

# The Academy of Moore County

A Tuition Free Public School Choice

## Internet Safety/Computer Usage Policy

The Academy of Moore County provides access to various computer resources, including the school network and the internet. These resources are available to facilitate the learning process in a supportive school environment and to provide quality learning outcomes for our students. The Academy of Moore County encourages students to become familiar with the use of information technology in the achievement of learning outcomes and personal learning goals.

It is the policy of The Academy of Moore County to: (a) prevent user access over its technological resources 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 (CIPA).

For the benefit of all users, students are expected to observe the following:

### Use of Information Technology Equipment and Inappropriate Network Usage

The school has endeavored to ensure that all students' work can be saved, stored and accessed in a secure manner. It is expected that all students will respect the right of other students to use the network resources. To the extent practical, steps will be taken to promote the safety and security of users of the TAMC online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by CIPA, the 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.

### Monitoring, Supervision, and Education

**Grades 3-5 use the Line Wize/Class Wize program to monitor student websites during the entire school day.**

It is expected that all students will respect the information technology equipment with which they have been provided, and understand that **using this equipment is a privilege, not a right**. This privilege can be withdrawn if necessary. It will be the responsibility of all TAMC staff to educate, supervise and monitor appropriate usage of the online computer network and access to the internet in accordance with this policy, CIPA, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

To the extent practical, technology protection measures (Internet Filters) will be used to block or filter access to inappropriate information on the Internet and World Wide Web. Specifically, blocking will be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors (as defined by CIPA). Subject to staff supervision, technology protection measures may be disabled for adults or minimized only for bona fide research or other lawful purposes. Procedures for disabling or otherwise modifying any technology protection measures are the responsibility of the technology director or designated representatives.

The technology director or designee will provide **age-appropriate** training for students who use the school's Internet services. The training provided will be designed to promote the school's commitment to educate students in digital literacy and citizenship, including:

- Safety on the internet
- Appropriate behavior while online, including behavior on social networking websites, and in chat rooms.
- Cyberbullying awareness and response

Following the training, the student must acknowledge that he or she received the training, understood it, and will follow the provisions of TAMC's Internet Safety/Computer Usage policy.

**Access protocols include:**

- Use computers for the purpose directed by the teacher in charge. Students are not to play games or use other software unless the teacher has given specific permission for this.
- Do not tamper with the computer system. It is unacceptable to seek access to restricted areas of the computer network.
- Do not tamper with any equipment.
- Report all equipment faults/issues to the teacher immediately.
- Computers are not to be used unless permission has been given by appropriate staff.

**The Role of the Academy of Moore County**

The Academy of Moore County maintains a commitment to provide appropriate and financial resources to facilitate the successful incorporation of access to Instructional Technology services throughout the curriculum in accordance with established school policies and procedures. In addition, the school will actively support the professional development of all staff to ensure the effective inclusion of information technologies, including relevant information skills, into the school's curriculum.

**The Role of the Staff within the Academy of Moore County**

The school expects that each staff member will aim to incorporate appropriate use of electronic information throughout the curriculum (as they would any other curriculum resource) and that teachers and staff will provide guidance and instructions to students in the appropriate use of such resources. Staff will facilitate student access to curriculum information resources appropriate to the individual student's instructional needs, learning styles, abilities and developmental levels.

**The Role of Parents**

Parents and guardians are ultimately responsible for setting the standards that their children should follow when using media and information sources, and ensuring that these standards are met. These standards should be in accordance with The Academy of Moore County's Mission Statement, Parent-Student Handbook and other school policies including, but not limited to, the signed Internet Safety/Computer Usage Policy.

**The Role of Students**

Students are responsible for appropriate behavior on the school computer network as detailed in The Academy of Moore County Parent-Student Handbook in relation to general school behavior. They must comply with specific computer rules including those outlined specifically within the Internet Safety/Computer Usage Policy and Internet Use Policy.

Communications on the information networks are public and users should not expect that files stored on school equipment will always be private. General school rules for student behavior, conduct and standards will apply. Individual users of the school networks are responsible for their behavior and communications over these networks. Students will be required to comply with school standards and will honor the agreements they have signed.

### **Copyright**

Students are expected to respect and adhere to the laws concerning copyright and other people's ideas. Students must have permission before copying files from another user. Copying files or ideas belonging to another user or author without their permission may constitute plagiarism or theft.

### **Breach of Rules**

*Breaches of this Policy and the Internet Use Policy may result in students being excluded from using the school's computer equipment and/or other disciplinary action.*

Adopted March 15, 2023 at a public board meeting, following normal public notice

\*Internet Use Policy (as printed in the Parent and Student Handbook)

“Students are not allowed unsupervised access to the Internet at school. Access is only available under the direct supervision of a teacher, instructional assistant or other trained adult.”

## Computer Usage Policy

### Student

I understand that the Internet can connect me to useful information. While I have access to the Internet, I will follow all rules as stated in the Computer Usage Policy.

#### I WILL:

- Only use the Internet for the purpose directed by the teacher.
- Use the Internet solely for educational purposes.
- Respect the rights and privacy of other users.

#### I WILL NOT:

- Reveal any private information such as another person's name, address or phone number.
- Attempt to retrieve, view or disseminate any obscene, offensive or illegal material.
- Send or access any e-mail outside of the @academyofmoorecounty.org account.
- Download or print information without permission from my teacher.
- Use chat rooms.
- Disclose my home address, telephone number or any credit card or pin number.
- Attempt to change or tamper with the computer network or passwords in any way.

If I accidentally come across something that is illegal, dangerous or offensive, I will:

- Minimize my screen, and
- Immediately and quietly inform my teacher.

I understand that if The Academy of Moore County determines that I have broken this agreement, I may be prevented from using technology for a period of time.

\_\_\_\_\_  
Student Name – Please Print

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Parent/Guardian

I understand that the Internet system can provide students with valuable learning experiences. I also understand that, although unlikely, it may give access to information that is illegal, dangerous or offensive.

I accept that, while teachers will always be vigilant in their duty of care, protection against exposure to harmful information must also depend upon responsible usage by students.

I give permission for \_\_\_\_\_ to use the Internet at The Academy of Moore County. I understand that students who break the Computer Usage Policy and/or Internet Access Agreement may be prevented from using technology, school devices and the internet and/or have disciplinary action taken against them.

\_\_\_\_\_  
Parent/Guardian Name – Please Print

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date