



## The Pinnacle Charter School Acceptable Use Policy

### Website Acceptable Use Policy

Appropriate use of technology resources is the responsibility of all individuals involved in the educational process. The Internet is an educational tool that can greatly benefit instruction and learning through interactive lessons, research, collaborative learning, and the exchange of ideas and information.

The Pinnacle Charter School promotes compliance with the Children's Internet Protection Act (CIPA) and all activities must meet the requirements and restrictions of resources approved by the instructors for legitimate scientific and educational purposes.

It is the policy of the Pinnacle Charter School that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is strictly prohibited.

Students and staff who use online resources are expected to do so in accordance with the following rules:

- Use the online resources only for school-related, educational activities.
- Be polite and use appropriate language.
  - Students may not engage in the use of profanity, obscenities, or sexually explicit material.
  - Students may not use expressions of bigotry, racism, and/or hate.
  - Students may not intimidate, bully, harass, or embarrass.**CYBER-BULLYING WILL NOT BE TOLERATED. Incidents of Cyber-bullying will be reported to the police.**
- Use resources and course materials appropriately.
  - Students may not engage in acts of vandalism (malicious attempts to harm or destroy others' files, material, software, or equipment).
  - Students may not use course software or network resources to display or convey personal, political, or commercial messages.
  - Students must retain privacy of individual passwords.
- Maintain individual anonymity and privacy.
  - Students may not reveal personal addresses, phone numbers, social networking identities, or other personal information.

### Internet Use

The following activities are NOT permitted on The Pinnacle Charter School electronic resources:

- Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive, sexually explicit language; violence, terrorist activities, or racial epithets. Violation of The Pinnacle Charter School's anti-harassment and anti-discrimination policies is strictly prohibited.
- Engaging in personal attacks including discriminatory, prejudicial, harassing, slanderous, or libelous comments. (Cyber Bullying)
- Damaging technical devices, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional mis- or overuse of electronic distribution or storage space, e.g. downloading audio or video files not used in the classroom, or the spreading of computer "viruses" through the inappropriate use of files or diskettes.
- Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords; trespassing in another person's folders, work or files.
- Criminal acts such as arranging the sale, production or trade of alcohol, drugs, weapons or other controlled substances; engaging in criminal or gang activity; threatening the safety of others or theft of records or information.
- Using the school's computers, iPads, Internet, or email for personal reasons, e.g. banking, chatting with friends, online auctions, job searches, personal email, and other instances as determined by the school on a case-by-case basis.
- Using the school's computers or network for private commercial or for-profit purposes, product advertisement or political lobbying.
- Wasting district resources. This includes wasting network bandwidth by streaming music or video for non-educational purposes and/or storing personal, redundant, or out-of date materials on district computers and servers.
- Accessing hacker-related sites or use of hacking tools or utilities.
- Attempting to circumvent Internet content filtering. Disabling the filter for student use is prohibited as per federal law. (CIPA)
- Running executable or programs from USB Devices.
- Violating local, state or federal statute.



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### Technical Device Use

The Pinnacle Charter School provides computers, iPads and other devices for staff and student use. While staff and students use these computers and devices on a daily basis it must be remembered that these computers, iPads and devices are the property of The Pinnacle Charter School and must be used appropriately. Inappropriate use of The Pinnacle Charter School's electronic resources includes, but is not limited to:

- Using school computers and electronic devices for storage of personal documents, e.g. bank statements, personal photos, resumes, etc.
- The installation of personal software, as this can lead to licensing issues.
- Use of CD burners to copy MP3s or software. If you need copies, ask the IT Department to make copies for you.
- Screensavers or wallpaper downloaded from the Internet or a CD.
- Use of telnet or any instant messenger service at any time.
- Use of email that is not directly related to education.
- Use of chat, instant messaging or posting to non-school related message board programs at any time.
- Deliberate attempts to disrupt the technology system performance or destroy data by any means.
- Attempts to gain unauthorized access to any outside system through The Pinnacle Charter School's system.
- Logging into any other account or accessing any other account for the purpose of deleting or browsing files.
- Having hidden or password protected files.
- Streaming music or video for non-educational purposes.
- Students' agreement to meet in person with someone they have met online.
- Students' failure to promptly disclose to their teacher any message they receive that contains inappropriate content or makes them feel uncomfortable.

### Software

As restricted users, students **DO NOT** have permission to load and install software. Students will not download programs or other large files without the permission of the IT Department or other administrator.

### Security Practices

- Keep passwords absolutely secret. This ensures each user that no one else can access his/her computer and network resources by using his/her password.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose. Do not let someone else work on your computer while you are logged in.
- Log off computers when leaving workstation. When a user logs off the system, all of the user's open files are closed. Windows remains running, so that another user can log on.
- It is your responsibility to ensure that your password is kept secret. There will be no excuses for someone else using your password. **If a password has been misused and the IT Department has not been contacted, you will be held responsible for any misuse.**
- If you feel that your password has been compromised, contact the IT Department. This will limit your liability.

### Plagiarism and Copyright

- Students will not plagiarize works found on the Internet. Plagiarism is the taking of ideas or words from others and presenting them as if they were original to yourself.
- Students will respect the right of copyright owners. Copyright infringement occurs when an individual reproduces a work that is protected by copyright without permission from the copyright holder. This includes downloading copies of songs, movies, or other media, whether from websites or peer-to-peer networks without the permission of the copyright holder.
- Students will not use or duplicate software unless it is in accordance with the appropriate license agreement.
- Students will cite works in an appropriate format.

### Disclaimers

The Pinnacle Charter School makes no warranties of any kind, either expressed or implied, for the provided access. The Pinnacle Charter School and its staff are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service; the loss of data stored on The Pinnacle Charter School resources, personal property used to access The Pinnacle Charter School resources; the accuracy, nature, or quality of information stored on The Pinnacle Charter School resources or gathered through corporation-provided access; unauthorized financial obligations incurred through The Pinnacle Charter School provided access. All provisions of this agreement are subordinate to local, state and federal statute.

### Consequences for Violation of the Acceptable Use Policy

Consequences for misuse of Pinnacle technology resources will be at the discretion of the Dean's office in conjunction with IT and may involve administration or law enforcement.



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### Student

I understand and will abide by this Acceptable Use Policy for use of the internet and The Pinnacle Charter School's technology resources. I understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken.

I understand that, due to the nature of the internet, users may inadvertently be exposed to inappropriate material regardless of the precautions The Pinnacle Charter School has implemented and that The Pinnacle Charter School can in no way be held liable for any material seen in such regard.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Parent or Guardian

As the parent or guardian of this student I have read the Acceptable Use Policy for use of the internet and The Pinnacle Charter School's technology resources. I understand that this access is designed for educational purposes. I also recognize that it is impossible for The Pinnacle Charter School to restrict access to all controversial materials and I will not hold it, or its parent district responsible for material acquired on the network. Further, I understand that the school accepts no responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained in this form is correct.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date