

New Los Angeles Charter School
Internet Safety, Acceptable Use & Chromebook Policy

Each student must have a completed Internet Safety, Acceptable Use & Chromebook Policy (“Policy”) on file. Signatures of parents/guardians indicate an agreement to comply with New Los Angeles Charter School’s (“School”) standards and to honor the agreement they have signed.

1. Access is a privilege - not a right. Access entails responsibility and is only for the School’s educational and business purposes. Students are individually responsible for their behavior.
2. Students may not:
 - Cyber-bully, defined as bullying and harassment by use of electronic devices through means of email, messaging, texts, blogs, phones, and websites, is strictly prohibited.
 - Access inappropriate sites.
 - Intentionally damage, degrade or waste any tech resource.
 - Copy material from the Internet or another student and represent it as your own work.
 - Alter or use another user’s passwords, email, files, etc...
 - Use tech resources to create, find, share or download offensive, obscene language and/or images or child pornography or any other visual depictions that are harmful to minors.
 - Download applications to School computers without approval of a teacher.
 - Access or participate in real-time chatting, visit social networking sites, access outside email accounts, or blog unless it is monitored or instructed by a teacher as part of a curriculum related technology need.
 - Disclose personal information or conduct financial transactions over the Internet.
 - Illegally transmit computer viruses or spread harmful computer programs.
 - Modify or alter School computer systems (e.g. downloading or installing software on the computer system or attaching peripheral hardware such as disk drives, printers, etc.).
 - Hack, gain or attempt to gain unauthorized access to computer systems. Unauthorized viewing, copying, downloading, locking or otherwise altering of School computer systems is unacceptable and subject to significant disciplinary action.
 - Use the School computer system for personal financial gain or in a manner otherwise inconsistent with the School’s mission or for any illegal purpose.

Pursuant to the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Protection Act, the School uses a filtering server and software program to filter inappropriate material found on the Internet accessed via the School’s network. It is not foolproof, and during the school day, teachers and staff will guide students toward appropriate materials. The School cannot filter access to the Internet through personal devices (i.e. Smartphones, tablets, etc...) students may bring to school. Parents bear the same responsibility for such guidance as they use information sources such as the Internet, television, telephones, movies, radio and other media. Because the School cannot control information from the Internet, it and its employees will not be held accountable for any claims, liabilities, demands, causes of action, costs, expenses or obligations of any kind, known or unknown, arising out of or in any way relating to your own or your child’s use.

CHROMEBOOK POLICIES

1) Digital Citizenship

School-owned Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **RESPECT YOURSELF.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **RESPECT OTHERS.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
3. **PROTECT YOURSELF.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
4. **PROTECT OTHERS.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **RESPECT INTELLECTUAL PROPERTY.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

2) Chromebook Rules, Regulations & Agreements. Students Must:

- Respect and protect their own privacy and the privacy of others.
- Use only your assigned accounts.
- Keep personal information such as: name, address, phone number, etc., offline.
- Keep passwords secret.
- Have permission to photograph, videotape and post images/videos of people to the Internet.
- Treat Chromebooks with care, report any damages, security risks or violations immediately.
- Respect and protect the copyrighted/intellectual property of others.
- Respect and practice the principles of community:
 - Communicate only in ways that are kind, responsible, respectful and lawful.
 - Use electronic communication devices for schoolwork only.
 - New LA email should be used for schoolwork only.
 - Report threatening or offensive materials to a teacher or administrator.

3) Email Usage

The purpose of the School's email system is for students to communicate with School staff, outside resources related to school work, and fellow students to collaborate on school activities.

- Students are responsible for good behavior while using school e-mail, just as they are in a classroom or a school hallway.
- Access to e-mail is given to students who act in a considerate and responsible manner.
- Students are responsible for messages sent from their accounts.
- Students should not share their passwords.
- Students should not give out personal information over email, including home telephone numbers or home addresses.
- Students will not use email to bully, harass, or threaten other students or individuals
- Students will not use email to send chain letters, viruses, or hoaxes to other students or staff.

4) Classroom Rules

1. Only use a Chromebook when instructed to use it.
2. Know your goal/objective when using the Chromebook.
3. Lower the lid when the teacher/presenter is talking.
4. Only use as instructed.
5. Never leave your device unattended.
6. Take care of your Chromebook:
 - Make sure your hands are clean before using a Chromebook.
 - Always have a clean/clear desktop.
 - Water bottles must stay on the floor.
 - No food or drinks (besides water) allowed in the classroom.
7. Transition responsibly with your Chromebook:
 - ALWAYS carry the Chromebook with TWO hands.
 - When carrying a Chromebook, WALK to and from the cart.
 - Chromebooks must be kept flat on your own desk at all times once taken out.
 - Do not crowd around Chromebook carts – wait for your turn.
 - Plug in your Chromebook when you return it to the cart.

5) No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any use of School technology, regardless of whether that use is for school or personal purposes, other than as specifically provided by law. The School may, without prior notice or consent, log, supervise, access, view, monitor, and record student use of technology at any time for any reason related to the operation of the School. By using a School-owned Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

ACCEPTABLE USE POLICY AGREEMENT

Violations of these policies may result in disciplinary actions including but not limited to:

- Restitution (money paid in compensation for theft, loss, or damage)
- Student/Parent Conference
- Removal of Unauthorized Files and Folders
- Restriction of Internet Privileges
- Restriction of Chromebook Use Privileges
- Suspension
- Court Referral/Criminal Charges
- Expulsion

Agreement For Students:

I have read New Los Angeles Charter School’s Internet Safety, Acceptable Use & Chromebook Policy. I understand that I am required to follow the rules for acceptable use of technology. I understand that my family will be liable for any violations of these rules, financially responsible for any damage to School resources, and that I will be subject to potential disciplinary action for violating these rules and/or the policy as well as loss of access and user privileges.

Student Name (please print)

Grade

Student Signature

Date

Agreement For Parents:

I/we have discussed this policy with my child and understand that he/she is required to follow the rules for acceptable use of technology. I understand that I/we will be liable for any violations of these rules, financially responsible for any damage to district resources, and that my child will be subject to potential disciplinary action for violating these rules and/or the policy as well as loss of access and user privileges.

Parent/Guardian Name (please print)

Parent Signature

Date

Parent/Guardian Name (please print)

Parent Signature

Date