The use of school computers is a privilege and is an integral part of the educational program for all students. Computer services provided by Moab Charter School are not intended for personal or private use. System administrators will determine appropriate use and access. Their decision is final but can be appealed following the grievance policy. Students have no expectation of privacy of electronic data. System administrators monitor, log and may review any or all files and/or messages. It is the expectation of Moab Charter School that student and staff behavior online be no different than face to face interactions.

**School Responsibility**
Moab Charter School takes student internet safety very seriously. Strict measures, such as internet filters are in place so that inappropriate material is not accessible to students. However, one hundred percent internet safety is not guaranteed and some content which may be offensive may still be accessible. Moab Charter School makes no warranties, either expressed or implied, that the computer and/or network services provided through the school system will be error-free. Moab Charter School will not be responsible for either the accuracy or quality of information obtained through the system or for any financial obligations arising through the unauthorized use of the system. Users shall indemnify and hold the school harmless from any losses sustained as the result of intentional misuse of the system by the user.

Moab Charter School will not disclose, use or disseminate personal student information, except what is allowed by state law. Moab Charter School will also provide education for students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as awareness of cyberbullying and appropriate responses. Age-appropriate materials will be made available for use across grade levels. Training on online safety issues and materials implementation will be made available for administration, staff, and parents.

Moab Charter School's network includes wired and wireless computers and peripheral equipment, files, storage, e-mail, and internet content (blogs, web sites, webmail, groups, wikis, etc.). Moab Charter School reserves the right to prioritize the use of, and access to, the network. All use of the network must support education and research and be consistent with the mission of Moab Charter School.

 **Student Responsibility**
Moab Charter School students must adhere to the following guidelines when using school computing resources.

1. Use computer equipment under the supervision of Moab Charter School faculty or staff.

2. Respect and follow computer teacher/advisor instructions.

3. Use computers to work on school-related assignments only.

4. Immediately report equipment failures to staff members.

5. Immediately report any damage to any computer-related equipment.

6. Immediately report accidental access to unauthorized sites.

7. Report unacceptable internet sites to staff supervisor.

8. Follow basic net-etiquette and be a good network citizen.

9. Only use computers during assigned class times. Computers are not available after school, during lunch or breaks.

Students will not knowingly use school computers, equipment, or facilities to:

1. Engage in illegal activities defined as a violation of local, state, and/or federal laws.

2. Engage in hacking activities in any form. This includes but is not limited to corrupting, destroying, or bypassing built-in filters, or manipulating system data or changing computer configurations, which includes modifying wallpapers, icons, desktop themes or styles.

3. Knowingly introduce viruses, worms, trojan horses, time bombs, or any other detrimental actions to the network.

4. Access or distribute pornographic, sexually explicit, obscene, or threatening materials.

5. Erase, expire, or reset memory cache, web page links, or HTTP location history.

6. Access any social networking or chat clients of any kind, including web-based clients.

7. Misrepresent one's identity or use another's identity in any form of electronic communication.

8. Communicate with vulgar, defamatory or threatening language, graphics, or artwork.

9. Violate copyright or intellectual rights.

10. Participate in electronic gaming of any kind, unless directed by faculty or staff in the pursuit of learning.

11. Use any instant electronic communication without adult supervision.

12. Use email for any purpose other than school-related activities.

13. Give out any school information, including address, phone numbers, schedules, etc.

14. Send mass emails.

15. Edit, change, remove or otherwise modify other users files.

16. Engage in activities for personal gain, commercial solicitation, and compensation of any kind.

17. Download or install games, audio files, video files or other applications (including shareware and freeware) without written permission or approval from the on-site computer technician.

18. Show support or opposition for ballot measures, candidates, or any other political activity.

19. Participate in cyberbullying, hate mail, defamation, harassment of any kind, or discriminatory jokes and remarks.

20. Post, store or send information that could endanger others (e.g., bomb construction, drug manufacture).

**Non-School Equipment:**
To bring in personal computing equipment a student must be approved by a faculty member and follow the same rules while on campus as school-owned equipment.

**Software Installation:**
No software, including freeware or shareware, may be installed on any computer unless approved by school staff or contracted IT representative. The technician shall verify the compatibility of the software with existing software and hardware, and prescribe installation and uninstall procedures. License agreements and proof of purchase (copy or original) must be filed with the on-site computer technician.

**E-mail Policy:**
Moab Charter School employees and staff must abide by the following guidelines when using school email.

1. Employees shall have no expectation of privacy when using Moab Charter School e-mail or other official communication systems.

2. E-mail messages shall be used only to conduct approved and official school business.

3. E-mail address shall not be used for personal social networking sites.

4. All users must use appropriate language in all messages.

**Copyrighted Material:**
Downloading, copying, duplicating and/or distributing software, music, sound files, movies, images and other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposed are permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately. All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

All users are expected to conduct themselves in a professional manner and to use the system according to the above guidelines or other guidelines published by the administration. Violation of this policy may result in revocation of a student's computer privileges and/or disciplinary action, which may include suspension. Damage to any school-owned computer/technology equipment will be the financial responsibility of the student's parent or guardian and may result in disciplinary action. The parent or guardian of each student will be required to complete and sign a *Computer Acceptable Use* form each school year acknowledging understanding of the Computer Acceptable Use and Internet Safety policy.