Williamsburg Academy of Colorado - Technology Acceptable Use Agreement

PURPOSE: Williamsburg Academy of Colorado students will need to have access to a reliable computer in order to be successful in Williamsburg Learning courses. To that end, Williamsburg Academy of Colorado is making available a leased student computer to each student at no charge to the family. (Note: If the student loses the computer, the fair market value of the device will be assessed.)

INTERNET SAFETY: Williamsburg Academy of Colorado intends to provide the safest possible environment for student learning. Therefore, each student computer will contain either the Securly Filter (Chromebooks) or the Lightspeed Filter (Laptops). These are designed to keep students safe from inappropriate or illicit online content 24/7. These are best-in-class solutions that serve as effective barriers to prevent harmful materials from reaching students, ensuring their online safety. However, WAC understands that even with an outstanding filter and the layer of protection the filter will provide, it is the parent/guardian's responsibility to monitor student internet safety.

TECHNOLOGY SUPPORT: WAC is contracting with a company that will provide premier tech repair and servicing.

The use of school computers is a privilege. All users are expected to conduct themselves in a professional manner and to use the system according to the following guidelines or other guidelines published by the administration. Violation of this policy may result in revocation of a student's computer privileges and/or disciplinary action.

Whether or not students opt to receive a Williamsburg Academy of Colorado computer, all WAC students agree to abide by the information contained in this document as outlined below.

The parent or guardian of each student will be required to complete and sign a form each school year acknowledging understanding of the Computer Acceptable Use and Internet Safety policy.

School Responsibilities Williamsburg Academy of Colorado takes the online safety of its students seriously. As such, Williamsburg Academy of Colorado will ensure the following:

1. **Education of Students**: Williamsburg Academy of Colorado will provide education for students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as awareness of cyberbullying and appropriate responses. Age-appropriate materials will be made available for use across

grade levels. Training on online safety issues and materials implementation will be made available for administration, staff, and parents.

2. **Internet Filtering**: Williamsburg Academy of Colorado equipment for both students and staff is filtered and monitored on an ongoing basis to protect against access by adults and minors to visual depictions that are obscene, child pornography, or harmful to minors. However, one hundred percent internet safety is not guaranteed, and some content which may be offensive may still be accessible. Williamsburg Academy of Colorado makes no warranties, either expressed or implied, that the computer provided through the school system will be error-free. Williamsburg Academy of Colorado will not be responsible for either the accuracy or quality of information obtained through the system or for any financial obligations arising through the unauthorized use of the system. By signing the Technology Acceptable Use Agreement, users shall indemnify and hold the school harmless from any losses sustained as the result of intentional misuse of the computer by the user.

3. **Periodic Computer Monitoring**: System administrators monitor, log, and may review any or all files and/or messages on school computers

4. **Information Privacy**: Williamsburg Academy of Colorado will not disclose, use, or disseminate personal student information, except what is allowed by state law.

Student Rules & Responsibilities
The safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications is a priority at Williamsburg Academy of Colorado; As such:

1. Students will annually sign computer use and safety agreements.
2. Students are strictly prohibited to:
   a. Access or create files or materials without authorization.
   b. Attempt to hack into any school systems.
   c. Access or create offensive, profane, or pornographic files.
   d. Plagiarize works or violate copyrights or trademarks.
   e. Attempt to bypass computer security.
   f. Have food or drinks near computers.
   g. Download or install programs, including freeware or shareware, unless approved by school staff or contracted IT representatives.
3. Students are required to immediately report:
   a. Damage to any computer related equipment.
   b. Accidental access to authorized sites.
   c. Unacceptable internet sites to staff supervisor.
4. There will not be an expectation of privacy in files, disks, documents, internet history, etc. which have been used or created with Williamsburg Academy of Colorado equipment.
5. All documents, files, and folders created with school hardware/software remain the intellectual property of Williamsburg Academy of Colorado.
6. Vandalism will result in appropriate disciplinary action. Vandalism includes, but is not limited to: abusive overloading of data on school equipment, uploading or downloading or creation of computer viruses, and any malicious attempt to harm or destroy the property.
7. Students are prohibited to use another individual's account or login information other than his/her own at any time. Any security concerns must be reported to the director, teacher/supervisor, or system administrator.

8. Personal information is restricted, password protected, and stored only on the school servers; teachers will sign disclosures regarding the use and dissemination of personal information regarding students. Only authorized personnel have access to student information. No personally identifiable information about students will be shared without written consent of a parent.
9. The use of computers and the internet is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The director, teacher/supervisor, or a systems administrator may limit, suspend, or revoke access to electronic resources at any time.
10. Users are liable for any misuse of the systems.
11. Parental permission is obtained for the publication of student work, and photos. Documentation of the Internet safety policy will be retained for at least 5 years after the last day of the funding year in which the policy was relied upon to obtain E-Rate funding.

School Email and Messaging: Williamsburg Academy of Colorado employees and staff must abide by the following guidelines when using school email.
1. Employees shall have no expectation of privacy when using school email or other official communication systems.
2. Email messages shall be used only to conduct approved and official school business.
3. Email addresses shall not be used for personal social networking sites.
4. All users must use appropriate language in all messages.

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Lost or Stolen Student Computer: Williamsburg Academy of Colorado's students will be responsible for keeping track of their computers. Should a student's computer be lost or stolen, the student will be assessed the fair market value to replace it.

Returning the Student Computer - Upon graduation or no longer being an enrolled student at WAC, the student/parent is responsible for returning the Computer to WAC. Postage will be issued to the parent for this purpose.

_____   _____
Student Signature   Parent Signature
Date   Date