

Computer and Technology Acceptable Usage Policy (24-25)

OCSI provides internet access and devices to students and staff to facilitate information sharing, learning, and research. These resources are to be used to support educational and administrative activities. By enrolling at OCSI and annually reviewing the Parent Handbook and Portal, students and parents/guardians agree to the "OCSI Technology, Student/Guardian Chromebook Usage Agreement." This agreement requires adherence to the policy rules and reporting any misuse of the network or Internet to a teacher or supervisor. Staff issued computer equipment must also comply with this agreement. All parties understand that OCSI may revise this policy as needed.

Policies

1. Overview:

The use of electronic information resources at OCSI is intended to enhance and support the educational process by providing access to global information and improving communication between students, staff, parents, and guests. Internet and computer use at OCSI is a privilege, and any policy violations may result in the loss of access privileges.

2. Acceptable Usage:

All use of Internet and computer equipment at OCSI must align with the school's purposes and goals. Users are expected to conduct themselves in a responsible, ethical, moral, and courteous manner, and comply with all local, state, and federal laws. Internet users accept the responsibility to adhere to high standards of conduct and the terms outlined in this policy.

3. Prohibited Usage:

- 3.1. Violating posted computer lab rules, school policies, or public laws.
- 3.2. Engaging in immoral activities contrary to educational moral standards.
- 3.3. Attempting to bypass school security, including Internet filters.
- 3.4. Accessing or transmitting immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, bullying, threatening, disrespectful, or otherwise inappropriate images or information via email, instant messaging, or web pages.
- 3.5. Engaging in commercial activities, product advertisement, displaying personal information (e.g., social security numbers, addresses, phone numbers), or promoting political candidates.
- 3.6. Violating copyright, trade secret, or trademark laws.
- 3.7. Attempting to damage, disrupt, or interfere with any computer or electronic information resource.
- 3.8. Attempting to access information beyond authorized access to any electronic information resource.
- 3.9. Engaging in the destruction, defacement, theft, or alteration of school equipment.
- 3.10. Storing illegal, inappropriate, or obscene materials on school-owned electronic equipment.

4. Monitoring:

OCSI reserves the right to monitor and review any material on any machine at any time to ensure appropriate use of computer resources. Staff will supervise student computer use in a manner suitable for their age and the context of use.

5. Security & Passwords:

OCSI implements security measures on Internet access to prevent unacceptable use. Users are

responsible for securing their files, passwords, and account credentials on both accounts and devices. Sharing usernames or passwords is prohibited and may lead to account privileges being revoked. Users are accountable for all activity under their account. Report any security issues promptly to the school/site administrator.

6. Encounter of Controversial Material:

Users may encounter controversial material on the Internet, including content generated by AI and ChatGPT, which some may find inappropriate or offensive. While OCSI employs filters and monitoring systems to restrict access to such materials, it is impossible to control all global content. Users are responsible for avoiding accessing controversial material. Any site or content deemed inappropriate should be promptly reported to the administrator. OCSI does not guarantee detection of all instances of inappropriate Internet access. Filtering software must remain enabled during student use to prevent access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites if the filtering software incorrectly blocks appropriate content.

7. Terms of Use

7.1. Student use of OCSI-issued computer resources:

- 7.1.1. Only registered OCSI students are eligible to use computers and network.
- 7.1.2. Access is limited to authorized users who have signed the user agreement.
- 7.1.3. Users are responsible for all Internet activity.
- 7.1.4. The Principal or Head of School may suspend or terminate computer access at their discretion.
- 7.1.5. Access privileges end immediately upon a student's withdrawal, graduation, or expulsion from OCSI.

7.2. Staff use of OCSI-issued computer resources:

- 7.2.1. School laptops must be used indoors on a stable surface like a table.
- 7.2.2. Keep laptops away from liquids and food, and never leave them in vehicles.
- 7.2.3. Do not loan school laptops to third parties.
- 7.2.4. Personal software should not be installed without permission from the IT department..

7.3. Personal Internet Use:

Both employees and students' personal Internet activities, whether at home or elsewhere, can impact the school community. Expressions online, such as threatening messages or accessing violent websites, that could disrupt ethical standards or affect others may result in disciplinary action. Teachers are encouraged to set examples and educate students on proper use.

7.4. Penalties for Improper Use:

Violations of this policy or relevant laws may lead to restrictions on Internet and computer access, as well as other disciplinary measures such as detention, suspension, expulsion, or involvement of legal authorities.