



SIGMA ACADEMY FOR LEADERSHIP

Σ EARLY MIDDLE COLLEGE

Acceptable Use Policy

Access and Use of Technology Systems

Technology is the hardware, networks, software, data/information, documentation or any combination of these or other components, which constitute the data processing systems of Sigma Academy for Leadership & Early Middle College.

The administration is authorized and directed to develop programs, guidelines, and rules which:

1. Publicize in SALEMC handbooks, manuals, and publications, the school's policy on access and the use of technology by students, employees, and parents.
2. Alert students, employees, and other users of school technology to the consequences of misuse of technology.
3. Include in appropriate student instructional programs regarding the legal and ethical use of technology.
4. Include in appropriate staff development programs instruction regarding the legal and ethical use of technology.

Application For Account and Terms and Conditions for Computer, Network, and Internet Use

Please read the following carefully before signing the attached contract.

High Speed Internet access is available to students and staff at SALEMC. The goal in providing this service to staff and students is to promote educational excellence via online resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. SALEMC has taken available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. SALEMC firmly believes that the valuable information and collaboration available on this network far outweighs the possibility that users may procure material that is not consistent with our educational goals.

TERMS AND CONDITIONS

Sigma Academy for Leadership & Early Middle College (SALEMC) is committed to technology as a vital tool for its students, teachers, and parents. We are very pleased to bring a wide range of technologies to students, staff and faculty at Sigma Academy for Leadership & Early Middle College. The internet and computers on our network are used to support the educational objectives of Provident

Charter School. Use of these technologies is a privilege and is subject to a variety of terms and conditions. Provident retains the right to change such terms and conditions at any time.

1. **ACCEPTABLE USE:** The purpose of technology and the internet is to support research and education in and among academic institutions in the US by providing access to unique resources and the opportunity for collaborative work. The use of these resources may not be used in violation of any US, state, or local regulation. These resources may not be used to upload, view, download, or distribute pornographic, obscene, sexually explicit, or threatening material. These resources may not be used to infringe on copyright or to plagiarize materials.
2. **COMMUNICATION:** Use language that is pertinent and appropriate when submitting academic work, participating in online forums and working collaboratively. Be thoughtful and mindful about the language used when posting online or sending messages to others. . Be mindful of how my words are interpreted by others. Do not use profanity or any language that is offensive to others. Understand that emails and electronic forms are not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to authorities.
3. **PRIVACY:** Be aware of the privacy settings on websites to which you subscribe. Understand that anything is done online or electronically is not private and can be monitored. Do not share any personal information about yourself, family or faculty including passwords, full name, personal addresses, or phone numbers. Do not respond to unsolicited online contact.
4. **HONESTY AND SECURITY:** Do not engage in behavior that puts yourself or others at risk. Do not misrepresent yourself which includes accessing the network using an account other than your own. Seek help immediately if you feel unsafe, bullied or witness any concerning behavior.
5. **EDUCATIONAL INTENT:** Have a positive attitude and be willing to explore different technologies. Evaluate the validity of information presented online and understand that not everything online is true. Document and properly cite all information acquired through online sources including but not limited to text, images, videos and music.
6. **RESPECT FOR PROPERTY AND VANDALISM:** Vandalism will result in the suspension of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user. This includes the defacing or purposeful destruction of any technology hardware or software contained within the school. This also includes, but is not limited to, the uploading or creation of computer viruses.
7. **COMMERCE:** It may be possible for students to purchase goods and services via the internet, and that these purchases could potentially result in unwanted financial obligations. Any purchasing of goods and/or services via the internet is strictly prohibited on the SALEMC network.
8. **INTELLECTUAL PROPERTY:** All information and/or material created with or placed on the SALEMC network or SALEMC computers becomes school property,

and the school reserves all rights to any material stored in files which are generally accessible to others. The school will remove from the network any material, which the school, in its discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.

9. **ELECTRONIC DEVICES:** Student use of electronic devices which are used for instructional or educational purposes may be used in classes with the teacher's prior permission. Classroom teachers will decide what devices may be used, when they may be used, and how they may be used in the classroom. Students may not use any of these devices for recording purposes. Students who use such devices for entertainment or communication purposes or in any non-educational manner will have the device confiscated and held in the office until a parent picks up the device or the student completes the discipline assigned. These devices include, but are not limited to, laptops, smart phones, smart watches, personal iPads, and calculators. SALEMC is not responsible for any electronic device brought to school by a student.
10. **GOOGLE APPS IN EDUCATIONAL APPLICATIONS:** SALEMC is offering users a free, educational suite of applications to enhance teaching and learning. Google Apps introduces a concept known as "cloud computing," where services and storage are provided over the Internet.
 1. In order to use *Google Apps for Education*, you are bound by the *SALEMC Acceptable Use Policy*.
 2. SALEMC community members that utilize *Google Apps for Education* must adhere to the [G Suite for Education Terms of Service](#).
 3. SALEMC community members that utilize *Google Apps for Education* must be aware that their data may be stored in data centers outside the borders of the United States.
 4. SALEMC community members that utilize *Google Apps for Education* must acknowledge that Google can terminate their account if they fail to abide by the Google Terms of Service.
 5. SALEMC community members that utilize *Google Apps for Education* must be aware of the *Google Acceptable Use Policy* that states you agree not to use the Google services provided to you:
 1. To generate or facilitate unsolicited bulk commercial email;
 2. To violate, or encourage the violation of, the legal rights of others;
 3. For any unlawful, invasive, infringing, defamatory, or fraudulent purpose;
 4. To intentionally distribute viruses, worms, Trojan horses, corrupted files, hoaxes, or other items of a destructive or deceptive nature;
 5. To interfere with the use of the Services, or equipment used to provide the Services, by customers, authorized resellers, or other authorized users;
 6. To alter, disable, interfere, or circumvent any aspect of the Services;

7. To test or reverse-engineer the Services to find limitations, vulnerabilities, or evade filtering capabilities;
8. To use the Services, or a component of the Services, in a manner not authorized by Google.