrative member. Additionally, the use of email, chat rooms, and other direct electronic communication by students will be monitored by the School's administration to protect the safety and security of students.

## **ACCEPTABLE USES**

1. Technology is to be used in a responsible, efficient, ethical, and legal manner in the school environment. Users must acknowledge their understanding of this policy and the procedural guidelines as a condition of using the technology.
2. Do not retrieve, save, or display hate-based, offensive or sexually explicit material using any of the School's computer resources. I understand that I am to notify an adult immediately if by accident I encounter materials which violate appropriate use.
3. Vandalism is prohibited. This includes, but is not limited to, modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
4. Do not use computers, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
5. Do not access any social media platform at school, except when expressly directed by a teacher for educational purposes.
6. Do not use social media platforms on any school owned devices or while connected to school provided internet. TikTok, and any successor platform, on all school owned devices or privately owned devices connected to school provided internet are prohibited. Additionally, I will not use TikTok to communicate or promote the School, a School-sponsored club, School extracurricular organization, or School athletic team.
7. Acceptable uses of technology are activities which support learning, collaborative work, and instruction. Students are encouraged to develop uses that meet their individual needs and that take advantage of the technology's primary functions: communication, instruction, information storage and retrieval.

3. Students and teachers are particularly encouraged to share in the development of online learning activities that can be placed on our school server and made available and shared by all learners.
4. Okaloosa Academy cannot assure the rights of privacy on school owned devices and the school administration and Board of Directors have full authority to review all actions on school networks and devices.

### **UNACCEPTABLE USES**

Unacceptable uses of the Internet include but are not limited to the following:

1. The use of technology for non-educational purposes or purposes not instructed by the teacher is a violation of the terms of the technology policy and may result in the privilege of using technology being revoked. Social media access, including TikTok on any school owned networks or devices is prohibited by law.
2. Violating the conditions of the Code of Conduct.
3. Attempting any unauthorized access to any network or computer system.
4. Downloading inappropriate materials, i.e. files, graphics, sound clips, and/or movies.
4. Re-posting personal communications without the author's prior consent.
5. Copying commercial software in violation of copyright law or other copyright protected material.
6. Using the network for financial gain or for any commercial or illegal activity.
7. Installing or storing any software on any Okaloosa Academy computer without the permission of the teacher or staff member responsible for the computer.
8. Making or attempting to make any changes in any configuration, password, or program on any computer or computer system without permission.
9. Using any Okaloosa Academy computer without permission of the teacher or staff member responsible for that computer.
10. Swearing, use of vulgarities or any other inappropriate language, pictures or gestures in any form including social media, written, graphic, voice phone, and real-time video applications.
11. Attempting any unauthorized access to any computer system is illegal and will be treated as such.
12. Using technology to bully or harass another student or staff member will be punishable per the guidelines outlined in the student code of conduct. Any threats or bullying will be taken seriously.

### **MUTUAL RESPONSIBILITIES**

1. Administrators, Teachers, School Staff, and Parents are responsible for:

- a. Providing safe technology access to students by the utilization of GoGuardian or other school internet safety software;
- b. Teaching proper techniques and standards for participation with technology;
- c. Aiding student access to appropriate usage of technology;
- d. Assuring that students understand that if they misuse technology they will lose their technology access privileges; and
- e. Monitoring related concerns including the issues of privacy, software piracy, copyright infringement, email etiquette, and the approved and intended use of technological resources.
- f. Taking appropriate disciplinary measures when students misuse technology; and insure their teachers receive the guidance and training needed to fulfill their responsibility
- g. Parents will indemnify OACS against any damage that is caused by the student's inappropriate use of the system.

### **LIMITATION OF LIABILITY**

Okaloosa Academy Charter School makes no warranties of any kind, whether expressed or implied for the service it is providing. Okaloosa Academy Charter School will not be responsible for any damages a user may suffer, including loss of data. Okaloosa Academy Charter School will not be responsible for the accuracy or quality of information obtained through any school Internet connection.

### **PROCEDURAL GUIDELINES – EMAIL**

Users should practice proper email behavior:

1. Do not reveal your personal address or phone numbers or those of students or colleagues.
2. Never agree to meet in person anyone you have met online. Attempts by others to meet you should be reported to your parents and to school officials, if it takes place through school-provided resources.
3. Always report any messages you receive that make you feel uncomfortable or are inappropriate to parents and/or school officials, if it takes place through OACS- provided resources.
4. Be polite. Do not be abusive in your messages to others.

5. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
6. Illegal activities are strictly forbidden.
7. OACS cannot assure the rights of privacy for email.
8. Messages relating to or in support of illegal activities may be reported to the authorities. Email produced in the scope of school work is public record.
9. Do not use computer resources in such a way that you disrupt the use of those resources or the network by other users.
10. All communications and information accessible via the network should be considered private property and should not be re-posted to others without permission from the author.
11. Engaging in spamming is not permitted.

#### **PROCEDURAL GUIDELINES - COMPUTER VIRUS PROTECTION**

Users must avoid knowingly or inadvertently spreading computer viruses.

1. Do not download files from unknown sources.
2. Always download files to a computer that has adequate virus detection and protection installed.
3. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

## OACS Parent or Guardian Internet Responsibility Contract

As the parent or guardian of \_\_\_\_\_, I have read the terms and conditions of the Internet and Technology Acceptable Use Policy for Okaloosa Academy Charter School. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for OACS to restrict access to all controversial materials and I will not hold Okaloosa Academy Charter School or its employees responsible for materials acquired on through technology.

Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for my child to use Technology while in the school environment and certify that the information contained on this form is correct.

Parent or Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student Contract to use Okaloosa Academy Charter School Technology

Please read the attached Acceptable Use Policy carefully before signing this document. This is a legally binding contract and must be signed before you will be given school access to school Technology.

\_\_\_\_\_ 1. I will not type any form of profanity or inappropriate, rude or suggestive language when communicating on school devices.

\_\_\_\_\_ 2. I will not view any inappropriate sites.

\_\_\_\_\_ 3. I will not download any inappropriate materials.

\_\_\_\_\_ 4. I will not use the social media platform TikTok, and any successor platform, on all school owned devices or privately owned devices connected to school provided internet. Additionally, I will not use TikTok to communicate or promote the School, a School-sponsored club, School extracurricular organization, or School athletic team.

\_\_\_\_\_ 4. I agree to abide by all rules of the OACS Internet and Technology Acceptable Use Policy.

The attached Acceptable Use Policy and guidelines have been established by the Board of Directors of Okaloosa Academy Charter School. If any user violates any of these provisions, his or her access to Technology will be terminated and all future access could possibly be denied. The signature at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

My signature indicates that I have read these rules and agree to the conditions of the Technology Acceptable Use Policy for using all Technology. I understand that my Internet privileges will be suspended if the rules are not strictly followed.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_