Acceptable Use & Internet Safety Policy

Union Academy offers electronic network access for all students, teachers, and staff. A component of the network access is the Internet.

The purpose of having the network is to support the instructional program – the North Carolina Standard Course of Study, learning opportunities, information retrieval, searching strategies, research skills, critical thinking skills, and life-long learning.

Through the Internet, students, teachers and staff are able to access current information, news, resources from businesses, libraries, educational institutions, government agencies, research institutions and associations, and a variety of other sources. In addition, students may communicate with other students and groups around the world by having electronic pen pals, participating in projects with other schools, and joining educational newsgroups.

Staff, students and parents of students that use the network are hereby informed that Union Academy cannot control the content of the information available on the Internet. Some information may be controversial and/or offensive. Union Academy does not condone the use of such materials and takes all reasonable precautions to prevent access to these materials. The school uses filtering and blocking technology, provides adult supervision, and trains employees and students in responsible use of the network. Within reason, freedom of speech and access to information will be honored. School employees, students, and parents must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and policies established by Union Academy.

I.   ACCEPTABLE USE

Acceptable Use: The Union Academy network is to be used in a responsible, efficient, ethical, and legal manner and must be in support of the educational objectives and student behavior guidelines. General school rules for behavior and communications apply and respectable behavior is expected. Transmission of any material in violation of any federal or state regulation is prohibited.

Unacceptable uses include, but are not limited to, the following:
- Violating copyright/trademark law
- Using peer-to-peer file sharing software programs (i.e. Napster and Napster-like services)
- Accessing email (e.g. Yahoo Mail), chat rooms, and other forms of direct electronic communications (e.g. Instant message services) except those set up and/or approved by school administration
- Forwarding personal or school communications without the author's prior consent
- Using threatening or obscene material
- Distributing material protected by trade secret
- Utilizing the network for commercial purposes
- Providing political or campaign information
- Using offensive, bullying, or harassing statements or language including profanity, vulgarity, and/or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, and religious or political beliefs
- Sending or soliciting sexually oriented messages or images
- Sending chain letters or soliciting money for any reason
- Changing settings on computers
- Disrupting the use of the network
- Accessing programs or computer equipment not designated for the user, including "hacking," students accessing staff computers and other unlawful activities
- Playing computer or Internet-based games that are not part of academic assignments or curriculum

Netiquette Rules: Users must abide by network etiquette rules. These rules include, but are not limited to, the following:
- Be polite and use good character – rudeness is never acceptable
- Do not provide any personal information (such as address/telephone number, social security number, or checking/savings account numbers)

Disciplinary Actions: The following measures can be taken as a result of unacceptable use.
- School disciplinary action as determined by the Headmaster, Principal, or other school administrator
- Limitation or cancellation of user privileges
- Criminal prosecution – "Vandalism is the willful destruction of school property, equipment, or materials. The bard will not tolerate vandalism and may seek criminal prosecution and take any legal action available for recovery of the loss."

II.   PRIVILEGES
The use of the Union Academy network is a privilege, not a right. Inappropriate use will result in disciplinary action.

III.   SECURITY
Security on any computer system is a high priority, especially when the system involves many users. Attempts to login to the system as any other user or to share a password will result in disciplinary action. If a security problem is identified, notify the system administrator at the school. Do not demonstrate the problem to other users. Messages relating to or in support of illegal activities will be reported to the authorities.

IV.   EMAIL ACCOUNTS
Employees and students may be given individual accounts for instructional purposes. Only email accounts set up by the school may be accessed. School rules will govern their use and email will be monitored. Messages relating to or in support of illegal activities will be reported to the authorities.

V.   PRIVACY
School authorities may monitor all work and email. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Files stored on school servers and hard drives of individual computers are not private. Therefore, there should be no expectation of privacy.

VI.   BYOD – BRING YOUR OWN DEVICE
At the current time, Union Academy does not provide internet/network access or support for devices not owned by the school. Only UA purchased and owned devices will be allowed on the schools network with the exception of:
- "UA Student" filtered internet access before and after school in the Multi-Purpose Room only. This service is provided as a courtesy to students before and after school **only**. Student phones and devices are to be hidden and not used during the school day. This network shall not be used by staff or teachers for personal devices.
- School-sponsored guests requiring internet access as part of a presentation or assignment related directly to the school. These guests are to use the "Union Public" network that restricts access to critical network locations and files .When a Union Academy staff member or administrator allows a guest onto the network, that guest is automatically assumed to abide by the rules set forth in the Network Security and Acceptable Use Policy agreements.
- There shall be no "inherited right of use" for any device that was not purchased by Union Academy. No guest, student, teacher, staff member, or vendor shall assume any right to use their personal device on Union Academy's network. In additional, there shall be no inherited right to troubleshooting or repair of any personal device. School administration and the IT department has the right to refuse access to the school's network at their discretion. If available, the school may offer a Union Academy owned device to substitute for the personal device in question.

VII.   DISCLAIMER
Union Academy will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained or delivered via the network due to user sharing of personal information such as home address, checking account and credit card information.

Internet Safety

It is the policy of Union Academy to:

- Prevent user access of its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications
- Prevent unauthorized access and other unlawful activity
- Prevent unauthorized online disclosure, use of dissemination of personal identification information of minors
- Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

I. To the extent practical, technology protection measures (filters) shall be used to block or filter Internet or other forms of electronic communication access to inappropriate information.

II. As required by the CIPA, blocking shall be applied to visual depiction of material deemed obscene or child pornography, or to any material deemed harmful to minors.

III. Subject to administrative approval and supervision, technology protection measures may be disabled or minimized only for bona fide research or other lawful purposes.

IV. Steps shall be taken to promote the safety and security of Union Academy network users when using electronic mail, chat rooms, instant messaging or other forms of direct electronic communication.

V. It shall be the responsibility of all Union Academy staff and faculty to educate, supervise and monitor appropriate usage of the online computer network and Internet access in accordance with this policy, CIPA, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. In addition, all staff and faculty are responsible to report any instances of non-compliance with said policy.

Note:

The Internet Safety and Network Acceptable Use Policy applies to all Employees, Students or Users of the Union Academy and Network or Internet Access. In order to opt out of the privileges of using the Union Academy Internet access, network or computers, the *Option to Deny Adherence with Internet Safety and Acceptable Use Policy and Opt Out of Union Academy Computer and Internet Access* form must be signed and returned to the Union Academy I.T. Department. Forms are available at both campuses and on the Union Academy website at www.unionacademy.org.

Adoption:

This Internet Safety Policy was adopted by Union Academy's Board of Directors at a public meeting, following a public notice, on the following date: 11/2/2017