

ACCEPTABLE USAGE POLICY

To maximize student access to technology and eliminate any hurdles that prevent students from accessing technology at school or at home, Albany Leadership Charter High School for Girls (ALH) has invested in network infrastructure, Internet access, and technology, which includes a One to One Chromebook Program for all students and G Suite for Education.

The use of school owned technology, both in and outside of the school is a privilege and may be revoked at any time. All students are expected to use all ALH owned technology, accessories, and services in compliance with the ALH Acceptable Usage Policy, G Suite for Education Policy, and the ALH Parent/Guardian Handbook & Student Code of Excellent Conduct. As owner of the computer technology, ALH reserves the right to amend these policies at any time. Violations of these policies can result in disciplinary action, revocation of technology privileges, and/or legal action.

By accepting use of the ALH network, ALH Internet, I agree to the following:

- I will not use the network for illegal, inappropriate, or obscene purposes, or in support of such activities. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.
- I will not harass or bully others using the communication capabilities of computers, the Internet, and/or other digital communication devices including but not be limited to e-mail messages, instant messaging, text messaging, Internet blogs, Internet chat rooms, Internet postings, and defamatory websites.
- I will be aware of what I post online. Website and social media venues are very public. What I contribute leaves a digital footprint for all to see.
- I will not use the network for any illegal activity, including violation of copyrights or plagiarism.
- I will not intentionally disrupt network traffic or crash the network and connected systems.
- I will not degrade or disrupt equipment or system performance.
- I will not use ALH computing resources for commercial or financial gain or fraud.
- I will not steal data, equipment, or intellectual property.
- I will not attempt or gain access to other's files, resources or entities.
- I will not attempt to or intentionally vandalize the data of another user.
- I will not give out personal information about myself or others, including, but not limited to, last names, phone numbers, birth dates, and addresses.
- I will keep all my passwords confidential.
- I will tell a school official right away if I come across inappropriate material that makes me uncomfortable. When on the school wireless network, the school content filter will appropriately filter the Internet content. Because of the nature of the Internet, no content filter can prevent all access to all online content that is not school-related.
- I will not forge electronic mail (e-mail) messages, or use an account owned by another user.
- I will not wastefully use finite resources.
- I will not invade the privacy of individuals.
- I will observe all ALH Appropriate Use policies on home and public Wi-Fi networks. I understand that any access of unapproved content online through a school-owned device or school-provided Google account is a violation of this policy.
- I understand that I have no expectation of privacy when using devices on ALH networks.

By accepting use of an ALH Chromebook and accessories:

- I will not intentionally damage or neglect my Chromebook or the provided accessories.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I will report Chromebook problems, damage, loss, or theft to the school immediately.
- I will not loan my assigned device to others FOR ANY REASON; nor will I borrow anyone else's device.
- I will use YouTube only for school-related activities.
- I will not stream or download music for personal use.
- I understand that downloads must be approved by my teacher and I will not download games or wallpapers.
- I will observe all ALH Appropriate Use policies on home and public Wi-Fi networks. I understand that any access of unapproved content online through a school-owned device or school-provided Google account is a violation of the Appropriate Use Policy.
- I understand that at any time, the school staff has the right to investigate, monitor, or review the content of the device and has the right to remove any non-school-related app, files, or extensions.
- I will return the device and its accessories in acceptable working upon withdrawal or exit date from the school, and whenever requested by school staff.
- I will not use the device to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - Pornographic, obscene or sexually explicit material
 - Obscene, abusive, profane, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language
 - Materials or information that includes language or images that are inappropriate or disruptive to the education setting or process
 - Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

G SUITE FOR EDUCATION POLICY

Albany Leadership Charter High School for Girls incorporates the usage of G Suite for Education into our classrooms to utilize enhanced document creation tools and curriculum-based collaboration tools under the supervision of ALH teachers and administrators. This enables teachers to incorporate technology into their lessons, assignments, and cluster activities for easier student internet accessibility. In school, individual student usage of Google Apps will be restricted by ALH's Internet Filters and Firewalls. At home, parental/guardian oversight of the student's internet activity is expected.

Privacy - School staff, administrators, and parents may have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.

Usage- Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

Limited personal use - Students may use Apps tools for personal projects but may not use them for:

- Unlawful activities
- Commercial purposes (running a business; or selling things online)
- Inappropriate sexual or other offensive content
- Threatening another person
- Misrepresentation of ALH staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

Safety- Google Suite for Education is created for grades k-12 to enable students to use technology to learn in a safe environment. Descriptions of the Google Apps Suite tools can be found at: <http://support.google.com>. In addition to the ALH Internet Firewall and staff supervision:

- Students may not post personal contact information about themselves or other people. That includes last names addresses and phone numbers.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

Access Restriction- Access to G Suite Apps for Education is considered a privilege accorded at the discretion of the School.

STUDENT & PARENT/GUARDIAN CONTRACT

My child and I have read this document including:

- **Acceptable Usage Policy**
- **Privacy, Usage, Safety and Access Guidelines** and agree that they will adhere to the provisions within these documents as evidenced by the signatures below.
- I further give my parental/guardian permission for my child to:
 - Use G Suite for Education and assume sole responsibility for my child's use of this service when my child is on and off School Property.
 - Publish their student work in our ALH online domain for review, updates and assessment by members of the school community

Student Name (Print): _____

Student Signature: _____ Date: _____

Parent / Guardian Name (Print): _____

Parent / Guardian Signature: _____ Date: _____

For more information: These are the laws and policies that help to protect our students online:

Child Internet Protection Act (CIPA) <http://fcc.gov/cgb/consumerfacts/cipa.html>

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. As such, the school will make best effort to ensure that student email is filtered and mail containing harmful content from inappropriate sites is blocked.

Children's Online Privacy Protection Act (COPPA) <http://www.ftc.gov/privacy/coppafaqs.shtm>

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

Family Educational Rights and Privacy Act (FERPA) <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

FERPA protects the privacy of student education records and gives parents rights to review student records. The school will not publish confidential education records for public viewing on the Internet.