



Internet Acceptable Use Policy

Updated July 2021

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's technological resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

Please be aware that the administration will review and revise as needed the AUP annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

School's Strategy

The school employs a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- **Internet sessions will always be monitored by filtering software.**
- Filtering software will be used in order to minimize the risk of exposure to inappropriate material. On school provided devices, student's internet usage is filtered both on and off campus. All internet usage regardless of the device is filtered on campus.
- The school will regularly review students' internet usage.
- Students and teachers will be provided with training in the area of internet safety.
- Uploading and downloading of non-approved software will not be permitted on any school device.

- Virus protection software will be used and updated on a regular basis.
- The use of any digital storage media (CD-ROM, USB, etc.) in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Devices, files and communications may be accessed and reviewed by administration, teachers, and/or technical personnel at ANY time.

World Wide Web

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the internet for educational purposes only, not for playing games.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicize personal information.
- Downloading music, movies, images or other materials not relevant to their studies, is in direct breach of the school's acceptable use policy.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, will be monitored for unusual activity, security and/or network management reasons.

Email

- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.

Publishing Online

- Students will be given the opportunity to publish projects, artwork or school work on teacher websites and student blogs in accordance with clear policies and approval processes regarding the content that can be uploaded.
- These websites will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- The publication of student work will be coordinated by a teacher.
- Students' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavor to use digital photographs, audio or video clips focusing on group activities.

- Personal information including home address and contact details will be omitted from school web pages.
- The school will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.

Legal Propriety

- Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.
- Plagiarism is a violation of the South Merrimack Christian Academy's code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Sanctions

Misuse of the internet may result in disciplinary action, including written referrals, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the South Merrimack Christian Academy's acceptable use policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

Share with Care:

- Create and manage a positive reputation both online and off.
- Respect the privacy boundaries of others, even if different from one's own.
- Understand the potential impact of a mismanaged digital footprint.
- Ask for adult help when dealing with sticky situations.

Don't Fall for Fake:

- Understand that just because something is online does not mean it is true.
- Learn how phishing works, why it is a threat, and how to take steps to avoid it.
- Determine the validity of websites and other sources of information and be wary of manipulation, unsubstantiated claims, fake offers or prizes, and other online scams.

Secure Your Secrets:

- Learn why privacy matters, and how it relates to online security.
- Practice how to create strong passwords.
- Review the tools and settings that protect against hackers and other threats.

It's Cool to be Kind:

- Define what being positive means and looks like online and offline.
- Lead with positivity in online communications.

- Identify situations in which a trusted adult should be consulted.

When In Doubt, Talk it Out:

- Understand what types of situations call for getting help or talking things out with a trusted adult.
- Consider what options there are for being brave and why bringing adults into the conversation is important.

Protect Intellectual Property

I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

IMPORTANT NOTE:

ANY attempt to override or bypass any protection measure that has been put in place by South Merrimack Christian Academy to monitor, block and/or filter access to the network or internet usage that is not in accordance with policies of South Merrimack Christian Academy will result in the loss of the privilege of using school issued technology for a prescribed period of time and may result in suspension or expulsion.