



TVCS
TEMECULA VALLEY CHARTER SCHOOL

A School Family for Your Family

Internet Safety and Acceptable Use Policy

Introduction

It is the policy of Temecula Valley Charter School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material: To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Temecula Valley Charter School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the <School or Library> staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of <Title> or designated representatives.

The staff will provide age appropriate training for students who use the Temecula Valley Charter School’s Internet facilities. The training provided will be designed to promote Temecula Valley Charter School’s commitment to:

- a. The standards and acceptable use of Internet services as set forth in this Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of Temecula Valley Charter School’s acceptable use policies.

Purpose

The purpose of Temecula Valley Charter School’s Internet Safety and Acceptable Use Policy (“ISAUP”) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children’s Internet Protection Act (CIPA), Children’s Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of Temecula Valley Charter School technology. As used in this policy, “user” includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by Temecula Valley Charter School (the “network”) regardless of the physical location of the user. The ISAUP applies even

when Temecula Valley Charter School-provided equipment (laptops, tablets, etc.) is used off Temecula Valley Charter School property. Additionally, the ISAUP applies when non-school devices access the school network.

Temecula Valley Charter School uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The school can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Users should have no expectation of privacy regarding their use of school equipment, network, and/or Internet access or files, including email.

Temecula Valley Charter School will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to school applications, including, but not limited to, email, data management and reporting tools, and other web applications outside the United States and Canada.

Student Responsibility

By initialing and signing this policy, you acknowledge that you understand the following:

- I am responsible for practicing positive digital citizenship.
- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- I will be honest in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.
- I am responsible for keeping personal information private.
- I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- I will not meet anyone in person that I have met only on the Internet.
- I will be aware of privacy settings on websites that I visit.
- I will abide by all laws, this Internet Safety and Acceptable Use Policy and all Temecula Valley Charter School security policies. I am responsible for my passwords and my actions on Temecula Valley Charter School accounts.
- I will not share any Temecula Valley Charter School usernames and passwords with anyone.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.
- I am responsible for my verbal, written, and artistic expression.
- I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.
- I am responsible for treating others with respect and dignity.

- I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
- I understand that bullying in any form, including cyberbullying, is unacceptable.
- I am responsible for accessing only educational content when using Temecula Valley Charter School technology.
- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent.
- I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the Temecula Valley Charter School network for illegal, political, or commercial purposes is strictly forbidden.
- I am responsible for respecting and maintaining the security of Temecula Valley Charter School electronic resources and networks.
- I will not try to get around security settings and filters, including through the use of proxy servers to access websites blocked by the school.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any Temecula Valley Charter School computers, tablets, smartphones, or other new technologies.
- I know that I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access on Temecula Valley Charter School equipment.
- I will not use the Temecula Valley Charter School network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.
- I am responsible for taking all reasonable care when handling Temecula Valley Charter School equipment.
- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will respect my and others' use and access to Temecula Valley Charter School equipment.
- I am responsible for respecting the works of others.
- I will follow all copyright (<http://copyright.gov/title17/>) guidelines.
- I will not copy the work of another person and represent it as my own and I will properly cite all sources.
- I will not download illegally obtained music, software, apps, and other works.

Consequences for Irresponsible Use

Misuse of Temecula Valley Charter School devices and networks may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The school will attempt to tailor any disciplinary action to the specific issues related to each violation. (See also Temecula Valley Charter School Social Media Policy for Students.)

Temecula Valley Charter School makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or Temecula Valley Charter School accounts.

Users are responsible for any charges incurred while using Temecula Valley Charter School devices and/or network. The school also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the Temecula Valley Charter School, its affiliates, or employees. Students under the age of 18 should only access Temecula Valley Charter School network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school.

All users are responsible for practicing positive digital citizenship. Positive digital citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. What Temecula Valley Charter School community members do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security.

Employee Responsibility

If you are supervising students using technology, be vigilant in order to ensure students are meeting the provisions outlined in the ISAUP.

- All employees are responsible for modeling and actively practicing positive digital citizenship.
- Employees using classroom technology are explicitly required to teach students about positive digital citizenship.
- What employees do and post online must not disrupt school activities or compromise school safety and security.
- I will not share personal information about students and employees including, but not limited to, names, home addresses, birth dates, telephone numbers, student ID numbers, employee numbers, and visuals.
- Transfer of student information shall be only through approved Temecula Valley Charter School information systems and facsimile.
- Email and collaborative documents are not secure methods for transmitting student data.
- Under no circumstances are Temecula Valley Charter School passwords to be shared with others, including other Temecula Valley Charter School staff and students. ●
- Log out of unattended equipment and accounts in order to maintain privacy and security.

- I will be aware of privacy settings on websites that I visit.
- I will abide by all laws, this Responsible Use Policy, and all Temecula Valley Charter School security policies.

- Use professional language in all work-related communications including email, social media posts, audio recordings, conferencing, and artistic works.
- Bullying in any form, including cyberbullying, is unacceptable both in and out of school. Report all cases of bullying to the site administrator or other authority.
- Do not seek out, display, or circulate material that is hate speech, sexually explicit, or violent while at school or while identified as a Temecula Valley Charter School employee.
- The use of the Temecula Valley Charter School network for illegal, political, or commercial purposes is strictly forbidden.
- Transmitting large files that are unrelated to Temecula Valley Charter School business and disruptive to the Temecula Valley Charter School network is prohibited.
- All users are responsible for respecting and maintaining the security of Temecula Valley Charter School electronic resources and networks.
- Do not use the Temecula Valley Charter School network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.
- Do not try to bypass security settings and filters, including through the use of proxy servers.
- Do not install or use illegal software or files, including unauthorized software or apps, on any Temecula Valley Charter School computers, tablets, smartphones, or new technologies.
- Take all reasonable precautions when handling Temecula Valley Charter School equipment.
- Use caution when downloading files or opening emails as attachments could contain viruses or malware.
- Vandalism in any form is prohibited and must be reported to the appropriate administrator and/or technical personnel.
- While there are fair use exemptions (<http://www.copyright.gov/fls/fl102.html>), all users must respect intellectual property.
- Follow all copyright guidelines (<http://copyright.gov/title17/>) when using the work of others.
- Do not download illegally obtained music, software, apps, and other works.

Consequences for Irresponsible Use

Misuse of Temecula Valley Charter School devices and networks may result in restricted access or account cancellation. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against employees, including personnel action and/or criminal prosecution by government authorities. The school will attempt to tailor any disciplinary action to the specific issues related to each violation.

Temecula Valley Charter School makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or Temecula Valley Charter School accounts. Users are responsible for any charges incurred while using Temecula Valley Charter School devices and/or network. Temecula Valley Charter School also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of Temecula Valley Charter School, its affiliates, or employees.

Student Internet Safety and Acceptable Use Agreement

Read and initial each section above and sign below. Be sure to review each section with a parent or guardian and get their signature below. Return to your teacher or other designated school site personnel. Please return this form to the school where it will be kept on file. It is required for all students that will be using a computer network and/or Internet access.

I have read, understand, and agree to abide by the provisions of the Internet Safety and Acceptable Use Policy of Temecula Valley Charter School.

Date: _____

Student Name (Print)

Student (Signature)

Parent/ Guardian (Print Name)

Parent/Guardian (Signature)

Teacher Name: _____ Room Number: _____

Employee Internet Safety and Acceptable Use Agreement

Read and initial each section above and sign below. Be sure to review each section with a parent or guardian and get their signature below. Return to your Supervisor to be kept on file. It is required for all employees that will be using a computer network and/or Internet access.

I have read, understand, and agree to abide by the provisions of the Internet Safety and Acceptable Use Policy of Temecula Valley Charter School.

Temecula Valley Charter School

Employee Name: _____

Employee Signature: _____ Date: _____