

CCHS ACCEPTABLE USE POLICY

Cap Cana Heritage School is pleased to offer students and staff of CCHS the use of computer networks to access the Internet, Email and other on-line material. Access to network resources will enable students to explore a multitude of educational sites and exchanges messages with Internet users throughout the world with electronic mail. These resources will be used to support research and offer unique opportunities for collaborative work. These resources contribute to all users in the school community and, therefore must be used with great care.

Access to network resources is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and entails personal responsibility. Students who have not returned an Acceptable Use Policy permission form signed both by themselves and a guardian will not have independent use of the school's computer or network resources. Individual users of school computers and network resources are responsible for their behavior and communications over the network. All students are given their own personal storage space on school servers. System storage areas may be treated like lockers; Network Administrators may review files and communications to maintain system integrity and to ensure students are using the system responsibly. Users should not expect that files stored on school servers will remain private. Within reason and legal guidelines, freedom of speech and access to information shall be honored.

Rules and Responsibilities:

- I may only use the equipment that I have been instructed to use.
- I will not damage the equipment, computers or network resources.
- I may only use software that has been approved for use by school Network Administrators.
- I will not load (or attempt to load) any software not approved by school administrators on computer at school.
- I will not copy any software from a computer at school.
- During instructional time, I will remain focused on the tasks given to me by my teacher unless told otherwise. (Browsing game and entertainment websites during instructional time is not permitted)
- I will not use another student's account or reveal my password to anyone at any time.
- I understand that all computer resources, including student data storage areas and email are the property of the school and can be searched and examined at any time.
- If I believe another student has obtained information about my account, I will tell a teacher or school administrator. (System Integrity is the responsibility of all students. Therefore, a student should not be afraid to raise concerns about their account to an administrator. All accusations of misuse will be fully investigated before action is taken.)

If students do not follow the above responsibilities, students will receive the appropriate consequences outlines in the Student Handbook.

Violations

Examples of violations are listed below. Depending upon the violation and/or the amount of damage caused, the student may permanently lose his/her access to the school's network. All violations have a minimum privilege loss of one (1) school day.

- Use mobile phones or cell phones during instructional time; 8:00 a.m. to 3:00 p.m.
- Attempting to go around policies and restrictions put in place by CCHS personnel to block websites deemed inappropriate for educational environments.
- Attempting to install software on school computers.
- Attempting to browse or view social networking sites (such as Facebook or MySpace)
- Physically damaging or disabling any school computer or preventing any computer from performing normal functions.
- Bullying students in order to obtain their account information

These are only some examples of unacceptable practices. Other actions not listed here may be deemed unacceptable by school and network administrators. Questions about appropriate use can be directed toward the Principal or Technology Teacher.

I, _____, have read and understand the CCHS Acceptable Use Policy. By signing, I agree to follow the rules and procedures associated with technology at the school.

Student Signature

Date

Parent Signature

Date