



ABLE
Academy of Business
Literacy & Entrepreneurship

Academy of Business Literacy & Entrepreneurship School Administrative Procedures

Mid-High Student Responsible Use Policy Administrative Procedure of STUDENT RESPONSIBLE USE POLICY OVERVIEW Academy of Business Literacy & Entrepreneurship School provides technology resources to enhance and optimize teaching and learning with a belief that the educational advantages outweigh the potential for misuse.

In return, the Academy of Business Literacy & Entrepreneurship (ABLE) expects students to exercise appropriate personal responsibility in their use of these resources. The Academy of Business Literacy & Entrepreneurship expects the cooperation of parents for the responsible use of these resources both at home and at school. Our goals are to provide access to educational tools, resources, and communication, and to encourage innovation and collaboration. Our policies are intended to promote the most effective, safe, considerate, productive, and educationally sound use of these resources. This Mid-High Student Responsible Use Policy is to be accepted by students and parents on an annual basis.

EXPECTATIONS AND RULES

Responsible use of ABLE's technology resources is ethical, respectful, academically honest and supportive of the school's mission and values. We expect students to avoid computer activities which interfere in any way with the learning process. Some activities are expressly prohibited by law; others are inappropriate as defined by the administration of the school. The following rules are intended to clarify expectations for conduct, but should not be construed as allinclusive, as we cannot outline every possible form of student behavior with technology.

We require students to use technology in accordance with general expectations for student behavior as outlined in various other school policies and the code of conduct. Violations of any portion of this signed agreement may result in disciplinary action, ranging from loss of privileges to suspension, and/or legal action. Academy of Business Literacy & Entrepreneurship will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network or using our equipment. The school reserves the right to apply disciplinary consequences for computer related activities conducted off campus if such activity adversely affects the safety or well-being of students or other members of our community, or constitutes behavior that reflects poorly on Academy of Business Literacy & Entrepreneurship School.

1. Personal Safety

1.1 I will protect my personal safety when I am online by not posting my personal information, unless I have the permission of my teacher or parent.

1.2 I will agree not to meet in person anyone whom I've met online. Responsibility for any meeting rests solely with my parents who are advised they should accompany their child to such a meeting.

1.3 I will tell my teacher or other staff member if I receive an inappropriate message, communication or contact or one that makes me feel uncomfortable, intimidated or afraid.

2. Online Behavior

2.1 I understand that I continuously represent the Academy of Business Literacy & Entrepreneurship whenever and wherever I use online communications (both at school and at home). This includes, but is not limited to email, chat, instant-messaging, texting, gaming and social networking sites.

2.2 I understand that online communications can be forwarded, copied, or traced and can last forever on the internet. Academy of Business Literacy & Entrepreneurship School Administrative Procedures Manual Page 2 of 4 AP-342 Mid-High Student Responsible Use Policy

2.3 I will be respectful and polite in all of my online communications with classmates and teachers.

2.4 I will only visit sites where I am proud to be seen as a student of Academy of Business Literacy & Entrepreneurship School. I will not harass, insult or otherwise hurt another person or any organization.

2.5 I will not assume any fictitious or anonymous identity in any activity that uses Academy of Business Literacy & Entrepreneurship technology resources or refers to Academy of Business Literacy & Entrepreneurship School.

2.6 If I am uncertain if a specific activity is permitted or appropriate, I will ask a teacher, parent or the technology department before engaging in that activity.

3. Privacy

3.1 I will not share my network password with anyone, or use anyone else's network password. If I become aware of another individual's password, I will inform that person or a member of the technology staff.

3.2 I will be ethical and respect the privacy of others through the Academy of Business Literacy & Entrepreneurship network and internet and will not share or access other's folders, files, or data without permission.

3.3 I understand that the Academy of Business Literacy & Entrepreneurship has the right to look at any data, email, logs, or files that exist on the network or on individual computers without the prior consent of system users. In addition, Academy of Business Literacy & Entrepreneurship reserves the right to view or remove any files on the network or on individual computers without prior notice to users.

3.4 I will not share or post online personally identifying information about any member of the Academy of Business Literacy & Entrepreneurship community without permission (addresses, phone numbers, email addresses, photos, videos, etc.)

3.5 I will not pass along a message sent to me unless I have the permission of the person who sent it to me.

3.6 I will not make audio or video recordings of another student or teacher without his/her permission.

4. Use of School Technology Resources

4.1 I will not play games, instant-message, or access music or videos at school, unless it is part of the curriculum and is authorized by a teacher.

4.2 I will use my Academy of Business Literacy & Entrepreneurship email and network space only for school-related activities.

4.3 I will not use my Academy of Business Literacy & Entrepreneurship email account to send out mass unsolicited messages or to forward chain letters, joke collections, or other objectionable materials.

4.4 I will not use ABLE's technology resources for commercial activity, for monetary gain, or for any illegal uses.

4.5 I will not deliberately perform any act which will negatively impact the operations of anyone's computers, printers or networks. I will make an effort to keep my computer free from viruses and other destructive materials. If my computer is accidentally infected, I will seek help from a member of the technology staff. Academy of Business Literacy & Entrepreneurship School Administrative Procedures Manual Page 3 of 4 AP-342 Mid-High Student Responsible Use Policy

4.6 I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring or in any attempt to circumvent network security.

4.7 I will not install or boot to non-approved operating systems on Academy of Business Literacy & Entrepreneurship computers.

4.8 I will obey the school's rules such as no food or drink and no running or horseplay, to physically protect computers and laptops. 4.9 I will treat equipment carefully and with respect including: computers, laptops, headphones, printers, cameras, scanners, projectors and interactive whiteboards.

5. Unacceptable Materials

5.1 I will not search for, or download any material which is offensive, lewd or pornographic. (Offensive material is pro-violence, profane, hateful, discriminatory, or anti-social. An exception to this policy is granted for teacher assigned research projects.)

5.2 If I mistakenly access inappropriate information, I will immediately notify my teacher or other staff person.

6. Copyright and Plagiarism

6.1 I will properly cite any resources that I use in my school-work.

6.2 I will not plagiarize from any sources. (Plagiarism is taking someone else's writing, images, or ideas and presenting it as your own.)

6.3 Except for "educational fair use" as defined by a teacher, I will not copy, save, download or redistribute copyrighted materials (files, music, movies, software, etc.). Students should assume material is copyrighted unless otherwise stated.

7. Personally Owned Computer Equipment and Devices

7.1 I will not connect equipment that has not been approved by the technology department to the Academy of Business Literacy & Entrepreneurship network. This includes, but is not limited to cell phones, iPods, and nonAcademy of Business Literacy & Entrepreneurship laptops/tablets.

7.2 I will not connect to other networks while on campus. This includes using cell phones to connect Academy of Business Literacy & Entrepreneurship laptops to the internet.

8. Limitation of Liability

8.1 Academy of Business Literacy & Entrepreneurship uses its best efforts to restrict access to objectionable material online, but it is not possible to have full Entrepreneurship reserves the right to block content that negatively impacts the academic performance of student control over access to resources and materials on the internet. Academy of Business Literacy & Entries. Academy of Business Literacy & Entrepreneurship cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence or error. Academy of Business Literacy & Entrepreneurship is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for any claims or damages arising from the unauthorized use of the network. Academy of Business Literacy & Entrepreneurship School Administrative Procedures Manual Page 4 of 4 AP-342 Mid-High Student Responsible Use Policy Acceptance of Agreement Student I have read all of this Responsible Use Policy, and agree to follow all of the rules and expectations outlined above. Student Name, Grade, Signature & Date Parent/Guardian I have read this Mid/High Student Responsible Use Policy and give permission for my child to use Academy of Business Literacy & Entrepreneurship technology resources in accordance with it. I will instruct my child regarding the importance of following the rules and

expectations in this agreement and will support the Academy of Business Literacy & Entrepreneurship in the enforcement of these rules.

By signing below, we acknowledge that we have read, understood, and agree to follow the Acceptable Use of Technology Agreement.

Student Name (Print): _____

Student Signature: _____

Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____