



PIONEER CHARTER SCHOOLS OF SCIENCE

TECHNOLOGY RESPONSIBLE USE GUIDELINES

General Guidelines

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at Pioneer Charter Schools of Science. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the Pioneer Charter Schools of Science.
- Access to the Pioneer Charter Schools of Science technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the PCSS Responsible Use Policy.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.

Privacy and Safety

- Students, do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. School Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the school's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Unacceptable Uses

The following uses of the PCSS computer system and Internet are considered unacceptable for students and staff but are not limited to the following:

- 1) Users will not use the PCSS 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) Users will not use the PCSS system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or engage in personal attacks, including prejudicial or discriminatory attacks.

- 3) Users will not use the PCSS system to engage in any illegal act or violate any local, state or federal statute or law.
- 4) Users will not use the PCSS 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 PCSS system software, hardware or wiring or take any action to violate PCSS security system, and will not use the PCSS system in such a way as to disrupt the use of the system by other users.
- 5) Users will not use the PCSS system to gain unauthorized access to information resources or to access another persons materials, information or files without the implied or direct permission of that person.
- 6) Users will not use the PCSS system to post private information about another person or to post, transmit or distribute personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs 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) Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the PCSS system or any other system through the PCSS 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 user. Messages and records on the PCSS system may not be encrypted without the permission of appropriate school authorities.
- 8) Users will not use the PCSS 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) Users will not use the PCSS system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of PCSS. Users will not use the PCSS system to offer or provide goods or services or for product advertisements. Users will not use

the PCSS system to purchase goods or services for personal use.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.