

# Administrative Regulations Regarding Acceptable Use of Electronic Media and Equipment

## A. Acceptable Use

Treeside Charter School's computers, electronic devices, networks, and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum, and instructional goals.

- All Board policies, school rules, and expectations concerning student conduct and communications apply when students are using computers or other electronic devices, whether the use is on or off school property. This includes communications affecting the school whether produced on school or private devices.
- Students are also expected to comply with all specific instructions from school administrators, school staff, or volunteers when using the school's computers.
- TCS computers remain under the control, custody, and supervision of the school at all times. Students have no expectation of privacy in their use of school computers, including email, stored files, and internet access logs.

## B. Prohibited Uses

Examples of unacceptable uses of school electronic devices that are expressly prohibited include, but are not limited to, the following:

- Accessing or Posting Inappropriate Materials – accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials or engaging in “cyber bullying”;
- Illegal Activities – Using the school's unit computers, networks, and internet services for any illegal activity or in violation of any Board policy or school rules. The school assumes no responsibility for illegal activities of students while using school computers;
- Violating Copyrights – Copying or downloading software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school assumes no responsibility for illegal software copying by students.
- Plagiarism – Representing as one's own work any materials obtained on the internet (such as term papers, articles, music, etc.). When internet sources are used in student work the author, publisher, and website must be identified;
- Non-school-Related Uses – Using the school's computers, networks, and internet services for any personal reasons not connected with the educational program or assignments;
- Misuse of Passwords/Unauthorized Access – Sharing passwords, using other users' passwords, and accessing or using other users' accounts;
- Malicious Use/Vandalism – Any malicious use, disruption or harm to the school's computers, networks, and internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
- Unauthorized Access to Blogs/Chat Rooms/Social Networking Sites – Accessing blogs, chat rooms or social networking sites to which student access is prohibited.

### C. Consequences for Violation of Acceptable Use:

Compliance with the school's policies and rules concerning computer use is mandatory. Students who violate these policies and rules will be given the opportunity to respond to an alleged violation and a suitable consequence will be implemented by the director. The director shall have final authority based upon the circumstances of the particular case, the student's prior disciplinary record, and any other relevant factors.

Violation of the acceptable use of TCS's electronics and media may result in the following:

- In all situations, parents will be notified.
- Confiscation of TCS-owned devices even if such confiscation results in missing assignments, inability to participate in required assessments, or results in loss of credit or academic grades.
- Students will pay for loss or damage sustained to any TCS electronic devices used by or entrusted to the students.
- Confiscation of personal electronic devices that are used in violation of school or teacher directives, or that are a disruption to the learning process, until the end of class or until the parent or guardian can come and retrieve the item.
- Limitation, suspension, or revocation of any or all computer/electronic privileges.
- School disciplinary action including but not limited to school service, in-school-suspension, out-of-school suspension, expulsion, referral to law enforcement, and or legal action if so determined by the director.