

Reasonable Technology Use

Overview

Next Charter School (NCS) provides its students, board members, and staff (Users) access to a multitude of technology resources. NCS expects all users to exercise appropriate personal responsibility in their use of these resources. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of technology. NCS makes every effort to protect its users from exposure to Internet materials that are harmful or explicit and also to protect the organization from security breaches.

Being a Digital Citizen

In the Next Charter School, we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen:

- Respect One's self. Users will select online names and images. Respect Others. Users will refrain from using technologies to bully, tease or harass other people.
- Protect One's self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications. Users will not share personally identifiable information about themselves or others.
- Respect Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc. Users will not misrepresent the work of others as their own.
- Protect Intellectual Property. Users will request to use the software and media others produce.

Email

NCS provides users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. Users should not attempt to open files or follow links from unknown or untrusted origin; and should only communicate with other people as allowed by the school policy. Email is public record and may be monitored and archived.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, NCS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored by NCS or network administrators. Users should be careful not to share personally identifying information online.

Use of Personal Devices

NCS users may not use personal devices to access the Next Wifi network. Next will provide users with access to a guest network which they can access using personal laptops or cell phones.

Expectations

Responsible use of the NCS's technology resources is ethical, respectful, academically honest, and supportive of the school's mission. At NCS, each user of a computer and/or device has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system and resource responsibly. Users should not expect that files stored on servers, disks, or the cloud will be private. Users also should understand that school servers regularly record Internet activity in log files that are available to the public under RSA 91-A: Access to Public Records and Meetings.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive.

- Recording video or audio or taking photos of other individuals without their knowledge and consent is strictly forbidden.
- Use of electronic devices should be consistent with the NCS's educational objectives, mission and curriculum.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on school devices without prior approval of the administration.
- Downloading and/or using unauthorized software on an NCS device is strictly prohibited.
- Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on NCSs' managed networks are the property of NCS and, as such, may be inspected at any time and should not be considered private.
- Materials published on the web must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

Policy Violations

NCS reserves the right to refuse access to the Internet and/or device to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban of computer or Internet use, suspension or dismissal from school, and/or legal action. NCS may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network and/or devices.

As NCS views computer and/or device use as an essential foundation of its mission and embedded within its instructional and assessment practices, violations of this policy may compromise student continued enrollment and/or staff continued employment.