

Pacific View Charter School

A California Public School and Nonprofit 501 (c)(3) Corporation

3670 Ocean Ranch Blvd., Oceanside, California 92056

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AGENDA

Board of Trustees' Special Meeting – Friday, August 24, 2012

Meeting begins at 4:30 pm

- 1.0 Call to Order/Roll Call
- 2.0 Approval of Agenda **Action**
- 3.0 Pledge of Allegiance
- 4.0 Introductions
- 5.0 Public Comment
- 6.0 Introduction
- 7.0 Public Comment
- 8.0 Action/Discussion Items
 - 8.1 Technology Acceptable Use Policy **Action**
- 9.0 Board Staff Discussion
- 10.0 Adjournment

8.1

PACIFIC VIEW CHARTER SCHOOL

Board Policy No.: _____

Technology Acceptable Use Policy

This policy is provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action(s) shall be applied.

The focus of the Technology Program at Pacific View Charter School ("PVCS" or School) is to provide tools and resources to the 21st century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. The individual use of personal electronic devices is a way to empower students to maximize their full potential, and to prepare them for college and the workplace.

PVCS provides its administrators, faculty, and students with access to computers and various information technology resources (including email and Internet access) in order to enhance the school's teaching and learning environment, and improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner.

The use of the school's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or shared by students to people or groups outside the school, and terminates when a student is no longer enrolled in PVCS.

1. Respect and protect the privacy of others.

- a. Use only assigned accounts and passwords.
- b. Do not share assigned accounts or passwords with others.
- c. Do not view, use or copy passwords, data or networks to which you are not authorized.
- d. Do not share or distribute private information about yourself or others.

2. Respect and protect the integrity, availability, and security of all technology and electronic resources.

- a. Observe all network security practices.
- b. Report security risks or violations to Supervisory Teachers, Lab Aides, or the Technology Technician.
- c. Do not vandalize, destroy, or damage data, networks, hardware, computer systems or other resources; such activity is considered a crime under state and federal law (Cal. Penal Code §502(c) - "Comprehensive Computer Data Access and Fraud Act.") This includes tampering with computer hardware or software, vandalizing

- data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- d. Do not disrupt the operation of the network or create or place a virus on the network.
 - e. Conserve and protect these resources for other students and internet users.

3. Respect and protect the intellectual property of others.

- a. Do not infringe on copyright laws including downloading or copying music, games or movies.
- b. Do not install unlicensed or unapproved software; use or possession of hacking software is strictly prohibited and violators will be subject to consequences outlined in the Parent/Student Handbook. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the school.
- c. Do not plagiarize.

4. Respect the principles of the Pacific View Charter School.

- a. Use technology and electronic resources only in ways that are kind and respectful.
- b. Report threatening or discomforting materials to Supervisory Teachers, Lab Aides, or the Technology Technician.
- c. Do not access, transmit, copy, or create materials that are not educationally related (such as indecent, threatening, rude, discriminatory or harassing materials or messages).
- d. Do not access, transmit, copy, or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages).
- e. Do not use the resources to further any other acts that are criminal or violate state or federal laws.
- f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks (i.e. Facebook, Twitter).
- g. Do not send spam, chain letters or other mass unsolicited mailings.
- h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning through the use of PVCS technological resources.

5. The use of any type of technology is a privilege and can be revoked at any time.

- a. All technology and electronic devices (including, but not limited to iPads, laptops, net books, cell phones, Smart Phones, calculators, mp3 players, cameras, video cameras, etc.) can be searched for content (included, but not limited to text messages, chats, pictures, video recordings, audio recordings, online statuses/conversations, etc.) at the request of a teacher or administrator.
- b. Any inappropriate content found is subject to disciplinary consequences.
- c. Inappropriate media may not be used as a screen-saver, background photo, skin, or case cover. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

6. Workstations in Computer Labs, Library, and Classrooms.

- a. No changes can be made to computers (i.e. settings, screen-savers, Control Panel, etc.).
- b. Students may only store files on their personal USB drive or on sites such as Dropbox. Any files found on the hard drive will be deleted.
- c. Do not unplug or remove any parts of the computer.
- d. The care of, and proper use of any laptop or workstation assigned to a student is expected at all times. If anything is missing, broken, or if your computer is not running properly, it is YOUR responsibility to tell your instructor immediately when the problem is discovered.

7. Personal Electronic Devices.

- a. You are responsible for the care and maintenance of your electronic devices (iPads, laptops, net books, cell phones, Smart Phones, calculators, mp3 players, cameras, video cameras, etc.). Your device is your responsibility, including when you are on campus. You are responsible for any cost incurred due to damage or theft of your electronic device.
- b. Electronic devices are to be used for educational purposes only: NO games or music (CD based or online based) are allowed.
- c. Electronic devices that are lost or stolen must be reported immediately to School Administration. The School recommends that personal devices be labeled so they can be easily identified and/or that each student record the serial number and name of their devices. Under no circumstances should devices be left unattended. If a device is found, it should be taken to the Front Office.
- d. Pictures, video recordings, and audio recordings may not be created while on campus. The campus includes the classrooms, teacher offices, restrooms, exterior of school, and any other area on campus.
- e. There will be no copying of software. If you are caught possessing “bootlegged” or illegal software, the software will be confiscated and there may be disciplinary consequences.

8. Internet/Network.

- a. Bypassing the School’s web filter through a web proxy is prohibited.
- b. The School makes no guarantee that our network will be up and running 100% of the time. In the rare case that the network is down, the School will not be responsible for lost or missing data.
- c. Any unauthorized use of the School’s name (or common names associated with the school) or any likeness or image of the School or its employees or agents is strictly prohibited.
- d. No online chat or e-mailing is allowed. This includes, but is not limited to, having a conversation via the computer/online, text messaging, sending/sharing pictures or sending/sharing audio/video recordings.

- e. Contact a Supervisory Teachers, Lab Aides, or the Technology Technician. about any security problems encountered concerning the School's computer system/devices.
- f. If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to report it to a Supervisory Teachers, Lab Aides, or the Technology Technician.
- g. If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher or a Supervisory Teachers, Lab Aides, or the Technology Technician as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.
- h. The School may monitor computer/device activities that take place on School property including logging website access, newsgroup access, bandwidth, and network use.
- i. Students are prohibited from accessing faculty, administration, and staff computers as well as School file servers for any reason without explicit permission from the user or administrator of that device.
- j. Cyber bullying is defined as the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. PVCS will strictly enforce a zero-tolerance policy related to any cyber bullying activities.
- k. Anyone found viewing a site or posting messages/information that could be deemed questionable, offensive, or harassment, will be faced with immediate and severe disciplinary actions. It will be at the Administration's discretion as to what is deemed acceptable Internet usage. This includes, but is not limited to Facebook, Twitter, Formspring, Tumbler, and other similar sites.

Examples of unacceptable behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments.
- Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others.
- 'Breaking into' an email account and sending vicious or embarrassing materials to others.
- Engaging someone, under false pretenses, in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a picture of a PVCS student or employee picture without permission.
- Engaging in electronic communication that creates a hostile, disruptive environment on the School campus is a violation of the students' and staff members' right to be safe and secure. Actions deliberately threatening, harassing, and intimidating an individual or group of individuals, placing an individual in reasonable fear of harm, damaging an individual's property, or disrupting the orderly operation of the School will not be tolerated.
- Participating in credit card fraud, electronic forgery or other forms of illegal behavior.
- Buying, selling, advertising, or otherwise conducting business or political campaigning through the use of PVCS technological resources.

CONSEQUENCES FOR NONCOMPLIANCE WITH THE TECHNOLOGY ACCEPTABLE USE POLICY.

The Administrator will judge an offense as either major or minor. The Supervisory Teacher will normally deal with a first minor offense. Additional offenses are regarded as major offenses. Violations of these policies are dealt with in the same manner as violations of other school policies and may result in disciplinary review for expulsion. In such a review, the full range of disciplinary sanctions is available including the loss of any computer and technology use privileges, expulsion from PVCS, and legal action. Violations of some of the policies may constitute a criminal offense.

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I/we have read and understand the Pacific View Charter School Technology Acceptable Use Policy and hereby agree to abide by this policy.

Student Name (Please Print)

Date

Student Signature

Parent Name (Please Print)

Date

Parent Signature

“With Great Power Comes Great Responsibility”

****IF YOU HAVE ANY DOUBTS, ASK FIRST****