03-113—Technology and Network Protection Policy

The Pacific Heritage Academy Board of Trustees recognizes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Pacific Heritage Academy will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the Pacific Heritage Academy goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. Pacific Heritage Academy technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

The Board directs the Executive Director and Directors to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities to promote appropriate and responsible technology use and to develop procedures to support this policy.

Legal Reference

18 USC §§ 2510-2522, Electronic Communication Privacy Act

Electronic Resources: Procedure

These procedures are written to support the electronic resources of the school and to promote positive and effective digital citizenship among students and staff. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

Network

The Pacific Heritage Academy network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The Pacific Heritage Academy reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of Pacific Heritage Academy.

Acceptable network use by Pacific Heritage Academy students and staff includes:

• Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;

• Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;

• With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;

• Staff use of the network for incidental personal use in accordance with all Pacific Heritage Academy policies and guidelines;

• Connection of staff personal laptops to the Pacific Heritage Academy network after checking with as authorized by designated staff to confirm that the laptop is equipped with up-todate virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all guidelines in this document.

Unacceptable network use by Pacific Heritage Academy students and staff includes but is not limited to:

• Personal gain, commercial solicitation and compensation of any kind;

• Liability or cost incurred by Pacific Heritage Academy;

• Downloading, installation and use of games, audio files video files or other applications (including shareware or freeware) without permission or approval from a(insert title of person);

• Support or opposition for ballot measures, candidates and any other political activity;

• Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;

• Unauthorized access to other Pacific Heritage Academy computers, networks and information systems;

• Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;

• Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);

• Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and attaching unauthorized equipment to Pacific Heritage Academy network. Any such equipment will be confiscated and destroyed.

Pacific Heritage Academy will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. Pacific Heritage Academy will not be

responsible for unauthorized financial obligations resulting from the use of, or access to, Pacific Heritage Academy computer network or the Internet.

Internet Safety: Personal Information and Inappropriate Content

Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.

Students and staff should not reveal personal information about another individual on any electronic medium.

No student pictures or names can be published on any class, Pacific Heritage Academy web site unless the appropriate permission has been verified.

If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Filtering and Monitoring

Filtering appliances are used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;

• Any attempts to defeat or bypass Pacific Heritage Academy Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to Pacific Heritage Academy browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
• E-mail inconsistent with the educational and research mission of Pacific Heritage Academy will be considered SPAM and blocked from entering Pacific Heritage Academy e-mail boxes;

• Pacific Heritage Academy will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to Pacific Heritage Academy computers;

• Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of Pacific Heritage Academy; and

• Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Internet Safety Instruction

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. Age appropriate materials will be made available for use across grade levels.

Training on online safety issues and materials implementation will be made available for administration, staff and parents.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately. All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

Network Security and Privacy

System logins and accounts are to be used only by the authorized owner of the account, for authorized Pacific Heritage Academy purposes. Students and staff are responsible for all activity on their account and must not share their account password.

Administration shall ensure that school faculty, staff, and students are trained in proper network security procedures, including the protection of passwords and the prohibition of the use of another user's network account.

Student Data is Confidential

Pacific Heritage Academy staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

No Expectation of Privacy

Pacific Heritage Academy provides the network system, e-mail and Internet access as a tool for education and research in support of Pacific Heritage Academy mission. Pacific Heritage Academy reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of: The network;

• User files and disk space utilization;

• User applications and bandwidth utilization;

• User document files, folders and electronic communications;

- E-mail;

- Internet access; and

- Any and all information transmitted or received in connection with network and e-mail use.

- No student or staff user should have any expectation of privacy when using Pacific Heritage Academy network. Pacific Heritage Academy reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Utah.

Archive and Backup

Regular backup shall be made of all Pacific Heritage Academy date (including e-mail correspondence) for purposes of public disclosure and disaster recovery.

Disciplinary Action

All users of Pacific Heritage Academy electronic resources are required to comply with Pacific Heritage Academy policy and procedures [and agree to abide by the provisions set forth in Pacific Heritage Academy user agreement]. Violation of any of the conditions of use explained in this or any other policy related to Electronic Resources may be cause for disciplinary action, up to and including suspension or expulsion from school and suspension or revocation of network and computer access privileges, and up to and including termination of employment for employees.