



JMCS Student Computer and Network Use Policy

JMCS School Site _____

By enrolling in the John Muir Charter Schools, the student, _____,
agrees to adhere to following conditions and restrictions: (Print Name Above)

Initial each section:

1. Personal Safety _____

- a. Student use of computers to access social networking sites is prohibited.
- b. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- c. Users will not agree to meet with someone they have met online while using school computers.
- d. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate, makes them feel uncomfortable, requests an in person meeting, and/or seeks to engage students in or promote illegal activities.

2. Illegal Activities _____

- a. Users will not attempt to gain unauthorized access to the school web site or server system or to any other computer system through the system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Users will not use the district system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

3. Cyber Bullying _____

- a. Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community.
- b. Cyber bullying will not be tolerated.
- c. Any cyber bullying that is determined to disrupt the safety and/or wellbeing of the school or MCS students is subject to immediate disciplinary action including but not limited to suspension or expulsion.

4. Inappropriate Language _____

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

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- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause property damage or personal injury.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Access to Inappropriate Material _____

- a. Users will not use the district system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if the purpose of such access to conduct research and access is approved by the teacher.
- b. If users inadvertently access such information, they should immediately disclose the inadvertent access to the site teacher. This will protect users against an allegation that they have intentionally violated the Student Computer and Network Use Policy.

5. Respect for Privacy _____

- a. Taking photos or making audio or video recordings without permission in ANY context in which the person has a reasonable expectation of privacy is prohibited. Such physical areas on campus include but are not limited to private offices, restrooms, changing rooms, labs, classrooms, and conference rooms. In such areas, permission must be granted by all persons being photographed or recorded.
- b. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
- c. Users will not post private information about another person.

4. System Security _____

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- b. Users will immediately notify the site teacher if they have identified a possible security problem. Users will not go looking for security problems "hacking", because this may be construed as an illegal attempt to gain access.
- c. Users will avoid the inadvertent spread of computer viruses by not downloading software of any kind, opening emails or opening executable files attached to emails from unknown sources without advance permission of the lead teacher.

6. Respecting Resource Limits _____

- a. Users will use the system only for educational and professional or career development activities (no time limit), and high-quality, self-discovery activities.
- b. Users will not download large files without prior permission from the site teacher.
- c. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message or advertisement to a large number of people.

- d. Users will check their e-mail weekly and delete unwanted messages promptly.
- e. Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional career development.

7. Plagiarism and Copyright Infringement _____

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were their own work.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright owner.

9. Use of Electronic Recording Devices _____

Electronic devices may be used to record a lecture, presentation, interview or similar activity with prior permission of the individual being recorded. This permission does not extend to others who may be present. Such uses include but are not limited to the school or district publications and broadcasts, athletic programs and theatrical productions, scheduled distance learning classes, video conferences, digitally streamed class content, and video tape recording of classes or related academic events by video, audio or still images. Verbal permission may be sufficient for recording within a class or meeting for personal use. However, written permission must be obtained prior to recording or transmitting someone's image or speech over the airwaves, in public, on the web, as part of a class assignment or any school sponsored activity or program.

10. Surveillance Equipment and Software: Personal Technology in the Classroom _____

Surveillance equipment and software may be placed on campus and monitored by authorized campus personnel to prevent or deter crimes and protect public safety and to facilitate official investigations into criminal activities or violations of district policy.

11. Bring Your Own Device (B.Y.O.D.): Personal Technology Devices (PTDs) _____

JMCS is preparing students for 21st century skills and recognizes that our information-based world is becoming increasingly complex. Students must develop skills in creativity, critical thinking, communication, collaboration, digital literacy and information technologies that better prepare them to be successful citizens in the global community. Just as new technologies are changing the world in which we live, they are providing new and positive educational benefits that help students develop these skills. JMCS will allow personal technology devices to be brought onto the campus and onto our network. Students bringing such personal devices to school must follow all State and Federal laws, the Student Use Policy and any additional guidelines set forth in this document.

A. A. Definition of Personal Technology Device _____

A personal technology device (PTD) is any privately-owned technology device that includes, but is not limited to: laptops, cell phones, smart phones, eReaders, iPads, iPods, tablets devices, or other current or emerging devices that can be used for word processing, wireless or wired Internet access, recording of images/sound, email, etc.

B. Educational purposes _____

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The purpose allowing PTDs on campus is to enhance learning opportunities which includes classroom activities, career development, communication with experts, completing homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use. Personally owned devices are permitted for use during school for educational purposes and in approved locations only. Furthermore, students will be expected to comply with all class and school policies and procedures while using personal devices.

C. JMCS Provides Technology to Support Education _____

Therefore, the use of personal devices by students is not a requirement and is considered optional. Students who do not participate in B.Y.O.D. will not be penalized in their grades, and alternative modes of participation will be made available.

D. Responsibility, Security and Damages _____

Responsibility to keep your PTD secure rests with the individual owner. JMCS is not liable for any device stolen, infected, or damaged on campus or at school functions. If a device is stolen or damaged, it should be reported immediately to the lead teacher or other appropriate staff. It is recommended that custom identification be used to physically identify your device.

It is a privilege, rather than a right, for a student to bring personal technology devices to school, or to use the computer and network systems of the John Muir Charter School. When any of the aforementioned policies are violated, that privilege may be taken away, including PTD confiscation, and/or other disciplinary as deemed appropriate.

Student Signature _____ Date _____

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