



## **Groves Academy Technology Safety and Use Policy**

### **I. Purpose**

The purpose of this document is to set forth policies and guidelines for access to Groves' network, use of Groves' computers, and acceptable and safe use of all forms of electronic communication that are owned by Groves or brought onto the Groves' campus or to Groves' school functions.

### **General Statement of Policy**

In making decisions regarding student access to electronic media or communications, Groves Academy considers its own stated educational mission, goals, and objectives. Access to electronic information and the research skills required in the digital age are now fundamental to the preparation of citizens and future employees. Access to Groves' network and the internet enables students to explore thousands of resources and communicate with people around the world. Groves expects that its faculty will blend thoughtful use of all types of media throughout the curriculum and will provide guidance and instruction to students in their use.

### **II. Limited Educational Purpose**

Groves provides students with computers and software, access to the Groves network, and the internet. These tools are the property of Groves Academy and may only be used for education purposes, which includes classroom activities, educational research and homework. Students who bring networkable devices (ie mp3 players, phones, ipods, tablets) onto Groves property or to Groves' School functions are expected to use electronic media, communication and internet access in accordance with the mission of Groves and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. Use of electronic resources will follow the rules set forth in the Groves Academy Acceptable Use Policy (available in the Parent Student Handbook and online) as well as all city, county, state and federal laws.

### **III. Use of System is a Privilege**

The use of Groves Academy's network, access to, and use of the internet are a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school's system or the internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; parental contact or meeting; payment for damages and/or repairs; discipline under other appropriate Groves policies, including suspension and expulsion; or civil or criminal liability under applicable laws. Each policy violation will be assessed and dealt with at the discretion of Groves Academy administrators, teachers and technology staff.



**V. Unacceptable Uses**

A. The following uses of Groves' computer system and internet resources or accounts considered unacceptable include but are not limited to:

1. Students will not use the school's system to access, review, upload, download, store, print, post, receive, transmit or distribute:
  - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Students will not use the Groves system to knowingly or recklessly post, transmit or distribute false or defamatory information about any person or organization, to harass any person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Students will not use the Groves system to engage in any illegal act or violate any local, state or federal law.
4. Students will not use the Groves system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the Groves system software, hardware or wiring or take any action to violate the school's security system, and will not use the school's system in such a way to disrupt the use of the system by other users.
5. Students will not use the Groves system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Students will not use the Groves system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including but not limited to, address, telephone numbers, school addresses, work addresses, identification numbers, account names, access codes or passwords, labeled photographs, social security numbers or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
7. Students will not attempt to gain unauthorized access to the school's system or any other system through the school's system, attempt to log in through another person's account, or use computer accounts, access codes or



network identification other than those assigned to the student. Users are expected to keep their passwords private.

8. Users will not use the Groves system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the internet.
  9. Anyone bringing internet accessible devices, storage media, or other items capable of storing digital information of any type understands that the acceptable use policy pertains to those devices and media and that they may be asked to submit those items to search if a reasonable reason exists.
- B. If a student inadvertently accesses unacceptable materials or an unacceptable internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. This disclosure may serve as a defense against an allegation that the student has intentionally violated this policy. In certain rare instances, a student may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with the appropriate guidance from the appropriate teacher.

## **VI. Filter**

- A. Groves Academy will monitor the online activities of anyone accessing the internet through Groves' access points and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter internet access to any websites that are:
1. Obscene;
  2. Pornographic;
  3. Promoting Alcohol, Tobacco, Gambling, Violence, Crime or illegal activity;
  4. Tasteless or Offensive;
  5. Advertisement;
  6. Peer to Peer;
  7. Spam;
  8. Chat;
  9. Personals + Dating;
  10. Deemed inappropriate for students by Groves' administrators, teachers or tech staff.
- B. Tech staff can disable the filter, during use by a student, to enable access for bona fide research or other lawful purposes.



**Keep this for your reference**

This agreement must be signed and returned before the student will be allowed to take the assigned computer home.

**Student Agreement:**

I, \_\_\_\_\_, have read and agree to the policies set forth in the Groves Academy Technology Use and Safety Policy.

I understand that disregard for any of the rules stated in this policy will result in consequences including, but not limited to, revocation of privileges, parental contact, in house or at home suspension, or expulsion.

I understand that my computer use is monitored while on the Groves Academy network and that spot checks of the computer assigned to me by Groves can occur at any time. I also understand that any time while connected to the internet, the school issued computer will check in with the Computrace servers and upload status information such as location, hard drive status, programs loaded, and login name.

I will maintain the computer issued to me by Groves Academy and use it for educational purposes only.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent Agreement:**

I/We, \_\_\_\_\_, parent(s)/guardian(s) of the above student, have read the Groves Academy Technology Use and Safety Policy.

I/We will do my part to assist him/her to keep his/her agreement with Groves Academy.

I/We will provide adequate supervision when he/she is away from school as to insure the safety and quality of the experience for the above student as they utilize the resources offered by Groves Academy.

I/We understand the importance of technology in education and support Groves' efforts to provide quality in this area.

I/We realize the opportunity for access to inappropriate information exists outside of the Groves network and will take precautions to avoid this access whenever possible.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Received \_\_\_\_\_ by \_\_\_\_\_



**Please Sign and Return This Form**

This agreement must be signed and returned before the student will be allowed to take the assigned computer home.

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