King's Academy Responsible Usage Policy

I. Purpose

Technology provides unique and powerful ways to enhance the learning experience for everyone. It is one of the goals of King's Academy (the Academy) to ensure that all interactions with technology contribute positively to the learning environment. Thus, the Academy supports the use of technology to foster learning and is pleased to offer students and other community members access to a range of information technology resources. Access to the Academy's network and the internet is a privilege that is tied to responsibilities. The following policy and digital citizenship guidelines are intended to help individual technology users understand responsible use and to ensure these resources are always available. The Academy may restrict, suspend or terminate any user's access to the school's systems and network for not respecting these guidelines.

II. Scope

This policy applies to all users of the Academy's technology resources and applies to all software and equipment that is owned or leased by the Academy. The Academy also recognizes that students and other members of the community have widespread access to both technology and the internet, therefore, use of all personally-owned equipment, including wireless devices and connectivity, is considered to be included in this Responsible Usage Policy.

III. Authorized Use

1. An authorized user is any person who has been granted authority by the Academy to access its computing, network and telephone systems and whose usage complies with this policy. Unauthorized use is strictly prohibited. By accessing the Academy's network using Academy- owned or personally-owned equipment, the user consents to the Academy's exercise of authority and rights as set forth in this policy with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.

2. When a user ceases being a member of the Academy or if such user is assigned a new position and/or responsibilities, use of technology resources for which he or she is not authorized shall also cease.

3. Incidental personal use must not interfere with the user's performance or with the Academy's ability to use the resources for professional and academic purposes, and must be consistent with the Academy's standards of ethical and polite conduct.

4. Except as authorized by the headmaster, use of the Academy's technology resources or data for personal business, political campaigning or commercial purposes is prohibited. Faculty members and students are provided with email accounts and internet access. Staff members may be provided with email accounts, voice mail accounts and internet access upon approval of their department head.

IV. Being a Good Digital Citizen

The way we use technology has a powerful effect on our learning community. Responsible use will lead to better, more effective learning while irresponsible use will diminish it. A strong respect for the following principles of digital citizenship is essential for us to fulfill our mission at King's Academy.

1. RESPECT yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships that I post. I understand that any audio, video or other media that identifies the Academy, makes use of it name, logo(s) or images may not be posted to a public forum (such as YouTube, Facebook, etc.) without the written permission of the director of communications and publications.

2. RESPECT others. I will not use electronic mediums to flame, bully, or stalk other people. I will show respect for other people and myself in my choice of websites, I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

3. RESPECT property. I will respect the property of others including the Academy's IT property such as networks, hardware, software or other user's files and data. This includes, but is not limited to, the creation, uploading or downloading of computer viruses or other malicious software.

4. RESPECT intellectual property. I will request permission to use resources. I will suitably cite any and all use of websites, books and other media. I will only use software and media others produce with their permission. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

5. PROTECT yourself. I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me to the director of educational technology. I will protect passwords, accounts and resources. I understand that faculty and staff of the Academy must not "friend"
current students, other than their own children, on Facebook or other social media.

6. PROTECT security and integrity of systems. I will protect the security and integrity of the Academy's information resources, which include user accounts, passwords, security codes and other types of authorization assigned to me. I will not share such authorization information with anyone else.

7. PROTECT others. I will protect others by reporting abuse and by not forwarding inappropriate materials or communications.

V. Privacy Expectations

1. The Academy's employees and students should recognize that there is no expectation or guarantee of privacy in anything they store, send or receive on the Academy's information systems, including networked file shares or personally-owned computers that utilize the Academy's network. Users should not expect that email, voice mail or other information created or maintained on the systems are private, confidential or secure.

2. Users should exercise caution when storing and processing personal and sensitive information not directly related to Academy business.

3. The Academy reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, and it may be required by law to allow third parties to do so. Electronic data may become evidence in legal proceedings. Messages or data may also be inadvertently viewed as a result of routine systems maintenance and monitoring. Any individual monitoring, except as required by law or in situations perceived as emergency, must be authorized in advance by the director of educational technology or the director of educational technology's designees.

VI. Enforcement/Consequences

1. Failure to abide by or deliberate attempts to violate the Academy's Responsible Usage Policy, compromise, degrade or disrupt system performance may result in restricted use of technology or other appropriate consequences including, but not limited to, the loss of computer, telephone or network access privileges, disciplinary action and dismissal/termination from the Academy.

2. Some violations may constitute criminal offenses as defined by national laws and the Academy may initiate or assist in the prosecution of any such violations to the full extent of the law.

3. All members of the community are expected to assist in the enforcement of this policy and digital citizenship agreement, and users are required to report any violations to the director of educational technology.

I ACKNOWLEDGE AND MY OBLIGATIONS FOR USE OF KING'S ACADEMY'S TECHNOLOGICAL RESOURCES:

Student/Staff/Faculty: I understand and will abide by King's Academy's Responsible Usage Policy.
Name: ＿＿＿＿＿＿＿＿＿ Signature: ＿＿＿＿＿＿ Date:

Parents: I have read King's Academy's Responsible Usage Policy with my child. We have taken the time to openly discuss, understand and commit to the Responsible Usage Policy.
Name: ＿＿＿＿＿＿＿＿＿＿＿＿ Signature: ＿＿＿＿＿＿ Date: