

## **Electronic Information Resources and Acceptable Use**

As outlined in the Utah State Code 53A-3-422 and 53A-3-423, Bonneville Academy shall adopt and enforce a school-wide Electronic Information Resource Policy. This policy will apply to both students and employees.

Bonneville Academy shall provide to its students and employees the opportunity to utilize electronic information resources. In order to enhance learning, teach computer skills, and effectively utilize modern electronic information resources within the school, students and teachers shall have access to information systems and the Internet, to include computer systems and mobile devices. Other electronic information resources may include, but are not limited to, voice mail, email, and various network files or accounts.

In an effort to protect students and employees, the school will provide appropriate Internet filtering and monitoring for safety. It must be understood that although Bonneville Academy will make its best efforts to filter content, no system is 100% foolproof. Additionally, both students and employees will be issued usernames and passwords. All use of electronic information within the school must be consistent with the educational objectives of the school; electronic resources within the school are not intended for private, personal, or political use. The school director may determine appropriateness of use of electronic information resources at his/her discretion.

No individual shall be allowed to use computers and/or the Internet without documentation indicating that the Electronic Information Resource And Acceptable Use Policy has been carefully read, understood, and that the users agree to abide by the terms and conditions regarding proper behavior and use of all electronic information resources, including computers and the Internet—as indicated by signatures on the appropriate employee and student forms.

Student use of electronic resources may be permitted provided the school receives annual documented parental permission and agreement to terms and conditions on behalf of their student. Agreement to terms and conditions is legally binding. All user accounts are subject to Bonneville Academy control and may be revoked for misuse. Violation of any part of this policy will result in disciplinary action according to defined school discipline policy, including the possibility of loss of privilege to use computers and other electronic information resources, suspension, expulsion, loss of employment, and appropriate legal action.

Neither students nor employees shall have any expectation of privacy in regard to utilization of electronic information resources provided by the school. This includes, but is not limited to files, disks, documents, emails, voice mails, or otherwise which have been created with, entered and stored in, downloaded to, or accessed by Bonneville Academy electronic information resources. Bonneville Academy administration or Board of Trustees may monitor, log, and/or review any or all student or employee files and messages.

### **Acceptable Use of Electronic Information Resources:**

- Abide by generally accepted rules of network etiquette. These rules include, but are not limited to being polite, kind, and using appropriate language.
- Students will only use computers with the permission and supervision of teachers or staff. Students will respect and follow teacher/staff instructions. 76
- Immediately report accidental access of unauthorized or unacceptable Internet sites to staff/teacher/administration as appropriate.
- Ask for help when unable to properly use computers equipment of other electronic information resource.

## **Unacceptable Use of Electronic Information Resources:**

Students and employees will not intentionally:

- Harm or destroy computer equipment through abusive behavior.
- Use for personal or private use, unrelated to school assignments or responsibilities.
- Students are prohibited from revealing personal information, such as names, addresses, telephone numbers, passwords, credit card numbers, photographs, or social security numbers. Employees are advised against such. All individuals are prohibited against revealing the personal information of others or regarding the school.
- Communicate with language, graphics, or artwork that is considered to be vulgar, defamatory, threatening, or otherwise inappropriate.
- Non-educational use of multi-player computer games on school equipment is not allowed. This restriction applies to family members of staff.
- Access, receive, or transmit material that is pornographic, obscene, sexually suggestive or explicit or other material related to weapons, controlled substances or alcohol, or incendiary devices.
- Post or transmit content that that is considered “cyberbullying.” Cyberbullying means:
  1. the use of email, instant messaging, social and other networking sites, chat rooms, cell phones, or other forms of information technology to;
    - a. send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual;
    - b. deliberately harass, threaten, or intimidate someone for the purpose of placing a school employee or student in fear of physical, emotional, or mental harm to the school employee or student;
    - c. or harm to property of the school employee or student,
    - d. regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
    - e. This includes demeaning, harassing, defaming, or impersonating a school employee or student.
- Post or send content that contains threats or is hatefully or racially, ethically or otherwise objectionable.
- Intentionally harm or destroy school data, the network, or general network performance. This includes, but is not limited to:
  - o Participating in or promoting any illegal or inappropriate activities that change the use of the computer hardware or software.
  - o Corrupting, destroying, or manipulating system data.
  - o Hacking or other activity, such as creating, loading, or transmitting viruses or worms, malware, password grabbers, spyware, etc. or other software which may compromise the network

- o Erase, expire, or reset memory cache, web page links, or HTTP location history.
- Use one's identity or misrepresent one's identity or the identity of another to gain unauthorized access to restricted information, systems, or programs; use the school network to illegally access other systems; or to chat, email, or otherwise communicate electronically.
- Download, upload, install, or execute unapproved software without prior approval for teacher/staff/administration as appropriate.
- Formally publish school related information on the Internet without proper approvals from administration or Board of Trustees. This does not include teacher and/or staff websites that are created to communicate information on assignments and class schedules.
- Violate copyright laws.
- Copy system or curricular programs or files without proper approval.
- Participate in unapproved and non-educational gaming.
- Participate in unapproved interactive real time Internet activity, such as chat rooms.
- Use the network for product advertisement or other business purposes.
- Use the network for political purposes.
- Participate in any activity that is illegal or does not conform to the rules, regulations, and policies of Bonneville Academy. Neither employees nor students may bring personal electronic equipment such as palm computers or laptops into the school except as allowed under policy *[title and number TBD]* Electronic Devices.

Bonneville Academy does not make any warranties for the electronic information resources that are provided by the school. Any damages that may be suffered as a result of a student or employee using these resources are not the responsibility of the school. Damages may include, but are not limited to the loss of data as a result of delay, human error or omission, or non-delivery or service interruption caused by a network system. The school cannot be held responsible for the accuracy of information obtained through any of the electronic information resources which it provides. All employees and students use the network system and the information obtained therein at their own risk.

Violations of this policy will be investigated by Bonneville Academy administration, and disciplinary measures will be taken in accordance with *[appropriate HR/discipline/termination policies]*.

Complaints about this policy, its enforcement, or about observed behavior may be addressed to Bonneville Academy administration and/or the Bonneville Academy Board of Directors.