



Computer and Internet Acceptable Use Policy Millennium Education Foundation – 2011-2012

Internet Safety Policy

In compliance with Public Law 106-554, **The children’s Internet Protection Act (CIPA)** and **The Neighborhood Children’s Internet Protection Act (N-CIPA)**, all school computers with Internet access will operate with filtering technology designed to prevent both adults and minors from accessing visual depictions that are obscene (per 18 USC 1460), considered to be child pornography (per 18 USC 2256), or are harmful to minors. The technology protection measure is enforced at the system level: all Internet traffic is inspected by the filtering system.

Specifically, the **Internet Safety Policy** ensures:

- Restriction of access by minors to inappropriate material on the Internet (as defined by Millennium Education Foundation);
- Safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communication;
- Network security against unauthorized access, including hacking and other unlawful activities by minors;
- Prevention of unauthorized disclosure of personal information of minors;
- Measures designed to restrict minors’ access to harmful materials.

The following system is designed to ensure compliance with the **Internet Safety Policy**:

- All Internet activity will be examined by a current software application designed to inspect and filter Internet web pages
- Discovery methods, such as visual inspection, reports and scheduled inspections will monitor compliance;
- All staff members will receive staff development on the Internet Safety Policy and its implications for adult and student use of the Internet on school computers
- Adults will demonstrate and teach appropriate behavior for using school equipment and for accessing the Internet.

Access to e-mail and the Internet will enable students to explore thousands of libraries, and databases while exchanging messages with Internet users throughout the world. Families should be warned that, even with filtering devices, some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, obscene, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media

and information sources. To that end, Millennium Education Foundation supports and respects each family's right to decide whether or not to apply for access at home.

Internet Acceptable Use Policy

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules (Millennium Charter Academy Family Handbook) for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is expected that users will comply with school standards and honor the agreements they have signed. Millennium Education Foundation provides the clarification and the requisite of adult supervision.

Network administrators will routinely review files and communications on personal laptops to maintain system integrity and insure that users are using the system responsibly. This will be accomplished through programs installed on the individual laptops, and through the use of remote access tools. Any attempt to access, disable, modify, remove, or otherwise hinder any administrator monitoring programs, files, or tools will result in loss of laptop privileges. Users should not expect that files stored on school servers will be private.

Computer Regulations:

- It is the student's responsibility to ensure that there is enough hard drive space available to engage in all educational requirements.
- It is the student's responsibility to ensure that computer batteries are charged at the beginning of the educational day so that computers can be fully utilized.
- It is the student's responsibility to protect the computer, computer case, and charger unit from loss or damage to the fullest extent of their ability. Students or guardians will be required to reimburse Millennium Charter Academy for any cases, chargers, or computers not turned in at the end of the year. Prices of cases, chargers, or computers will be determined based on the age and unnecessary wear of the equipment, and will not exceed the original purchase price of the equipment.
- Students are prohibited from personalizing their computers through the use of stickers, magic markers, etc., that damage the surface of the computer.
- Students are prohibited from removing factory stickers listing program license information or hardware service tag and serial numbers.
- Headphones or earbuds are prohibited in class unless directed by a teacher.
- Downloading music, games, and videos from the Internet during school hours is prohibited unless directed by a teacher.
- Students are prohibited from playing games in the classroom.
- Chat rooms are not to be accessed.
- Inappropriate use of webcams is prohibited.

- Programs such as i-chat, instant messaging, i-tunes, and games are not to be used during class unless directed by a teacher.
- Programs such as Facebook, MySpace, Skype, or other social networking programs are prohibited during school hours.
- Students are prohibited from using obscene language and/or materials, including screensavers, backdrops, and/or pictures.
- File sharing must be approved and directed by the teacher.
- Students should not be connecting to the Ethernet jacks in school unless directed by a teacher.
- No student shall access any e-mail account belonging to another student or teacher.

Specifically, but not limited to, the following are not permitted at Millennium Charter Academy:

- Receiving, sending, or displaying offensive messages or pictures.
- Using obscene language, harassing, insulting or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws, including illegally downloading music
- Violating software license agreements by installing illegally obtained software
- Using another's password, trespassing in another's folders, work or files
- Intentionally wasting resources
- Using the network for commercial purposes
- Providing any personal information of any kind over the Internet
- Breaking into or altering the system network

These restrictions also apply to cell phones, iPods, and other electronic devices.

Furthermore, in order to uphold MCA's Honor Code and high ideals, students are responsible for reporting any occurrences or forms of inappropriate computer use on school computers, whether that activity takes place on or off school campus. Students knowingly not reporting inappropriate computer activity will be considered in violation of the Millennium Charter Academy Computer Acceptable Use Policy.

Violations will result in a temporary or permanent loss of access as well as other disciplinary or legal action.

This document must be signed, dated, and returned before students will be assigned a laptop computer. The signature portion of this document is on the following page. Please sign and date that page and return to school

Millennium Charter Academy
Department of Information Technology
500 Old Springs Road
Mount Airy, NC 27030

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Millennium Education Foundation – 2011-2012

This page must be signed, dated, and returned to Millennium Charter Academy before student will be assigned a laptop computer.

I have read and I understand the terms set forth in the Computer and Internet Acceptable Use Policy, and I agree to these terms. I understand that if I violate these terms, that I will be subject to a temporary or permanent loss of access as well as other disciplinary or legal action.

_____ Date: ___/___/___
(Student)

_____ Date: ___/___/___
(Parent or Guardian)

Issue Date: ___/___/___