

# **Pataula Charter School and Spring Creek Charter Academy**

## **Teacher/Staff Technology Acceptable Use Policy**

The following *Technology Acceptable Use Policy* provides guidelines for Faculty and staff, and Administration on the ethical use of telecommunications technologies at **Pataula Charter Academy** (PCA and SCCA) and **Spring Creek Charter Academy** (SCCA). These guidelines apply to all telephone, video, radio, computer network, and Internet uses.

- 1. PCA and SCCA faculty and staff are responsible for all material posted from their accounts.** Users must employ a password and may not allow others to use their passwords or their accounts. Default passwords (i.e. passwords assigned at the time of account setup) must be changed immediately to prevent unauthorized access to user accounts. No pseudonym or anonymous messages may be sent. Chat sessions are strictly prohibited unless absolutely necessary for academic/business purposes. Users should not give out personal information over the Internet and are encouraged to bring any questions that concern them about messages to an administrator.
- 2. Accessing the accounts and files of others is prohibited.** This rule protects all users on the **PCA and SCCA** data, video, and voice networks and applies to all networks in general. Users are expected to make no effort to bypass systems and procedures that protect individual user's material. Taking advantage of another user who inadvertently leaves a computer without logging out is no different from entering an unlocked room or car, reading a personal letter, or destroying someone's personal property.
- 3. Attempting to subvert network security, impair network function, or bypass a restriction is prohibited.** Users are to respect the need for security and confidentiality of electronic material. The school will have information stored electronically that is not open to the public and/or limited to certain users. Users are to make no efforts to bypass security systems and/or gain access to information to which they have no rights.
- 4. Improper use or distribution of information is prohibited.** All materials obtained through research on the telecommunications networks and then used in academic work are to be properly documented. There shall be no copyright violations. If there are any questions about what constitutes a violation, consult with an administrator.
- 5. Using the PCA and SCCA networks and their content for personal political and/or personal commercial purposes or in the support of illegal activities is prohibited.** **PCA and SCCA** maintains all telecommunication networks for academic purposes and for school-related and personal communication. If in doubt about whether a particular activity is acceptable, see an administrator.
- 6. School rules and disciplinary procedures regarding behavior such as hazing, harassment, and plagiarism are applicable to network users.** The network includes all **PCA and SCCA** telecommunications technologies that are available to users from inside and outside the school. Users may be held accountable for their actions while off-campus and thus for material posted from their accounts while off-campus. Delicate or difficult communications should take place face-to-face.

7. **Use of the telecommunications technologies is a privilege and not a right.** Use of network resources will be tracked by the system administrator for activities that clog the system (for example, computer games, chain letters, mailing lists, large downloads, etc.). In cases where use of data networks appears to be excessive, individuals may be required to decrease usage or on-line time. Use of network resources for personal or recreational purposes is strictly prohibited.
8. **Faculty and staff using PCA and SCCA's telecommunication technologies are representatives of PCA and SCCA and are expected to behave accordingly.** The ethical questions surrounding the access and use of technology are the same as the values the **PCA and SCCA** community is expected to uphold. Those who are unsure of what constitutes appropriate use should ask themselves, "Will my actions reflect well on **Pataula Charter Academy or Spring Creek Charter Academy?**"
9. **All telecommunications network users should be aware that some of the material on the Internet is pornographic or otherwise objectionable.** While the Sonic Firewall protects users of the **PCA and SCCA** network from objectionable material, users will not attempt to access information of this sort (pornographic material, vulgarity, gambling, militant extremist, etc.). As with other material available in print or on television, users should use discretion and monitor the internet usage of students closely.
10. **PCA and SCCA networks, including all voice, video, and data lines, are the property of PCA and SCCA.** Pataula Charter Academy and Spring Creek Charter Academy will, to the extent possible, respect privacy of all account holders on the network. However, **PCA and SCCA** are responsible for investigating possible violations and for enforcing **PCA AND SCCA** rules governing the network. **PCA and SCCA** network users should keep in mind that **PCA and SCCA** reserve the right to monitor any information stored or transmitted over **PCA and SCCA's** networks. All hardware is the exclusive property of **PCA and SCCA**, and if necessary, school administrators reserve the right to confiscate laptops, PC's and any peripherals used on the school's network if necessary.

Consequences for the misuse of telecommunications technologies may include restriction of one's network account, loss of one's privileges to use telecommunications technologies, and/or disciplinary action. State and federal laws also apply to certain activities involving telecommunications technologies.

Adopted 7/13/15  
Amended 3/18/19

**PATAULA CHARTER ACADEMY and  
SPRING CREEK CHARTER ACADEMY  
TEACHER/STAFF TECHNOLOGY ACCEPTABLE  
USE POLICY SIGNATURE PAGE  
(to be signed by each employee)**

**TEACHER/STAFF USER:** I have read, understand and will abide by the terms and conditions set forth in the **PCA and SCCA** Technology Acceptable Use Policy. I further understand that any violation of these terms and conditions is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

USER (Please print name): \_\_\_\_\_

USER SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_