



ACCEPTABLE USE POLICY

Purpose

The Provident Charter School ("Provident") Board recognizes the need to establish rules and regulations for the use by students, staff, and other authorized users of Provident-owned or issued technology resources, consistent with the educational and operational goals of Provident.

Definition

For purposes of this Policy and the accompanying Administrative Regulation, Provident-owned or issued technology resources (Provident technology resources) shall mean:

- All networks, servers, and telecommunications systems maintained or operated by Provident;
- All Provident telephone, cellular phone, voicemail, electronic mail, intercom, and Internet resources;
- All Provident-owned or issued hardware devices such as computers, laptops, tablets, telephones, cellular phones, drones, fax machines, printers, copiers, scanners, etc.;
- All web-based and cloud-based storage; and
- Web and cloud-based applications provided by Provident through a third party.

Administrative Regulation

The CEO or designee shall develop and implement Administrative Regulations, consistent with the general guidelines listed below, governing the acceptable use of Provident technology resources.

Education

In compliance with the Children's Internet Protection Act (CIPA), Provident shall, on an annual basis, educate students about:

- Appropriate online behavior
- Interacting appropriately with other individuals on social networking websites and in chat rooms;
- Cyberbullying awareness and response.

Guidelines for Appropriate Use of Provident Technology Resources

The use of Provident technology resources shall at all times be in accordance with applicable law and other Board Policies and Administrative Regulations.

The use of Provident technology resources is a privilege, not a right, which may be revoked at any time for abusive conduct or violation of the terms outlined in this Board Policy or the accompanying Administrative Regulation.

Provident technology resources shall be used primarily for school, Provident employment, or approved educational-related activities only. Limited incidental personal use is permitted, so long as such use otherwise complies with this Policy and the accompanying Administrative Regulation, and further provided that such limited incidental personal use does not interfere with and is not disruptive to school operations or another user's use of Provident technology resources.

Provident further reserves the right to prevent unauthorized, inappropriate or illegal use of Provident technology resources, and to administer appropriate discipline to users who violate this Policy or the accompanying Administrative Regulation. Discipline could include, but is not limited to, usage restrictions, loss of access privileges, restitution, referral to law enforcement, and/or any applicable consequence outlined in a student handbook, or Board Policy/Administrative Regulation, as appropriate under the circumstances.

Users of Provident technology resources shall have no expectation that their activity on or files or communications stored on or sent through such resources will be private, regardless of whether activity takes place on or away from school property; this includes but is not limited to, anything that is created, stored, sent, deleted, received or displayed on, over or through Provident technology resources. Files or other information placed or stored on

Provident technology resources are subject to review and may be deleted without notice.

Provident has the ability to collect, track, and store data, such as IP addresses which identify technology devices using and communicating over and through Provident's network and other Provident technology resources. Provident reserves the right to utilize such data for troubleshooting and lawful investigative purposes.

The availability of information on Provident technology resources does not imply endorsement by Provident of such content, nor does Provident guarantee the accuracy of such content.

Provident shall not be responsible for any information lost, damaged, or unavailable while using Provident technology resources.

Provident will fully cooperate with local, state, and federal officials in any investigation concerning or related to alleged illegal activities of any individuals misusing Provident technology resources.

Users of Provident technology resources shall immediately report any violations of this Policy or the accompanying Administrative Regulation to their building principal, immediate supervisor, or the Director of Technology.

Users of Provident technology resources are required, as a condition of being given access to such resources, to sign a user agreement acknowledging and agreeing to be bound by this Policy and the accompanying Administrative Regulation.

Administrative Regulation on Acceptable Use of Technology

The following shall apply to all users of Provident technology resources, unless otherwise specified. In addition, the following, unless otherwise specified, shall be applicable to the use of all Provident technology resources, whether connected to an electronic network or operated on a stand-alone basis.

General Expectations

Individual users of Provident technology resources are responsible for their behavior and communications while using such resources.

Users are required to comply with the provisions outlined in this administrative regulation, in the accompanying Board policy, and any user agreement signed as a condition of being given access to Provident resources.

Users of Provident technology resources are responsible for safeguarding their individual user names and passwords used to access Provident technology resources. The CEO, Director of Technology, or their designee(s) may require users to periodically change their passwords as a security enhancement measure and also comply with other password security guidelines deemed appropriate.

Student users are reminded that all school rules for appropriate student behavior and communication apply when using Provident technology resources, as they would in the classroom (in-person or virtually), school hallways, buildings, property, bus stops, etc. Inappropriate, unauthorized, or illegal use will result in appropriate student discipline.

Individuals who bring their own personal technology devices onto school property during school hours or working time, onto school vehicles, or to school-sponsored events or activities, are expected to adhere to the provisions outlined in this administrative regulation and the accompanying Board policy, as well as other policies and procedures relating to personal electronic devices.

Internet Filtering

Provident is committed to the filtering of internet resources through the purchase and application of standard filtering software to protect minor students from obscene material, pornography, including but not limited to, child pornography, and other visual depictions deemed harmful to minors, as defined by the Children's Internet Protection Act (CIPA). Staff, students, and

parents/guardians are advised, however, that no filtering software is complexly secure or effective. Merely because a technology protection measure does not prevent access to a particular site or to particular materials does not indicate that the site or the materials are appropriate. Provident encourages parents/guardians to specify to their child(ren) what material is and is not acceptable to access through Provident technology resources, within the parameters of this administrative regulation and the accompanying Board policy.

An administrator, supervisor, or other person authorized by the CEO or Director of Technology may disable the filtering software is needed for bona fide research or another lawful purpose. While Provident reserves the right to adjust or enhance its filtering, it is not in a position to make such adjustments or enhancements on an individual student basis at the request of a parent/guardian.

Upon request by students or staff, the CEO or designee shall expedite a review and may authorize the disabling of blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this administrative regulation or the accompanying Board Policy.

Limitation of Liability

Provident does not warrant that the use of specific Provident technology resources will meet any specific requirements, or that they will be error-free or uninterrupted. Provident shall not be liable for any direct, incidental, or consequential damages sustained or incurred in conjunction with the use, operation or inability to access or use Provident technology resources, including the loss of data, information or anything else of value.

Provident shall not be liable for any damage incurred due to harmful programs or materials (including computer viruses), which may be accessible or propagated through Provident technology resources.

Responsible Use Standards/Prohibited Activities

The following actions while using Provident technology resources shall constitute a violation of Provident's responsible use standards:

1. Using Provident technology resources to engage in, facilitate or promote illegal activity;
2. Communicating threats to the welfare of the school community, school property, or any individual;

3. Using Provident technology resources for fundraising purposes, unless otherwise permitted by Board policy or authorized in advance by the CEO or designee;
4. Using Provident technology resources for commercial or for-profit purposes, unless otherwise permitted by Board policy or authorized in advance by the CEO or designee;
5. Using Provident technology resources to promote or participate in gambling, gaming or betting activities, other than those related to a legitimate school assignment, project or job responsibility;
6. Using obscene, inappropriate or profane language;
7. Accessing, sending, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal or inappropriate materials, images or photographs;
8. Using Provident technology resources to transmit hate mail/speech, communication deemed to constitute defamation or discrimination under Board Policy or applicable law, or threatening, racially offensive, or sexually explicit material;
9. Engaging in conduct that constitutes unlawful harassment, bullying, cyberbullying, or hazing under Board policy or applicable law;
10. Sharing confidential student or personnel information without appropriate authorization;
11. Sharing account passwords and electronic access with others;
12. Using, or allowing another to use, a user name, account or password not their own;
13. Using Provident technology resources for campaigning or political activities not permitted by other Board Policy;
14. Destruction, unauthorized modification or repair, vandalism, or abuse of Provident technology resources;
15. Unauthorized access (i.e. hacking) or exceeding the scope of one's authorized access, including trespassing in another user's account, folders, work or files;
16. Attaching unauthorized external devices to Provident technology resources;
17. Attempting to circumvent system security, guest passwords, bypass firewall, web-filtering or anti-virus systems, or in any way gain unauthorized access to Provident technology resources;
18. Unauthorized scanning of Provident technology resources for system vulnerabilities;
19. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials;
20. Intentionally wasting limited resources such as network bandwidth or storage, paper, toner, and other supplies;
21. Using Provident technology resources to intentionally obtain or modify files, passwords, or other data belonging to another;

22. Impersonation of another user or quoting personal communications in a public forum without the original author's prior consent;
23. Representing personal views as those of Provident;
24. Using Provident technology resources to intentionally obtain or modify files, passwords, or other data belonging to another;
25. Uploading or downloading games, programs or files, or other electronic media absent permission from the CEO, Director of Technology, building principal, or their designee(s). Teachers who receive requests from students to upload or download games, programs, files, or other electronic media shall direct such requests to the Director of Technology or building principal;
26. Making deliberate attempts to disrupt the performance of Provident technology resources or destroy data by spreading computer viruses, worms, or other malware;
27. Unauthorized establishment of websites linked to Provident websites or themselves purporting to be Provident-affiliated websites and social media groups; and
28. Engaging in any conduct that violates school rules, Board Policy, directives or regulations of the CEO, Director of Technology, or their designee(s) regarding appropriate use of Provident technology resources, any applicable code of conduct, student or staff handbook, or any local, state or federal law.

Users of Provident technology resources shall promptly report violation of this administrative regulation or the accompanying Board Policy to their teacher, building principal or the CEO.

Users of Provident technology resources shall immediately notify their teacher, building principal or CEO if they have identified a possible security threat or breach.

If a user of Provident technology resources inadvertently accesses any inappropriate material, as described above, they shall immediately disclose the inadvertent access to their teacher, supervisor or building principal. This will protect such user from an allegation that they intentionally violated this administrative regulation or the accompanying Board Policy.

Consequences of Misuse of Provident Technology Resources

The use of Provident technology resources is a privilege, not a right, which may be revoked at any time for violation of the terms outlined in this administrative regulation or accompanying Board Policy.

Misuse of Provident technology resources or other violation of this administrative regulation or the accompanying Board Policy may lead to disciplinary action in accordance with school rules or Board Policy. Such action could include, but is not limited to, usage restrictions, loss of access privileges, suspension, expulsion, termination, restitution, referral to law enforcement, and/or any applicable consequence outlined in a student handbook, code of conduct, employee handbook, or Board Policy, as appropriate under the circumstances.

Individualized Searches of Provident Technology Resources

If Provident has a reasonable suspicion that a user of Provident technology resources has violated the terms of this administrative regulation or the accompanying Board Policy, an individualized search of the user's network account, network activity, email system, or other Provident technology resource may be conducted.

The nature and scope of any investigation or individualized search will be reasonable in the context of the alleged violation.

Nothing in this provision shall preclude authorized Provident employees from conducting routine monitoring or maintenance of Provident technology resources, as contemplated in this administrative regulation and the accompanying Board Policy, without prior notice.

**PROVIDENT CHARTER SCHOOL
ACCEPTABLE USE OF TECHNOLOGY USER AGREEMENT**

Each employee must sign this Agreement as a condition for using Provident's technology resources.

Each student and his or her parent/guardian must sign this Agreement before being granted use of Provident's technology resources. Read this Agreement carefully before signing.

Prior to signing this Agreement, read the Board Policy and Administrative Regulation on Acceptable Use. If you have any questions about this policy or administrative regulation, contact your supervisor or your student's principal.

I understand and agree to abide by the Provident Charter School's Acceptable Use Policy and Administrative Regulation. I understand that Provident may access and monitor my use of the Provident technology resources, including my use of the internet, e-mail, and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Administrative Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student/Employee Signature

Date

I have read this Agreement and Acceptable Use Policy and Administrative Regulation. I have discussed the terms of this agreement, policy, and regulation with my student.

I grant permission for my student to use the Provident technology resources and for Provident to issue an account for my student.

Parent/Guardian Name

Date

Parent/Guardian Signature

Date
