

## Acceptable Use Policy for all School Technology Equipment, The Common And Online/Internet Services

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### Acceptable Use Policy

#### Purpose

The Lincoln Charter School and Edison rely on their computer network to conduct their business and student learning. To ensure that its employees and students use the computer resources properly, independent contractors, agents and other users, Edison and the School have created this Computer Use Policy (the "Policy").

The rules and obligations described in this Policy apply to all users (the "Users") of Edison Schools' or the School's computer resources, wherever they may be located. Violations will be taken very seriously and may result in loss of computer privileges, disciplinary action up to and including termination of employment as well as civil and criminal liability.

It is every user's duty to use the computer resources responsibly, professionally, ethically and lawfully. Access to these resources may be designated a privilege not a right.

***In accordance with CIPA (Children's Internet Protection Act) requirements Edison Schools protects your school's network, and your students, staff and school community using two industry recognized products – CipherTrust, which provides SPAM/virus email filtering, and WebSense, which provides Internet content filtering.***

#### DEFINITIONS

From time to time in this Policy, we refer to terms that require definitions:

The term "Computer Resources" refers to Lincoln Charter School's and Edison's computer network. Specifically, Computer Resources, whether owned or leased, including, but are not limited to: host computers, file servers, application servers,

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communication servers, mail servers, fax servers, web servers, workstations, stand-alone computers, laptops, software, data files, and all internal and external computer and communications networks (for Example; Internet commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly from our computer network.

The term "Users" refers to all employees, independent contractors, consultants, temporary workers, students, family members and other persons or entities that use our Computer Resources.

### **POLICY**

The Computer Resources are the property of Lincoln Charter School and Edison. Users are permitted access to the computer system to assist them in the performance of their jobs and academic purposes. Occasional, limited, and appropriate personal use of the computer system is permitted when the use does not: (1) interfere with the User's work performance; (2) interfere with any other User's work performance; (3) have undue impact on the operation of the computer system; (4) violate any other provision of this policy or any other policy, guideline, or standard of Lincoln Charter School and Edison. At all times, Users have the responsibility to use computer resources in a professional, ethical, and lawful manner.

Use of the computer system is a privilege that may be revoked at any time. In using or accessing our Computer Resources, Users must comply with the following provisions.

### **NO EXPECTATION OF PRIVACY**

**NO EXPECTATION OF PRIVACY:** The computers and computer accounts given to users are to assist them in the performance of their jobs and academic purposes. Users do not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to Lincoln Charter School and Edison and should be used primarily for business academic purposes.

**Monitoring the Online Activities of the Users:** Network monitoring tools are used to "police" computer resources of all users. (Examples: VNC, PC Anyware, Remote Control and Hyena). Teachers are required to monitor their student's activities while using the computer resources in all learning environments.

**WAIVER OF PRIVACY RIGHTS:** Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or

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any other computer network. Users consent to allowing personnel of Lincoln Charter School and Edison to access and review all materials users create, store, send, or receive on the computer or through the Internet or any other computer network. Users understand that Lincoln Charter School and Edison may use human or automated means to monitor use of its Computer Resources.

### **PROHIBITED ACTIVITIES**

**PROHIBITED USES:** Without prior written permission from Lincoln Charter School and Edison, Edison Schools' Computer Resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political material, downloading non academic related media, plagiarism, hacking or any other unauthorized use.

**INAPPROPRIATE OR UNLAWFUL MATERIAL:** Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in Edison's computers. Users encountering or receiving this kind of material should immediately report the incident to their teacher or direct supervisor.

**SPOOFING AND SPAMMING:** Users may not, under any circumstances, use "spoofing" or other means to disguise their identities in sending e-mail or other electronic communication via bulletin boards, newsgroups, or chat groups. Without expressed permission from Lincoln Charter School and Edison, users may not send unsolicited ("spamming") e-mails to persons with whom they do not have a prior relationship or bona fide business purpose.

**MISUSE OF SOFTWARE:** Without prior written authorization from the Lincoln Charter School and Edison, Users may not do any of the following: (1) copy software for use on their home computers; (2) provide copies of software to any independent contractors or clients of Edison Schools or to any third person; (3) modify, revise, transform, recast or adapt any software or (4) reverse-engineer, disassemble, or decompile any software. Users who become aware of any misuse of software or violation of copyright law should immediately report the incident to their teacher or direct supervisor.

**COMMUNICATION OF TRADE SECRETS:** Unless expressly authorized by Lincoln Charter School and Edison, sending, transmitting, or otherwise disseminating proprietary

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data, trade secrets, or other confidential information of Lincoln Charter School and Edison is strictly prohibited. Unauthorized dissemination of this information may result in substantial civil liability as well as severe criminal penalties under the Economic Espionage Act of 1996.

### **PASSWORDS**

**RESPONSIBILITY FOR PASSWORDS:** Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others without express consent of the school technology manager. Users are responsible for all transactions made using their passwords. No User may access the computer system with another User's password or account.

**PASSWORDS DO NOT IMPLY PRIVACY:** Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the computer system. Lincoln Charter School and Edison Schools have global passwords that permit access to all material stored on its computer system regardless of whether that material has been encoded with a particular User's password.

### **SECURITY**

**ACCESSING OTHER USER'S FILES:** Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop" or pry into the affairs of other users by unnecessarily reviewing the files and e-mail.

**ACCESSING OTHER COMPUTERS AND NETWORKS:** A User's ability to connect to other computer systems through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the administrators of those systems.

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**COMPUTER SECURITY:** Users may not attempt to circumvent Lincoln Charter School and Edison's data protection measures or uncover security loopholes or bugs. Users may not gain or attempt to gain unauthorized access to restricted areas or files on the computer system. Users should not tamper with any software protections or restrictions placed on computer applications, files, or directories. Users who engage in this type of activity may be subject to loss of computer privileges, disciplinary action up to and including termination of employment as well as civil and criminal liability.

**Internet Filtering Technology:** Lincoln Charter School and Edison employs firewall solutions with the use of Websense software on all computers. At a minimum it blocks visual depictions that are obscene, child pornography, and harmful to minors. If a users finds a website deemed inappropriate it must be reported to their teacher or immediate supervisor. After review of the site appropriate steps will be taken to shield the site from users. For purposes of bona fide research or other lawful purposes a site may be made available for those purposes by submitting the request to the school technology manager. Lincoln Charter School and Edison do not warrant the effectiveness of Internet filtering.

## VIRUSES

**VIRUS DETECTION:** Viruses can cause substantial damage to computer systems. Each User is responsible for taking reasonable precautions to ensure he or she does not introduce viruses to Lincoln Charter School and Edison's network. To that end, all material received on floppy disk or other magnetic or optical medium and all materials downloaded form the Internet or from computers or networks that do not belong to Edison's MUST be scanned for viruses and other destructive programs before being placed onto the computer system. Users should understand that their home computers and laptops might contain viruses. All disks transferred from home computers and laptops to Edison's network MUST be scanned for viruses. Any user receiving email from a questionable source MUST contact the School Technology Manager before opening the email or any attachment included in the email.

**ACCESSING THE INTERNET:** To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to Lincoln Charter School and Edison's network must do so through an approved Internet firewall.

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### **ENCRYPTION SOFTWARE**

**USE OF ENCRYPTION SOFTWARE:** Users may not install or use encryption software on any of Lincoln Charter School and Edison's computers without first obtaining written permission from the School Technology Manager. Users may not use passwords or encryption keys that are unknown to the School Technology Manager.

**EXPORT RESTRICTIONS:** The federal government has imposed restrictions on export of programs or files containing encryption technology (such as e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside the United States.

### **E -MAIL**

**E-MAIL DISPOSAL:** Unless directed to the contrary by the School Technology Manager, users should discard inactive e-mail after sixty days. Information subject to federal and/or state laws and regulations governing mandatory retention of records and electronic communication may require you to maintain files or documents for a specified period of time. It is the user's responsibility to know which records are subject to these conditions and to comply with these laws and regulations.

**DRAFTING E-MAILS:** Because they may appear informal, e-mail messages are sometimes offhand, like a conversation, and not as carefully thought out as a letter or memorandum. Like any other document, an e-mail message or other computer information can later be used to indicate what a user knew or felt. You should keep this in mind when creating e-mail messages and other documents. Even after you delete an e-mail message or close a computer session, it may still be recoverable and may remain on the system.

### **MISCELLANEOUS**

**Unauthorized Disclosure of Information of Minors:** It is a violation of federal law to access data of a student you do not directly instruct. All access of student data is recorded.

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**PRIVILEGED ATTORNEY-CLIENT COMMUNICATIONS:** Confidential e-mail sent from or to in-house counsel or an attorney representing the Company should include this warning header on each page" "ATTORNEY-CLIENT PRIVILEGED: DO NOT FORWARD WITHOUT PERMISSION."

**COMPLIANCE WITH APPLICABLE LAWS AND LICENSES:** In their use of Computer Resources, Users must comply with all software licenses/copyrights and all other state, federal, and international laws governing intellectual property and online activities. You should not copy and distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the e- mail system or by any other means unless you have confirmed in advance from appropriate sources that Edison Schools has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by Edison as well as legal action by the copyright owner. Any questions concerning these rights should be directed to your teacher, direct supervisor or the Office of the General Counsel.

**NO ADDITIONAL RIGHTS:** This Policy is not intended for and does not grant Users any contractual rights.