Timpanogos Academy's Student Computer and Internet Acceptable Use Policy

Timpanogos Academy has given students opportunity to gain computer skills necessary for course work and advance learning. In order to protect the student, Timpanogos Academy will provide internet content filtering and virus control software. Students will be issued usernames and passwords. Technology protection measures are in place and will be used for all internet access. All network use by adults or minors will monitored for safety. Computer use is a privilege and a student can lose this privilege and be subject to disciplinary action should he or she choose to violate the conditions of this contract. If the student's parent/guardian hasn't signed this contract the student will not have access to school computers and/or the internet and will be unable to access programs used for instruction at Timpanogos Academy.

Privileges – Use of the internet and school computers is a privilege and not a right. Internet services provided by the school are not intended for personal or private use. Appropriate use will be determined by Timpanogos Academy administrators and staff. The user may be denied access at any time.

Privacy – Students have not expectation of privacy of electronic data or communications (i.e. files disks, documents, emails, etc.) which have been created in, entered in, stored in, downloaded from, or accessed on Timpanogos Academy's computer system. School administrators and staff monitor, log, and may review any or all files and messages.

Students will:

- Participate in internet safety training that includes:
 - Appropriate online behavior
 - Cyberbullying awareness and response
 - Social networking sites
 - Chat room
- Only use school computer equipment with permission from and under supervision of faculty or staff member.
- Respect and follow computer instructor's instructions.
- Use computer hardware, the internet, and school network to work on school related assignments only.
- Use computer property appropriately and ask for help when necessary.
- Follow basic net-etiquette and be a good network citizen.

Students will not knowingly use school computers, equipment or facilities to:

- Access or distribute inappropriate materials objectionable to use in school environment. This includes pornographic, obscene, violent, threatening or other inappropriate material.
- Use one's identity, misrepresent one's identity or use another's identity to access student or school information or send email, chat, or any form of electronic communication.
- Communicate with vulgar, defamatory or threatening language, graphics, or artwork.
- Download, upload, install or execute software and files without prior approval from an authorized teacher/advisor (this also includes music). Violate copyright law by knowingly downloading or distributing copyrighted materials.
- Engage in illegal activities defined as a violation of local, state, and/or federal laws. This includes but is not limited to corrupting, destroying, or manipulate systems data.

- Engage in hacking or activity such as purposefully loading or transmitting computer viruses, worms, malware, password grabbers, spyware, or software that compromises the network in any way.
- Change or manipulate the configuration of computer hardware or software.
- Execute not=educational gaming.
- Customize computer setting for personal use.
- Erase, expire, or reset memory cache, web page links, or HTTP location history without prior consent.
- Use of any interactive real time Internet activity (such as chat rooms).
- Copy system programs or files from a computer or network without permission.
- Send personal or mass emails or access instant messaging, internet radio, internet video, image searches, and other like activities.
- Access Internet Image searches from school computers without prior approval for each search from lab advisor.
- Use personal equipment to access the school network without prior approval. Any personal
 equipment used to access school's network falls under the same rules as school owned
 equipment.
- Music.

Electronic Device Policy

Policy TA5104 Board Approved 10-13-2016 Purpose

Timpanogos Academy desires to have a school environment with optimum learning potential. In order to accomplish this purpose, Timpanogos Academy implements the following policy in accordance to Utah Code R277-495 regarding Electronic Devices in Public Schools.

Definitions:

For the purpose of this policy an electronic device is defined as a device used for audio, video, or text communication or any other type of computer or computer-like instrument.

- 1. Students are discouraged from bringing their personal electronic devices to school unless they are part of a project or used for an educational purpose agreed between the teacher, administration and student. The school or its employees are not responsible for lost, stolen, or missing personal electronic devices.
- 2. Electronic Devices shall not be used in ways that bully, humiliate, harass, or intimidate school-related individuals, including students, employees, and visitors, consistent with R277-609 and R277-613, or violate local, state, or federal laws.
- 3. Electronic Devices shall not be used by students for electronic mail, chat rooms, and other forms of direct electronic communications (including instant messaging).
- 4. Any Electronic Devices used on school property or utilizing school networks shall not be used to access prohibited materials including pornography or pornographic images by students, LEA employees and visitors to inappropriate matter on the Internet and World Wide Web.
- 5. Electronic devices shall not be used for any unlawful activities including accessing unauthorized data bases, hacking, violating the Family Education Rights and Privacy Act and disseminating any information prohibited by the FERPA.

- 6. Electronic devices may not be used during standardized assessments unless specifically allowed by statute, regulation, student IEP, or assessment directions.
- 7. As part of the computer lab instruction, students will be educated about appropriate behavior, including possible consequences of interacting with other individuals on social media and cyber bullying and response.

Student Consequences

- 1. Local law enforcement officers may be notified if school employees believe that a student has misused an electronic device in violation of the law.
- 2. Students who misuse devices owned by Timpanogos Academy may be denied the privilege of using such devices.
- 3. Students are personally responsible for devices assigned or provided to them by Timpanogos Academy, both for loss or damage.
- 4. Students who use any electronic devices in a manner that does not follow Timpanogos Academy or teacher instructional policies may have their personal devices confiscated for a designated period of time.
- 5. Students who use any electronic device, personal or otherwise, to bully or harass other students or employees which results in disruptions at school or school-sponsored activities may justify administrative penalties, including expulsion from school and notification to law enforcement.
- 6. Students causing disruptions to the learning environment with their personal electronic device will have the device confiscated. It will be held at the front office until the end of the day for the first offense, 3 days for the second offense, and 5 days for any subsequent offenses. For the third offense and beyond, the device must be picked up by the Parent or guardian.
- 7. Consequences involving school issued devices will be resolved on a case by case basis taking into account the abilities of the students involved.

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Visitors and Voluntoors

| In accordance with Utah state law, a person is guilty of accessing pornographic or indecent material on school property when the person willfully or knowingly creates, views, or otherwise gains access to pornographic or indecent material while present on school property. Such individuals will be referred to law enforcement. | | | |
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| | • | owledge that I have read and will h | 5 |
| Students Name: | | Grade: | |
| Parent's Signature | Date | Student's Signature | Date |