

This policy concerns communications made by Windsor Charter Academy students with respect to their enrollment at the School.

Purpose

Windsor Charter Academy recognizes the importance of technology and social networks as effective forms of communication and mediums for e-learning. When used appropriately, these tools can enhance a student's ability to communicate and access educational resources.

The purpose of this policy is to provide guidance and expectations for Windsor Charter Academy students regarding the creation and use of electronic tools to communicate. Electronic and social media tools include, but are not limited to: websites, text messages, instant messages, blogs, online bulletin boards, video and photo sharing sites, wikis, social networks, and virtual worlds.

Expectations of Students

Online activity, including personal online activity, is public and therefore a reflection of a Windsor Charter Academy student. Students are encouraged to exercise good judgment, and common sense, and maintain appropriate behavior. Inappropriate online behavior that involves Windsor Charter Academy staff or other students should be immediately communicated to Windsor Charter Academy Administration.

All students at Windsor Charter Academy are responsible for the materials they publish online. Any conduct that negatively reflects upon Windsor Charter Academy or consists of inappropriate behavior on the part of the student may result in disciplinary action. Inappropriate behavior is defined as "any activity that harms students, staff, or the extended Windsor Charter Academy community; compromises any student's reputation; or is illegal."

Student Use of School Technologies

Communications made by Windsor Charter Academy students in their official capacity as students representing the school have official consequences. For this reason, students must ensure that such communications are accurate; demonstrate sound judgment; and are consistent with the school's mission, educational values, policies, and initiatives. Constructive criticism, both privately and publicly, is welcome; however, harsh or continuous disparagement is discouraged. Material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity shall be subject to discipline.

Accordingly, the substance and medium of communications made by Windsor Charter Academy students pursuant to the duties and/or responsibilities of their role as students, as agreed to in the student code of conduct, shall comply with governing law; Board of Education policies; Executive Board policies, regulations, and administrative guidelines and procedures. Windsor Charter Academy students who fail or refuse to comply with this requirement shall be subject to discipline.

Personal Use

Windsor Charter Academy students are responsible for communications they make on their own time outside of the school day. Such communications include those made in person, those that are written, those via telephone or via audio/video streaming over the Internet, and those via other forms of technology such as social media or texting.

Windsor Charter Academy students should be aware that privacy settings cannot prevent people classified as "friends" on personal social networking sites from downloading and sharing general postings that are made on the Internet. Students should be aware that social media: (a) significantly increases the number of people who may receive the communication; (b) may allow the communication to be forwarded to people and/or re-posted on sites that were neither intended nor contemplated by the student making the original communication; and (c) may not allow the communication to be deleted at every location where it has been sent, posted, forwarded and/or reposted. Students are strongly encouraged to set and maintain social networking privacy settings at the most restrictive level and maintain strong due diligence when associating themselves with outside organizations.

If the consequence of such communication causes harm, hurt, or embarrassment to Windsor Charter Academy students or employees, or interferes with the school's regular operations, the student can be subject to discipline. Examples of such communication include but are not limited to the following:

- Communications that undermine supervisory authority.
- Communications that harm student relationships and/or cause school discord.
- Communications that harm positive and effective relationships with the school's students, staff, parents, and/or community.
- Communications that disclose confidential information regarding any Windsor Charter Academy students, staff members, or alumni, or that disclose confidential information related to Windsor Charter Academy operations.
- Communications that state or suggest that they are being made by or on behalf of Windsor Charter Academy, or that misrepresent the position of Windsor Charter Academy on any matter.
- Communications that use Windsor Charter Academy's name, logo, mascot, slogans, and/or social media handles without written authorization.
- Communications that involve illegal activity.
- Communications that may reasonably be viewed as a true threat to physically injure or otherwise harm a person, or to unlawfully damage or destroy property.

PERMISSIONS

Acceptable Use

Windsor Charter Academy Administration shall approve technologies suitable for use by students for school-related activities. Prior to utilizing social media tools for school use, students must complete the approval process form.

Copyright and Fair Use

Copyright and fair use laws must be adhered to at all times. Trademarks such as logos, slogans, and other digital content such as art, music, or photographs may require permission. It is the responsibility of the student to seek permission to use trademarked content. Windsor Charter Academy Administration must approve the use of the Windsor Charter Academy's name, logo, mascot, slogan, and/or social media handle.

Official Online Presence

Windsor Charter Academy Administration is responsible for creating the school's "official" online presence. Any student who wishes to create an "official" online presence representing a group associated with Windsor Charter Academy must first obtain approval from the Windsor Charter Academy Administration. The student is also responsible for making annual notification of the continued use of the communication tool to the Administration. Students are also prohibited from creating an "official" online presence for a school-sponsored group. If students choose to work with an employee, who is designated as a "group sponsor," the employee is responsible for all content published online for the group.

Windsor Charter Academy Executive Board

Adopted: February 2019

Legal Reference

C.R.S. 24-34-402.5

Cross Reference

JS Appropriate Use of Windsor Charter Academy and Personal Technology by Students Windsor Charter Academy Student Code of Conduct