



# GREYHILLS ACADEMY HIGH SCHOOL

P.O. Box 160

TUBA CITY, ARIZONA 86045

## ARTICLE X

### Electronic Information System/ Internet Acceptable Use Policy

Greyhills Academy High School provides technology resources to students for educational services as we aim to promote educational excellence. The use of these technology is a privilege, not a right. Technology resources include use of the Electronic Information System, the Internet, the World Wide Web, and Information Superhighway. These resources provide access to other educational institutions, libraries, agencies, organizations, and individual persons. This access also has the potential to provide material that may not be considered of educational value or which may be considered harmful or offensive. The school will make every effort to protect students from any misuses or abuses of this service; however, personal responsibility is essential in the use of this system and all users must be watchful to avoid inappropriate and illegal interaction with the information service.

All users, including parents and students, must familiarize themselves with the policies and rules regarding usage of this resource and agree to adhere the school's policies prior to being granted the privilege of using this resource. Violators of the school's policies and rules concerning this resource may result in revocation of the user's privilege and may be subject to disciplinary action.

Internet access will be provided to students in accordance with the terms of this policy. Internet access from school computers is reserved solely for educational purposes. Use by outside groups is prohibited. The school reserves the right to monitor all Internet activity including transmission and receipt of e-mail.

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### PERMISSION AND RELEASE TO PUBLISH

I authorize Greyhills Academy High School to utilize the student's name and/or picture on the internet.

I understand the benefits and risks of publishing works on the internet. In consideration of the benefits of allowing my student to publish his/her work, first name and/or picture on the School's web page, I give permission for the student's: (circle one: "a" or "b")

- a) First name only to be published on the Web; or
- b) First name and photograph with no identifying information to be published on the web.

We read and understand the *Electronic Information System and Internet Acceptable Use Policy*. I, the student, am responsible for returning the technology and hotspot issued to me. If it is not returned, it will be billed to my student account and my transcript will be withheld until the device and/or hot spot is returned or paid.

\_\_\_\_\_  
Parent/Guardian Signature      Date

\_\_\_\_\_  
Student's Signature      Date

## ARTICLE X

### Electronic Information System/ Internet Acceptable Use Policy

#### 1. Acceptable Use

- A. Assigned technology device/internet account/hotspot and school's WIFI must only be used for educational purposes only.
- B. Users are responsible for the proper use of their account and shall use their own personal account number to access the electronic information service. Users shall not allow another person to use their account information, nor give their account information to any other person, on- or off-line.
- C. Users shall not use the system to promote the use of drugs, alcohol, or tobacco, nor deliberately promote unethical practices which violate any law or school policy.
- D. Copyrighted material may not be placed on the system without the express permission of the author who must be credited for the material. Copyrighted material may be downloaded for users' use only.
- E. Users shall not read the other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify, or forge other users' mail or files.
- F. Messages should be kept as brief as possible.
- G. Use of any other organization's networks or computing resources must comply with the rules of that network.
- H. Transmission of any material in violation of any federal, state or Navajo Nation laws is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
- I. Use for commercial activities is generally not permitted.
- J. Use of product advertisement or political lobbying is prohibited.
- K. Messages from private or personal nature involving students, staff, or other individuals are not permitted.
- L. Inappropriate use of electronic resources can also be a violation of local, Navajo Nation, state, and federal laws, and a user can be prosecuted for violating those laws.
- M. Users granted access to the Internet through the school information system assume personal responsibility and liability, both civil and criminal, for users of the Internet not authorized by school policy.
- N. No user shall access, transmit or re-transmit material which promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices or the like.
- O. No users shall access, transmit or re-transmit any information containing pornographic or other sexually oriented material, including written material.
- P. No users shall access, transmit or re-transmit material which advocates or promotes violence or hatred against individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another.
- Q. No one shall use or possess bootleg software.

- R. No user shall use encryption software from any access point within the school.
- S. No user shall transmit credit card information or other personal information from an access point within the school.
- T. No one shall transmit e-mail through an anonymous e-mailer.
- U. No user shall access the Internet from the school access point using a non-school internet account.
- V. No user shall commit or attempt to commit any wrongful act involving the use of the internet which disrupts the operation of the network within the school or any network connected to the Internet including the use or attempted use or possession of computer viruses.
- W. No one shall use the electronic communication system for harassment or bullying, electronic or otherwise.

### **Use is a Privilege**

The use of the school's electronic information system is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and disciplinary action can follow. The cancellation of this privilege may be appealed through the regular student appeal process for disciplinary actions less than a suspension. Any staff member may recommend that the network administrator deny, revoke, or suspend a student account. The network administrator shall, prior to denial, revocation, or suspending an account, file a disciplinary report in Infinite Campus. A decision will be made on disciplinary actions by the principal, assistant-principal, and/or dean of students.

### **Mandatory Internet Filters**

The school will equip the electronic information system available to users with software that seeks to prevent minors from gaining access to material that is "harmful to minors" or purchase Internet connectivity from an Internet provider that provides filter services limited to access to material that is "harmful to minors." Although the school purchases filters, the school filters and filtering services cannot guarantee that the user will not encounter material that may be deemed offensive or harmful. A user, and where appropriate a user's parents/guardians, must be aware of this continuing possibility of encountering offensive or harmful material through the school's electronic information system. Prior to applying for the privilege to using the electronic information system, understand that we will take much effort to reduce possibility of access.

### **No Warranties**

The school makes no warranties of any kind, express or implied, relative to the service it is providing through this electronic information system. The school will not be responsible for any damage a user suffers. This includes, but is not limited to, loss of data resulting in delays, non-deliveries, mis-deliveries, or service interruptions whether caused by the school's negligence or by the user's error or omissions. Use of any information obtained via the electronic information system is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through the electronic information system. All users must consider the source of any information they obtain and consider the validity of that information. The school does not guarantee or imply that access to the electronic information system will always be available for access. The school is not responsible for failures in the operation or technical functioning of the electronic information system, computer or software used to access the system.

## **Network Etiquette and Privacy**

You are expected to abide and accept rules of network etiquette. Failure to do so may result in loss of your electronic information system privileges and disciplinary action. The rules of network etiquette and privacy include, but are not limited to, the following:

- A. BE POLITE. Never send or encourage others to send abusive messages.
- B. USE APPROPRIATE LANGUAGE. Remember that you are a representative of our school on a non-private system. You may be alone with your computer, but what you say and do can be viewed. Refrain from swearing, using vulgarities, or any other appropriate language. Illegal activities of any kind are strictly prohibited.
- C. PRIVACY. Do not reveal your home address, personal telephone number, and addresses or telephone numbers of other students and/or staff members.
- D. ELECTRONIC MAIL. Electronic mail (email) is not private. Messages relating to or in support of illegal activities must be reported to the network administrator and local legal authorities.
- E. DISRUPTIONS. Do not use the network in any way that would disrupt the use of the network by others.
- F. OTHER CONSIDERATIONS.
  - 1. Check for spelling and make sure your message is easy to understand and read.
  - 2. Use accurate and descriptive titles for your articles.
  - 3. Send your message to only the most appropriate audiences, not to “everyone.”
  - 4. Remember that humor and satire is very often misinterpreted and may not be funny to some people.
  - 5. If you post to multiple groups, specify all groups in a single message.
  - 6. Cite references for any facts you present.
  - 7. Forgive the spelling and grammar errors of others.
  - 8. Remember that all network users are human beings. Do not attack.
  - 9. Post only to groups you know.

## **Web Publishing Policies**

There are significant risks, as well as advantages, involved with allowing students to be identified on the Internet. Therefore, students should not be easily identifiable from materials they might publish on the Internet. No directory information should be posted on the Web for students whose parent have not returned release of information to the school.

- A. Rules for Web Publishing.
  - 1. Only a student’s first name shall be used in any student published work.
  - 2. Pictures that are a part of student publishing shall not include identifying information.
  - 3. Under no circumstances may students’ home address or phone number be included in any publication.
  - 4. If replies to published student work are appropriate, the sponsoring teacher’s address should be the e-mail address displayed, not the student’s e-mail address.
  - 5. No student’s name or picture will be published unless a parent/guardian has signed a release allowing publication. One signed release for publication will be valid for a duration of a year.

B. Closed forum. The school's website is a closed forum.

Any Web site created by the school shall be a closed forum for school use only to transmit information to the public. All Web pages created by staff, students, and student organizations on the school's computer system will be subject to treatment as school sponsored publications. Accordingly, the school reserves the right to exercise editorial control over such publications. In addition to editorial control, staff and student work published on the Web must meet standards of spelling, grammar, adequate research and other qualitative measures.

C. Links to third party sites.

1. Any links to school's Web site must be approved in writing by the network administrator or CEO.
2. Links to areas allow you to leave the school site. The link to sites is not under the control of the school, and the school is not responsible for the contents of any link sites or any link contained in a link site, or any changes or updates to said sites. The school is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement of the site.

### **School Use of Computers, The Internet and Electronic Mail**

Access to e-mail and the Internet enable student to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. The school understands both the benefits and the disadvantages of accessing the Internet. Therefore, we support and respect each family's right to decide whether to apply for access. The school's computer network usage requires responsibility and appropriate behaviors.

Privacy – Network storage areas may be treated like school lockers. Network Administrators may review communications to maintain system integrity and ensure that users are using the system responsibly and within the school's policy and guidelines.

Storage capacity – Users are expected to remain within allocated disk space and delete e-mail or other material which take up excessive storage space.

Illegal copying – Users should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor shall students copy other people's work or intrude into other people's files.

Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor shall materials be accessed which are not consistent with the rules of the school's behavior. A good rule to follow is never view, send, or access material which you would not want your teachers or parents to see. Should users encounter such material by accident, they should report it to the Network Administrator or their teacher immediately.

Rules for usage – The rules and guidelines to follow to prevent the loss of network privileges and disciplinary action are listed below:

1. Do not use a computer to harm or bully other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright law. Copyrighted material may not be placed on the system without the express permission of the author who must be credited for the material. Copyrighted material may be downloaded for a user's use only.
5. Do not view, send or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another's folder, work, or files.
9. Adhere to the rules of net etiquette set forth in the school's Internet policy.
10. Do not reveal your home address, personal telephone number or the address and/or telephone numbers of another student or staff member.
11. Do notify an adult immediately if, by accident, you encounter materials which violate the *Rules of Appropriate Use*.