# Acceptable Technology Use Policy

## Section 1. Purpose of Technology Use

Inspiration Academy provides technology resources to its students solely for educational purposes. Through technology, the Academy provides access for students and staff to resources from around the world.  Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process.  The goal in providing these resources is to promote educational excellence in the Academy by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

## Section 2.  The Opportunities and Risks of Technology Use

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive.  Because information on networks is transitory and diverse, the Academy cannot completely predict or control what users may or may not locate.  The Florida Department of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the Academy.

In accordance with the Children's Internet Protection Act, the Academy installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well.  At the same time, the Academy cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate.  The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Inspiration Academy is not liable or responsible for:

1. Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties
2. The accuracy or suitability of any information that is retrieved through technology
3. Breaches of confidentiality
4. Defamatory material
5. The consequences that may come from failure to follow Academy policies and procedures governing the use of technology

## Section 3. Privileges and Responsibilities

The Academy's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes.  The actions of student users accessing networks through the Academy reflect directly on the Academy; therefore, student users must

Parent/Guardian Initials _____

conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using the Academy computers and networks.

***Student users of technology shall:***

- Use or access Academy technology only for educational purposes
- Comply with copyright laws and software licensing agreements
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses
- Abide by the policies and procedures of networks and systems linked by technology
- Only access the Student wireless network

***Student users of technology shall not:***

- Access, download, create, send or display offensive messages or pictures
- Use harassing, offensive, obscene or defamatory language
- Harass or attack others
- Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs
- Knowingly spread computer viruses
- Violate copyright laws or software licensing agreements
- Use others' passwords or accounts
- Misrepresent themselves or others
- Trespass in others' folders, work, or files, or gain unauthorized access to resource or entities;
- Reveal their personal address or phone number, or those of other users
- Use Academy technology for non-school purposes or personal financial gain or to access or attempt to access restricted websites or other information unrelated to the curriculum and educational purposes of the school
- Use technology for any illegal purpose or activity
- Use a Virtual Private Network (VPN) to bypass safeguards and restrictions
- Students may access the networks and technology resources only after submitting a signed Acceptable Use of Technology Consent Form. Parent or guardian permission is also required for minors

## Section 4. Disciplinary Actions
Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action, which could include loss of network access, loss of technology use, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

## Section 5. No Expectation of Privacy
The Academy's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on Academy servers to be private. The Academy

reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the Academy.

## Section 6. Computer and Software Requirements
Each student is required to provide a laptop that meets the requirements below and adhere to the standard of care.

Windows/PC
- 13" or larger screen
- Intel Celeron 2.58 GHz (Intel Core 6th generation i3 or higher is recommended)
- 4GB (8GB Recommended)
- Windows 8.1 and Windows 10
- 128 GB (250GB recommended)
- Wireless 802.11 b/g/n

MAC
- 13" or larger screen
- Multicore Intel processor with 64-bit support
- 4GB (8GB Recommended)
- Mac OS X v10.10 (or higher)
- 128 GB (250GB Recommended)
- Wireless 802.11 b/g/n

Antivirus
- Each computer must have an active, antivirus application installed that runs periodic scans.

Standard of Care
A. Treat the device with care.

B. Bring the charged device to IA every school day.

C. Keep the device either secured (where others do not have access) or attended (within your sight) at all times. For example, during athletic events, games, practices, and trips, store the device in a secure place. Devices left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.

D. Avoid use in situations that are conducive to loss or damage. For example, never leave the device in school vans, in the gym, in a locker room, on playing fields, or in other areas where it could be

damaged or stolen. Be aware these devices are temperature sensitive. Avoid leaving the device in environments with excessively hot or cold temperatures (for example, avoid storing the device in a car, or in direct sunlight).

E.  Do not loan the device to anyone.

F.  Adhere to the Inspiration Academy's Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask the IT Director or a staff member.

G.  Back up your data. Never consider any electronic information safe when stored on only one device.

H.  Read and follow general maintenance alerts from school technology personnel.

## Student Consent

To gain access to email and the Internet, all students must sign and return this form to the homeroom teacher.  Students under the age of 18 must also obtain parental consent.

I understand that my computer use is not private and that Inspiration Academy will monitor my activity on the computer system.  I have read Inspiration Academy's' Acceptable Technology Use Policy and agree to abide by these rules.  I understand that violation of the policy or regulations may result in disciplinary action, including loss of technology use, suspension, or expulsion.

Print Student Name_____          Grade _____

Student Signature_____          Date_____

## Parental Consent

I have read and understand the Academy's Acceptable Technology Use Policy.  In consideration for my child being able to use the Academy's electronic communications system and have access to the public networks, I hereby release the Academy, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the Academy's policy and administrative regulations.

(Yes/No) _____ I give, or _____ I do not give, permission for my child to participate in Inspiration Academy's electronic communications system and certify that the information contained on this form is correct.

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____          Date _____