

Allegro Charter School of Music Acceptable Use of Technology Policy

It is the policy of Allegro Charter School of Music that use of school information technology shall be lawful and ethical, shall be for school educational or business purposes, shall conform to school technology and security standards, and shall comply with all applicable board policies and regulations.

This policy constitutes an Internet Safety Policy within the meaning of the Children's Internet Protection Act (47 U.S.C. Sec. 245). This policy shall be implemented through the following acceptable use standards for information technology.

The following acceptable use standards for information technology (standards) are applicable to every employee, contractor, student, or other person who uses, accesses, or otherwise interacts with Allegro Charter School of Music information technology system.

These standards shall include the following Allegro Charter School of Music information technology systems:

- Telephones, cell phones, PCS devices, radios, pagers
- Computer systems, hardware, software, personal digital assistants (PDAs), wire and wireless networks
- Email, web, intranet and Internet services
- Video systems including distance learning, and ETV systems
- Application systems including, but not limited to, school financial systems, human resource systems, and student information systems
- Other information technology or electronic communication systems

Access to and use of Allegro Charter School of Music information technology systems is subject to the following standards. By accessing or using applicable systems, the user accepts without limitation or qualification the terms and conditions of these standards.

1. Use shall be lawful and ethical
 - a. Unlawful, threatening, harassing, libelous, defamatory, obscene, or offensive use is prohibited.
 - b. Access to visual depictions that may be obscene, pornographic, or harmful to minors is prohibited.
 - c. Using false or deceptive identity is prohibited.
 - d. Unauthorized access to, or alteration or disruption of, a communications or computer system is prohibited.
 - e. Copyrighted material
 - i. Copyrighted material may include software, test, music, graphics, or other media. Display of the copyright symbol is not required for protection under the Copyright Act.
 - ii. Permission of the author or copyright owner is required for copying, downloading, or distribution.
 - iii. Presence on the web does not mean an item is in public domain.
 - iv. Permission for software use shall be evidence by license. 'Shrink-wrap' licenses shall be complied with. Records of licenses shall be maintained.
 - v. Copying or distribution shall comply with "Fair Use" provisions of the Copyright Act when applicable.
 - f. Use must comply with all applicable Allegro Charter School of Music policies, regulations, and directives.

2. Use shall be for school educational or business purposes
 - a. Personal email is not permitted on Allegro Charter School of Music email systems.
 - b. Personal devices may not be used during school hours.
 - c. No recording or photographing of students is permitted at any time.
 - d. No cell phone calls are to be made during the school day. Phone calls must go through the main office with permission from a staff member. Students must turn off cell phones as they enter the building.
 - e. Commercial, personal, political, and religious uses are not allowed. For example, "My car is for sale" is not permitted on the school web or email.
 - f. Personal calls on desktop or 'wireline' phones are limited to incidental local calls.
3. Technology products and use shall conform to Allegro standards
 - a. Hardware and software to be installed on school systems must be school approved.
 - b. Websites and pages created or hosted on school systems must be school approved.
 - c. Technology and communications systems must be used in a secure manner.
 - i. Passwords are not to be shared, posted, or disclosed.
 - ii. Only authorized software is to be loaded on school devices.
 - iii. Anti-virus scans are to be made on any software, executable code, scripts, email, or other data loaded on Allegro devices or laptops and computer devices to be connected to school networks.
 - iv. Personally identifiable information on individuals including students which may be protected by law or considered confidential is not to be disclosed.

Allegro Charter School of Music operates technology protection measures to protect against access through school computers to material that is obscene, pornographic, or harmful to minors. Users are cautioned that such technology protection measures are not considered one hundred percent (100%) effective. Use of school computers by students to access the Internet shall be supervised to comply with the standards of this policy.

Student use of Allegro Charter School of Music electronic communications and computer systems shall be filtered and may be monitored, logged, disclosed, deleted, or terminated by the school.

Students have no expectations of privacy in using Allegro Charter School of Music information technology and electronic communications.

Employees shall report violations of these standards to school administration.

Violations of this policy and these standards by students may be cause for revocation of use privileges and for disciplinary action, up to and including expulsion.

Allegro Charter School of Music may change these standards without prior notice when it deems such changes to be in its best interest.

No warranties for the accuracy, quality, functionality, or availability of technology and communications are expressed or implied by this policy and these standards.

Allegro Charter School of Music assumes no responsibility or liability for the accuracy, integrity, quality, or acceptability of information or content of non-school technology including, but not limited to, non-school websites which may have interconnecting links with school websites.

Students are cautioned to use due care when accessing non-school information technology resources.

Device & Technology Protocols & Procedures

Allegro is a 1:1 school and the electronic device that the school provides for your use would be considered the equivalent of a textbook at a non 1:1 school. It is the student's responsibility to bring his/her electronic device to school every day, fully charged and ready for use in each/every class. Failure to bring your device and failure to have your device fully charged constitutes not being prepared for class and will result in the student entering the disciplinary process.

Each student is solely responsible for his/her electronic device. Students should only use their assigned device. Students found using devices other than their own will enter the disciplinary process. Students who permit others to use their device will also enter the disciplinary process.

If a student is missing a device, misplaced a device, or has a stolen device they need to report this immediately to the technology coordinator. However, saying "my device was stolen," is never an acceptable excuse without evidence of theft. Reporting a device as stolen when it was in fact not, is an example of insurance fraud, which can be considered a felony.

Allegro certainly understands that "things happen" and devices break. But, repeated breaks shall be taken as evidence of mistreating or treating your device irresponsibly. In these situations, parents will be contacted. Furthermore, if your device is broken, please contact the technology coordinator immediately. Failure to alert the technology coordinator regarding a broken or damaged device will result in disciplinary actions.

MacBooks should **NEVER** be lifted or carried by the screen.

Devices and all content contained therein (pictures, videos, documents) are the property of Allegro. It is the student's responsibility to ensure that everything is backed-up to their Google Drive account. If, at any point, a student's device breaks and they receive a new or loaned device, none of their content will be transferred to the new or loaner device. It is, thus, advisable to ensure that students are backing-up files and treating all Allegro devices that they issued with care.

Adapted from Charleston County School District Policy GBEBD Technology Acceptable Use Issued 01/09/2006.