Technology Policies

Computer and Computer Network Usage Policy
We are pleased to offer the students of HTLA access to school issued computers, the school computer network and related systems. The HTLA network is provided for students to conduct research, complete assignments, communicate with others and generally complete their academic coursework. Access to network services is given to students who abide by the expectations for behavior set out in this Handbook.

Access to the HTLA network is a privilege, not a right. Access entails responsibility.

Expectations of Student Behavior on Computer Networks
Students are responsible for good behavior on school computers and school computer networks, systems and applications just as they are everywhere in the school environment. Communications on the network are considered public and general school rules for behavior and communications apply.

Individual users of HTLA’s computer network are responsible for their behavior and communication over those networks just as employees of corporations are. Other than clarifying the expected standards, HTLA is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Network storage areas may be accessed by network administrators to review files and communications in order to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that files stored on the HTLA servers will be private or that areas on the Internet that they have visited will be private. There is no expectation of privacy at HTLA.

To gain access to email and the Internet, all students under the age of 18 must obtain parental permission and must sign and return the Student Tablet Computer Agreement form included in the enrollment packets and on the school website before the start of the academic year. Students 18 and over may sign their own forms.

Access to email and the Internet will enable students to explore thousands of libraries, databases, and websites while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to make Internet access available to further our educational goals and objectives, students may find ways to access other materials as well. HTLA believes 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 resources.

HTLA uses electronic mail (“email”) to provide a wealth of information to students and it is one of the primary means of communication between staff and students at the school. As a result, it is required that students check their HTLA email at least once a day.

For the avoidance of doubt, the following are not permitted on the HTLA network:
- Sending or displaying offensive pictures or messages
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws
- Using another’s password
● Trespassing in another user’s folders, work, or files
● Intentionally wasting system resources
● Employing the network for commercial purposes
● Using servers for personal storage

Violations may result in a loss of system access as well as other disciplinary or legal action.

Use of the following programs and software is strictly prohibited:
● ANY File Transfer Protocol (“FTP”) program or software
● ANY Telnet Remote Control VPN program or software
● ANY video game or copy of videogame not written and designed at HTLA or pre-approved by the Principal. This applies to console and desktop PC video games, as well as any such program on an external hard drive (including a so-called “thumb drive” that is connected to the HTLA network or any school computer
● ANY File Sharing Applications (Kazaa/AudioGalaxy/Gnutella/Bearshare/WinMX/Morpheus/etc.)
● ANY operating system or network probing utilities including, but not limited to:
  o Netsend
  o NMap
  o Wcat
  o VNCViewer or any other remote desktop software
  o Password Cracking software
  o Desktop Theme Software
  o Portscanning Software
  o Network Sniffing Software
  o Chat and Instant Messaging applications including downloadable java clients
  o Anonymous Proxy Software or websites
  o Shortcuts to any DOS programs (that are not academic programs)

Students may not bring any copies of any commercial or shareware software (such as PhotoShop, Illustrator, Winzip, etc.) into the HTLA system or attempt to download any such software from the Internet, their home system, or any foreign system to the HTLA system. If a student wishes to have any software installed on the HTLA system, they must speak to the Director of Technology. **A student may NEVER install any software on the HTLA system or devices.**

Students may not attempt to copy any files off any HTLA computer via network, diskette, zipdisk, USB drive, CD-R, etc., except those explicitly created and intended for your use.

Students may not attempt to pirate any software.

Students may not attempt to gain passwords from other users through watching keystrokes, guessing, persuading, cracking programs, or by any other means.

Each student will be issued a laptop/tablet device at the beginning of the year (to view current Tablet Agreement, please visit www.ht-la.org).

Students **should not leave their tablets unattended** around the campus; the tablets once assigned to a student, becomes the student’s responsibility until it is returned to the school at the end of the school year or if the student leaves the school.
Exceptions to any of the above are to be approved by the Director of Technology ONLY before any activity is conducted or performed.

Violation of any of the above guidelines may result in the denial of computer(s) to the student and other possible disciplinary consequences. During a time that a student is denied access to HTLA computers, the student’s computer account will be disabled and the student will not be allowed to use any other computer accounts at HTLA. During this time the student is expected to continue all normal coursework but is not allowed to use their computer privileges at HTLA.

PLEASE NOTE: User activity on the HTLA system is subject to all applicable HTLA regulations and Federal and State laws. Any known violations of these regulations or laws may be referred to the appropriate departments or agencies for review and may result in termination of the violator’s computer account, suspension, probation, or other sanctions or civil or criminal penalties as outlined under California law.

Guidelines for Student Use of the HTLA Computer System

Protect your password. You are responsible for the activities in your account, so do not let anyone else use it! **DO NOT EVER GIVE YOUR PASSWORD OR COMPUTER TO ANYONE.**

Your account is to be used for HTLA related work only, not for commercial purposes.

Abide by all rules and regulations of remote computer systems and networks.

The proper use of email comes down to common sense and good citizenship. Do not send unwanted or harassing email or files to any user or system. This means users are not to send SPAM (unsolicited email), messages that could be interpreted as sexually harassing, hateful messages or messages that could be reasonably interpreted as threatening.

**HTLA reserves the right to inspect, at any time, any computer, school owned and student owned, that is being used on campus.**

**Computer games**

Playing computer games or video games on campus is unacceptable during class time, whether on the school’s computers or a device owned by a student. Violation will lead to disciplinary action.

**Intellectual Property Statement**

All intellectual property which is generated at HTLA, or is related to HTLA, including, without limitation, all equipment, documents, books, computer disks (and other computer-generated files and data), and copies thereof, created on any medium and furnished to, obtained by, or prepared by any student in the course of or incidental to student matriculation at HTLA, belongs to HTLA.

**School Issued Materials**

HTLA students will be assigned textbooks as well as a laptop/tablet device and charger at the beginning of the Fall semester and must return them at the end of the Spring semester. Students are responsible for the replacement of any lost, stolen, or willfully damaged textbooks, laptop, or charger. HTLA students should not share textbooks, laptop, or charger with any other student, and will report these lost items immediately to a HTLA administrator.
Students may voluntarily elect to work at HTLA outside of school hours for $10 an hour credit toward their debt.

Payment for textbooks, tablet, stylus or charger that have been lost, stolen, or damaged will be due before another textbook or tablet can be issued to the student, and if payment is not received a hold will be placed on the student’s account. Holds will not allow a student to participate in clubs and after school activities such as Robotics, fundraisers, dances, class activities, senior prom, graduation ceremony, etc.