

# **Tapestry Public Charter School Policy Manual**

## **Student Computer and Internet Use Policy**

Adopted: [Enter date]

Revised: [Enter date]

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

**Sections:**

- I. PURPOSE**
- II. COMPUTER AND INTERNET USE**
- III. PRIVACY NOTICE**
- IV. VIOLATIONS OF POLICY**
- V. CONSEQUENCES OF MISUSE**

**Attachments:** **Parent Consent for Internet Access**  
**Student Internet Agreement**

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### **I. PURPOSE**

Tapestry Public Charter School offers use of school computers to students and staff. Users of these computers are expected to exercise care and follow all operating instructions, safety standards and guidelines for their use.

Tapestry offers internet access to its students and staff, and students are assigned a gmail account. The intent of this policy is to ensure that users utilize this access in a manner consistent with the purpose of providing this internet service.

### **II. COMPUTER AND INTERNET USE**

As a member of the Tapestry Public Charter School community, all computer users will:

1. Respect the privacy, safety and confidentiality of themselves and others by neither disclosing nor disseminating personal information on the internet. This shall include email, chat rooms, and all forms of direct internet communications.
2. Respect computer and network equipment. Users will not alter or access computer or network configurations without the knowledge and consent of the Network Administrator(s).
3. Not download or install software, music or other programs from the internet onto a school computer.
4. Understand that software piracy is a federal offense, and that Tapestry's network may not be used for copying, downloading, distributing, or storing commercial software not licensed by the Tapestry Public Charter School.
5. Abide by copyright laws and not plagiarize the works of others.
6. Understand that they are representatives of Tapestry on the internet and so will display the decorum, control, and respect necessary to maintain credibility and respectability for both the school and themselves.

7. Understand the information is a powerful creative commodity; however, bad information is equally destructive.
8. Understand that they are responsible for all activity on their account, even if they are not the one behind the keyboard. For this reason, users will keep their account secure and not share passwords with anyone else. Users will not knowingly use someone else's computer account.
9. Understand that Tapestry is an educational community, and that as such our educational function is our paramount mission. Therefore, users will defer recreational activities to times outside academic hours and to any fellow students or staff needing access for academic work or projects.
10. Understand that their actions on the internet can have far-reaching consequences. Users will therefore make deliberate decisions not to engage in behavior that might adversely affect the safety, security, or well-being of themselves or be perceived as harassment by others.
11. Abstain from accessing inappropriate web sites or computer games that include pornography, obscene images or language or are considered harmful to minors as defined by the Children's Internet Protection Act (aka CIPA).
12. Ask questions regarding computer procedures when they do not know how to do something.

### **III. PRIVACY NOTICE**

It should be further understood that users of Tapestry computing and networking resources cannot assume absolute privacy. Users should expect that network connections will be monitored and computer files may be inspected.

Tapestry may install filters to comply with CIPA. In addition, faculty members are expected to monitor student use of the computers, and proactively guide students to make appropriate choices. Tapestry, however, does not warrant the effectiveness of the internet filter and cannot be held liable for damages.

### **IV. VIOLATIONS OF POLICY**

Violations of this policy include but are not limited to:

1. Deliberate access to inappropriate material on the internet
2. Unauthorized online access including "hacking" and other unlawful activities
3. Unauthorized disclosure, use, and dissemination of personal information
4. Persistent non-academic use of email, chat rooms, and instant messengers
5. Cyberbullying or other forms of electronic aggression

### **V. CONSEQUENCES OF MISUSE**

Tapestry Public Charter School reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action for violations of this policy. Tapestry will advise appropriate law enforcement agencies of illegal activities conducted through the school's internet service. Tapestry also will cooperate fully with local, state and/or federal officials in any investigation related to any illegal activities conducted through the school's internet service.

**Tapestry Public Charter School**  
**Parent Consent Internet Access**

A part of your child's educational program at Tapestry Public Charter School is providing adult supervision as a requirement for student access to the internet. We believe that the use of the internet and email is an essential skill for children as they grow up in the modern world. Please sign and return the consent form so that your child may use the internet at school.

Although there may be concerns about students having access to undesirable materials, we are taking positive steps to deal with this risk in school. Although all efforts are made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the internet. The School will not be liable for any damages arising from your child's use of the internet facilities.

Please initial each of the following items to indicate agreement.

\_\_\_\_\_ I give consent for my child to use the internet.

\_\_\_\_\_ I have read the above statement and the student consent form that lists rules for internet use.

\_\_\_\_\_ I have reviewed the rules for internet use with my child.

\_\_\_\_\_ I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will only identify individuals by first names.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Tapestry Public Charter School**  
**Student Internet Agreement**

When I am using the Internet at Tapestry Public Charter School, I will be a good online citizen. I agree to use kind words and treat people with respect.

I will keep personal information about teachers, my friends, family and me to myself. I will not share my name, where I live, how old I am or my phone number with anyone— no matter how friendly they might seem.

I understand that the internet is like a big city with both friendly and unfriendly places. I will make good choices about where I surf the web.

If I see anything that makes me feel uncomfortable I will let my teacher know right away.

I understand that teachers and parents may read all of my internet communications at any time. In no way is this communication private.

I agree to these things each time I use a computer at the Tapestry Public Charter School.

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Student' Name

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Date