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COMMUNITY OF PEACE ACADEMY POLICY No. 4.8.1 USE OF TECHNOLOGY and TECH SYSTEMS

I. PURPOSE

The purpose of this policy is to govern the use of Community of Peace Academy's devices, software, systems and support.

II. POLICY STATEMENT

Community of Peace Academy provides employees, students and authorized individuals access to a variety of information technology (including, but not limited to, the Internet, wide and local area networks, email, information systems, electronic resources, devices, mobile devices, and other hardware and software applications) specifically for educational, business communications and information purposes.

The use of information technology resources and access to the Internet is a privilege, not a right. The content of all messages, documents and files transferred via Community of Peace Academy's email system and the content of Web pages accessed over the Internet should be directly related to the business of Community of Peace Academy. Unacceptable use of technology resources, including email and the Internet, may result in one or more of the following consequences: suspension or cancellation of use or access privileges; discipline under applicable school policies and procedures, or civil or criminal liability under applicable laws. This policy includes all technology equipment.

III. RESPONSIBILITY AND USE

The proper use of information technology resources, and the educational value to be gained from proper use, is the joint responsibility of students, parents or guardians, and employees of CPA. Individual users of CPA information technology resources have the responsibility to:

1. Comply with all existing school policies as they may be interpreted to apply to technology resources;

2. Find, evaluate, and effectively use information resources;
3. Respect the privacy of other users, and do not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users without permission;
4. Help maintain the security of the technology resources;
5. Recognize and honor the intellectual property rights of others;
6. Immediately disclose inadvertent access to unacceptable materials or an unacceptable Internet site to a member of the technology department.

Acceptable Uses

Acceptable uses of information technology resources:

1. Support the instructional, administrative, and other support activities consistent with the mission of CPA;
2. Encourage efficient, cooperative and creative methods to perform the user's job duties or educational tasks;
3. Include authorized and appropriate access to voice, video, and data systems, software or data, both locally and at and from other sites;
4. Include system administration or maintenance of technology resources by authorized personnel.

Unacceptable Use

Unacceptable uses of information technology resources include, but are not limited to:

1. Providing, assisting in, or gaining unauthorized or inappropriate access to CPA's technology resources, including any type of voice, video, or data information server; Activities that interfere with the ability of other users to use CPA's technology resources or the network-connected services effectively;
2. Activities that result in the unauthorized loss of another user's work or unauthorized access to another user's work/data;
3. Distribution of any material in such a manner that might cause congestion of the voice, video, and data networks;
4. Using technology resources to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. 1. Pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;

- b. 2. Abusive or threatening materials, including hate mail, or harassing or discriminatory materials that violate school policies.
- c. Publishing material without the author's permission;
- d. Using technology resources for a commercial, political or profit-making enterprise, except as specifically agreed to by CPA;
- e. Using technology resources to access another user's file or account without permission;
- f. Using technology resources to engage in any illegal act or violate any local, state or federal statute or law;
- g. Using the school system to violate copyright laws or usage licensing agreements, or otherwise using another person's intellectual property without the person's prior approval or proper citation;
- h. Using the school system to post private information about another person or to post personal contact information about oneself or other persons;
- i. Using a digital signature other than the users without authorization;
- j. Using technology resources to monitor another user's information, attempt security breaches or disruption of communication unless explicitly authorized by the school as part of a user's job duties.

Ownership of Content

All work product, whether on paper, voicemail or electronic, is the property of Community of Peace Academy and constitutes business and educational records of Community of Peace Academy. These records may be audited by government agencies, subpoenaed into court, or disclosed pursuant to state or federal law, and should reflect the professionalism of Community of Peace Academy and the employee.

Security

Device, storage, communications, network systems, and the data on those systems, are critical to the conduct of Community of Peace Academy business. Security of those systems and data is a responsibility of all employees. Therefore, employees should not disclose passwords (including their own) or enable unauthorized third parties to have access to or use any CPA system, or in any way jeopardize the security of the systems. Employees should notify their supervisor upon observing or learning of any violation of this policy.

IV. TECHNOLOGY SYSTEMS

Email

The primary purpose of the email system is to facilitate timely communications with Community of Peace Academy staff, students, families and other business associates of Community of Peace Academy. All aspects of the email system, including software, passwords and the contents of the email messages themselves are the property of Community of Peace Academy. All data files, email messages and other information contained in the system belong to Community of Peace Academy. All work produced using the systems is the property of Community of Peace Academy.

Internet

The purpose of the Internet is to access information directly related to the business of Community of Peace Academy. In compliance with the law, Community of Peace Academy may install software that limits or disallows access to websites that are deemed inappropriate and/or unrelated to Community of Peace Academy business. In addition, Community of Peace Academy may install software that tracks each employee's activity on the Internet and maintain this log for as long as is deemed necessary.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create the material, does not own the rights to it, or has not received authorization for its use, it should not be on the Internet.

Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression. Improper use of the Internet, including accessing sites for non-business or non-educational (personal) purposes; accessing sites that use profanity, vulgarity, and off-color language; or accessing sites that contain materials considered offensive or harassing, is not permitted.

Internet Access Content for Minors

With respect to any devices with Internet access, CPA will monitor the online activities of minors and employ technology protection measures during any use of such devices by minors and adults. The technology protection measures shall be designed to address the safety and security of minors when using direct electronic communications and to block or filter Internet access by minors to inappropriate materials including, but not limited to, any materials or any visual depictions that:

1. Are obscene;
2. Contain child pornography;
3. Are harmful to minors.

Harmful to Minors

The term “harmful to minors” includes any material or picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet Content Filtering

As a condition of access to CPA’s Internet and technology resources, users must agree to, accept, and abide by the Website Access Policy, as it may be amended from time to time.

Students have a set of websites that they are blocked from determined by age and grade level.

Staff have a set that they have access to and have the option of bypassing the filter. Bypassing the filter will work unless the category is one that the committee has decided that the school overall should not have access to. If a site needs to be made available, a request to the tech department stating the intent for the use of the site and the duration of needed access to it. The tech department will

review the site and make it available based on the policy of the school. If there is a site that should be blocked, a request to the tech department notifying them of the need to block the site based on the policy of the school.

Limited Personal Use of the Internet

Personal use of the Internet is generally not allowed during working hours. Brief and occasional personal use of the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to Community of Peace Academy or otherwise violate this policy.

Personal use is defined as any personally initiated online activity (including email and Internet usage) that is conducted for purposes other than previously stated. This is a privilege, not a right, and may be limited or removed at any time. CPA does not accept liability for any loss or damage suffered by an employee as a result of that employee using the Internet connection for personal use. Occasional, limited, appropriate personal use of the internet is permitted when the use does not:

1. Interfere with the User's work performance;
2. Interfere with the normal operation of work duties;
3. Interfere with any other User's work performance or have a negative impact on overall employee productivity;
4. Have an undue impact on the operation of the network system;
5. Cause any additional expense or load to the school;
6. Compromise the school in any way;
7. Violate any other provision of this policy, any other policy guideline, any law/regulation;
8. In limiting personal use, CPA expects employees to exercise the same good judgment that they would use in all work situations regarding personal activities.
9. CPA equipment should not be used for personal file storage. This includes photos, movies, and music. These files take up a good amount of network resources: hard drive space, bandwidth (network and server speed), and backup system tapes. Personal files should be stored on personal external hard drives, CDs or flash drives.

Access and Monitoring of Email and Internet Activity

Community of Peace Academy has the right to access each employee's device, files, and disks and to intercept, monitor and review all email messages and browser history that are received by or distributed from any Community of Peace Academy-owned devices.

Email and browser history that have been deleted from devices may remain on backup tapes in the custody of Community of Peace Academy. Email, browser history, and other electronic documents may be subpoenaed or requested for disclosure pursuant to state and/or federal law just like paper documents.

Improper use of the email and internet systems, including the use of profanity, vulgarity, and off-color comments, or the receipt, distribution or duplication of any document that contains materials considered offensive or harassing, is not permitted by Community of Peace Academy policy. Care should be taken that the quality of all email correspondence meets the same professional standards as other written correspondence. Format, spelling, and conciseness are just as important with email as other forms of communication.

Anti-harassment and Inappropriate Use

Voicemail, email, or other digital imagery or textual content containing foul, offensive language, sexual content, racial, ethnic, religious, or other discriminatory slurs are prohibited. Employees may not use devices or other communication systems to solicit or proselytize for religious, charitable, commercial, or political purposes.

Limited Expectation of Privacy

1. Limited Privacy: By authorizing the use of CPA information technology resources, CPA does not relinquish control over materials on the system, or materials contained in files on the system. Users should expect only limited privacy in the contents of personal files on the CPA system.
2. Violations: Routine maintenance and monitoring of the school system may lead to a discovery that a user has violated this policy, another school policy, or the law. An individual search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.
3. Parent or Guardian Rights: Parents or guardians have the right at any time to review the contents of their child's files and email files. Parents or guardians

have the right to request the termination of their child's individual account at any time.

4. **Data Privacy:** Data and other materials in files maintained on the school system may be subject to review, disclosure, or discovery under various laws.
5. **Investigative Uses:** CPA will cooperate fully with local, state and federal authorities in any investigation concerning, or related to, any illegal activities not in compliance with school policies conducted through the school system. The Executive Director alone has the authority to request monitoring of staff members' use of technology by the Tech Department who will then supply the findings only to the Executive Director.
6. **School's Rights:** CPA reserves all rights to control its information technology resources. Among other rights, CPA may monitor or restrict a user's use of information technology resources including, but not limited to, the Internet; search any device or electronic data storage devices that are assigned to a user or used on any school network; and retrieve, alter and delete any data created, received or maintained by any user using school information technology resources.

CPA Website

The Community of Peace Academy website is a collaboration of efforts from staff members, teachers, and students. Employees of CPA are invited to create websites to publish on the Internet and have them linked to the main CPA website. These websites must reflect the image of CPA, its staff members and students. These guidelines will apply to all web pages linked to the CPA website, whether created by departments, staff members, students or other persons.

Purpose

These websites are intended to communicate class and school-related information to parents, students, and the community at large. While the websites should be attractive and interesting, their main purpose is that of communication. Therefore, they must be easy to navigate and contain up-to-date information.

The purpose of these websites is:

1. **Education:** Content provided on the website should be usable by students, staff members, and parents to support the curriculum. It will introduce visitors to the class or department.

2. Information: Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies. The site will link to valuable academic resources.
3. Communication: Content may provide an avenue to communicate and share successes with the community.

Classroom Website Staff Responsibilities

1. It is the responsibility of the school staff member to obtain an account on an external web server for hosting a website. There are several free web creation sites and software available. The tech department can suggest one based on skill level.
2. Staff members are solely responsible for the content of their websites.
3. Do not share usernames and passwords with students or parents.
4. Staff members must ensure that all links are functional on their website pages.

Use of Student Names, Pictures, Original Work, and Email Addresses

Great care should be exercised in the use of photographs of students, names of students, and displaying original work of students on websites. Each teacher website will use the following guidelines for publications that require personal consent and/or permissions:

1. Teacher web pages may not include student names or biographical information. Photographs of students may not include students whose parents have requested exclusion (Refer to the Student Photo Permission document shared with teachers annually). Photo captions shall not identify students' full name or any other personally identifiable information.
2. Web pages may not include complete names of family members or friends.
3. Individual students may have personal pages on school websites, but only with a supervising teacher's approval and direct supervision.
4. Student submissions on teacher websites or project pages (videos, blogs, rss, podcasts, and/or discussion boards online, etc.) must be supervised and reviewed. The teacher is responsible for maintaining the content: no foul language, offensive content, or derogatory comments concerning race, creed or ethnicity.
5. Personally identifiable or confidential information shall not be published on a publicly accessible website.

6. Any email address links, survey-response links, or other direct-response content may be made to CPA staff email addresses only; no contact information (mailing address, phone number, or e-mail address) of students should be used.
7. As websites are not secure, no student attendance, grades or discipline may be posted. However, if a school is using a parent portal or other online academic system, a link to it may be posted.

Linking to Other Websites

1. All pages and links, including non-CPA links, shall be curriculum-related, instructional or school-oriented and appropriate to educational purposes.
2. Some inappropriate link examples may include, but are not limited to references and/or links to commercial, political, social, religious or philosophical sites.
3. No links to student or staff social networking/ personal websites are allowed on a school's website.
4. Websites cannot be used for any commercial purposes. A website cannot be used to promote financial gain, including advertisement of any services or materials for sale. Teacher web pages may not contain advertisements with these exceptions:
 - a. CPA administration-approved sites.
 - b. CPA business partners and other individuals or organizations that contribute (financially or otherwise) to the school or district may be recognized with an appropriate statement on CPA websites but should not include an active link to the website.
 - c. Non-profit organizations and/or community partners, approved by the school.

Copyrights

1. All website authors must follow all applicable and existing copyright laws and intellectual property rights laws pertaining to the use of text, images, and sounds.
2. Websites must comply with all state, federal, and international laws concerning legal uses.
3. Websites must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials.
4. Never use text or graphics from another author's Internet pages unless the author explicitly states it may be freely copied or if appropriate arrangements are made with the author.
5. When copying or paraphrasing information from an Internet page, always make an attribution to the page, author, and website.