

RESPONSIBLE COMPUTER, NETWORK & INTERNET USE [D3]

I. PURPOSE

Thetford Academy recognizes that information technology (IT) is integral to learning and to educating our students for success in today's global community, and fully supports access to these electronic resources by students and employees.

The purpose of this policy is to:

- Create an environment that fosters the use of information technology in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances employee professional development.
- Ensure that the school takes appropriate measures to promote the safety of everyone who accesses the school's information technology devices, network, and web resources.
- Comply with the requirements of applicable federal and state laws that regulate the provision of access to the Internet and other electronic resources by schools.

II. POLICY

It is the policy of Thetford Academy to provide students and employees access to a multitude of information technology (IT) resources including the Internet. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond.

The use of IT resources is a privilege, not a right. With the privilege of access comes the responsibility of students, employees, and the public to exercise responsible use of these resources.

This policy applies to anyone who accesses the school's network, collaboration and communication tools, and/or student information systems either on-site or via a remote location, and anyone who uses the school's IT devices either on- or off-site.

The same rules and expectations govern employee and student use of IT resources as apply to other employee and student conduct and communications, including but not limited to Thetford Academy's harassment and bullying policies.

Thetford Academy's computer and network resources are the property of the school. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the school's computers or network resources, including personal files and electronic communications. For school employees, there must be serious circumstances that

warrant the investigation of computer and network use. The Head of School, in conjunction with two appropriate administrators, shall determine the reasonable need to investigate computer and network use of an employee, and the justification shall be documented.

The Head of School is responsible for establishing procedures governing use of IT resources consistent with the provisions of this policy.

These procedures must include:

1. A process for educating new employees and an annual process for educating students about responsible digital citizenship.
2. A process whereby Thetford Academy reserves the right to revoke access privileges and/or implement appropriate disciplinary action for misuse of its IT resources. In the event there is an allegation that a student has violated this policy, Thetford Academy will handle the allegation in a manner consistent with the school's student disciplinary policy. Allegations of employee violations of this policy will be processed in accordance with contractual agreements and legal requirements.
3. A process by which to protect students against online content that is obscene, and/or involves child pornography, and/or is otherwise harmful to minors. Employees will monitor student use, and respond with discipline and/or education to incidents of inappropriate computer use.
4. Methods to promote the following:
 - a. Education of students about the harm (to self and others) of using sites on the Internet that include inappropriate content, such as content that is:
 - Threatening
 - Harassing or discriminatory
 - Bullying
 - Terroristic
 - Obscene or pornographic.
 - b. The safety and security of minors when using electronic mail, social media sites, and other forms of direct electronic communications.
 - c. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
 - d. Prevention of unauthorized disclosure, use, or dissemination of personal information regarding minors.
5. A process whereby authorized persons may temporarily disable any Internet filtering measures the school may have in place to enable access by an adult for bona fide research or other lawful purpose.

6. A process by which Thetford Academy ensures that Internet service providers and other contractors agree to comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in the school's electronic resources. TA complies with HIPAA and FERPA. TA has firewalls in place and uses appropriate passwords and security measures to protect information.

III. DISCLAIMER OF LIABILITY

Thetford Academy is not liable for unacceptable use, violations of copyright restrictions or other laws, user mistakes or negligence, and financial obligations incurred by users.

Thetford Academy is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. Thetford Academy is not responsible for the accuracy, age-appropriateness, usability, or quality of information obtained through or stored on the school's electronic resources system including the Internet.

ADOPTED: October 12, 2017