

Athens Academy Technology Acceptable Use Policy

For Students, Faculty, Staff, and Administration

Applying information and technology skills is an integral part of teaching and learning at Athens Academy. The purpose of the *Technology Acceptable Use Policy* is to maintain the safety and security of the school and all of its students, faculty, staff, and administration. The following provides guidelines for the expected use of all Athens Academy technologies. These technologies include, but are not limited to:

- All audio, visual, and networked equipment or devices owned or maintained by Athens Academy.
- All computers (including laptop computers used off campus), telephones, and telecommunication devices owned or maintained by Athens Academy.
- Any electronic equipment or device that makes use of or accesses any Athens Academy resource, such as the Athens Academy network or phone system.
- Any personal electronic device accessible and used on the Athens Academy campus to capture, send or receive information.

Section One: Conduct

1. Students are expected to follow the requirements of the Honor Code and the Code of Conduct with regard to technology use. The ethical questions surrounding the access and use of technology are the same as the values the Athens Academy community is expected to uphold. Those who are unsure of what constitutes appropriate use should ask themselves, “Will my actions reflect well on the Athens Academy community?”

2. In classes and study halls, students may use only the technologies designated by their instructors for a particular activity. At all other times, students are expected to follow the rules of behavior established by each division with regard to technologies. This includes but is not limited to rules regarding cell phone use, gaming, social networking, IM-ing, blogging, and chatting. The Guiding Rule: Anything you feel you need to hide from a parent or teacher should not be created, accessed, or reproduced.

3. School rules and disciplinary procedures regarding behavior such as hazing and harassment are applicable to Athens Academy technology users.

4. Students, Faculty, Staff, and Administrators using the Academy’s technologies are representatives of the Academy and are expected to behave accordingly.

Section Two: On- and Off-Campus Technology Use

5. Students, Faculty, Staff, and Administrators using technology are expected to act respectfully and responsibly at all times, both on- and off-campus.

6. Students and parents bear full responsibility for a student’s conduct when not under the supervision of the school. Because a student’s behavior off campus may negatively affect the atmosphere of the school, the school may deem it necessary to take disciplinary action for such behavior. In particular, illegal activity off campus may result in expulsion, suspension, or the loss of the privilege to represent the school or to fulfill a student leadership role.

Section Three: Improper use or distribution of information

7. Athens Academy technologies are only to be used for academic, school-related, and responsible personal purposes.

8. Use of Athens Academy technologies for personal political and/or personal commercial purposes or in the support of illegal activities is prohibited.

9. Use of Athens Academy technologies to create, access, or reproduce inappropriate, objectionable, or illegal material is prohibited.

10. Improper use or reproduction of copyrighted material is prohibited. In regards to research, all materials used in academic work are to be properly documented. As defined by the U.S. government's copyright website: "Copyright is a form of protection grounded in the U.S. Constitution and granted by law for original works of authorship fixed in a tangible medium of expression. Copyright covers both published and unpublished works. Copyright, a form of intellectual property law, protects original works of authorship including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, computer software, and architecture. Copyright does not protect facts, ideas, systems, or methods of operation, although it may protect the way these things are expressed."

11. Unauthorized distribution or aiding in distribution of personal or contact information of any member of the Athens Academy community is prohibited.

Section Four: Network

12. Athens Academy technology users must employ a network password with the following requirements:

- Must contain at least six characters.
- Must contain 3 of the following: upper case letter, lower case letter, symbol, number.
- Must not contain the users name.
- Must be changed every 120 days.

13. Network users, unless expressly directed to do so for classroom or maintenance reasons by faculty, staff, or administrators, are not to share passwords with others.

14. Network users do not intentionally subvert the network by using someone else's account or accessing information of others on any Athens Academy server without authorization.

15. Any attempt to impair the function of or bypass restrictions on any Athens Academy technology is prohibited.

16. Accessing any blocked sites or services is prohibited.

17. Use of Athens Academy technologies and resources may be tracked for activities that may harm or degrade them. Individuals whose use is excessive may be required to decrease usage.

18. Transmission of inappropriate or unauthorized data via any Athens Academy technology is prohibited.

Section Five: Care, Repair, and Replacement

19. As with all personal items, Athens Academy technology users are responsible for securing their laptops. Users are responsible for the cost of repair or replacement for laptop loss, damage, and/or theft.

20. Students, faculty, staff, and administrators using technology equipment owned by or leased through Athens Academy are expected to treat this equipment properly. Users are required to keep their school laptops in good working order. Any problems or issues that hinder the use of the laptop as an instructional tool or as a means of school communication should immediately be reported to the Athens Academy Help Desk. Users should take their laptops to the Help Desk for timely repair, transport them properly in designated cases or bags, and respect the equipment of others. Any physical damage to the laptop must be reported to the Help Desk immediately. Students with laptops should charge batteries overnight, reply daily to email from faculty and staff, and check their teachers' web pages as directed for assignment information.

21. Students, faculty, staff, and administrators are expected to backup their files regularly either at home or on campus, saving files to their Home Folders and/or to other storage devices, such as flash drives or CDs.

Section Six: Consequences

22. Consequences for the misuse of technologies may include restriction of one's network account, loss of one's privileges to use technologies, and/or disciplinary action. Electronic information and technologies that are accessible and used on campus are subject to confiscation and review. State and federal laws also apply to certain activities involving technologies.

I understand that the telecommunications resources are designed to support the educational processes and business of Athens Academy. I understand that the purpose of this document is to clarify the Academy's expectations for use of its technologies.

I have read the Athens Academy Technology Acceptable Use Policy, and I have signed below, signifying that I have read and understood the content of the policy.

I understand that I will abide by this policy as long as I am enrolled at or employed by Athens Academy (or until changes are made to the policy itself).

Name (please print) _____

Signature _____ Date: _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ Date: _____

(For your reference, a copy of the *Technology Acceptable Use Policy* is printed in the Policies and Directory handbook. Users who are unsure of what constitutes appropriate behavior should consult the conduct section of the Policies and Directory handbook or consult with the appropriate division director.)