

## **Honey Tree and Branches Academy Computer, Internet, and E-mail usage policy**

Each student is responsible for his/her actions and activities involving Honey Tree and Branches Academy's computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the principal or assistant principal.

### **A. Consequences for Violation of Computer Use Policy and Rules:**

Student use of Honey Tree and Branches Academy's computers, networks and Internet services is a privilege, not a right. Compliance with policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. The principal or assistant principal shall have the final authority to decide whether a student's privileges will be limited, suspended, or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other pertinent factors.

### **B. Acceptable Use:**

Honey Tree and Branches Academy's computers, networks and Internet services are provided for educational purposes and research consistent with its educational mission, curriculum and instructional goals. All policies, school rules and expectations concerning student conduct and communications apply when students are using computers. Students are also expected to comply with all specific instructions from teachers and other school staff when using the school's computers.

### **C. Prohibited Uses:**

Examples of unacceptable uses of Honey Tree and Branches Academy's computers that are expressly prohibited include, but are not limited to, the following:

**Accessing Inappropriate Materials** - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials.

**Illegal Activities** - Using school computers, networks and Internet services for any illegal activity or in violation of any policy or school rules. Honey Tree and Branches Academy assumes no responsibility for illegal activities of students while using school computers.

**Violating Copyrights:**— Copying, downloading, or sharing any type of copyrighted materials (including music or films) without the owner's permission. Honey Tree and Branches Academy assumes no responsibility for copyright violations by students.

**Copying Software** - Copying or downloading software without the express authorization of the principal or assistant principal. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. Honey Tree and Branches Academy assumes no responsibility for illegal software copying by students.

**Plagiarism** - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.

**Non-School-Related Uses** - Using Honey Tree and Branches Academy's computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes; or any other personal use not connected with the educational program or assignments.

**Misuse of Passwords/Unauthorized Access** - Sharing passwords, using other users' passwords, and accessing or using other users' accounts.

**Malicious Use/Vandalism**- Any malicious use, disruption or harm to Honey Tree and Branches Academy's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

#### **D. No Expectation of Privacy:**

Honey Tree and Branches Academy's computers remain under the control, custody and supervision of Honey Tree and Branches Academy at all times. Students have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.

#### **E. Compensation for Losses, Costs and/or Damages:**

The student and his/her parents are responsible for compensating Honey Tree and Branches Academy for any losses, costs or damages incurred by the school for violations of policies and school rules while the student is using Honey Tree and Branches Academy's computers, including the cost of investigating such violations.

Honey Tree and Branches Academy's assumes no responsibility for any unauthorized charges or costs incurred by a student while using school computers.

#### **F. Student Security:**

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental

permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

**G. System Security:**

The security of Honey Tree and Branches Academy's computers, networks and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

**H. E-mail usage**

Students will be given a gmail account in order to complete and share Google Documents with teachers. These accounts are not for personal use and can and will be monitored by the teacher or administration of Honey Tree and Branches Academy and parents during home use.