

DMCS INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Dixon Montessori Charter School's (DMCS) Information Technology (IT) Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by DMCS (the "network.").

DMCS will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. DMCS reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of DMCS property, network and/or Internet access or files, including email.

Acceptable Uses of the DMCS Computer Network or the Internet

Employees and other users are required to follow this policy and report any misuse of the network or Internet to appropriate DMCS personnel. Access is provided primarily for education and DMCS business. Staff may use the Internet, for incidental personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult appropriate DMCS personnel.

Unacceptable Uses of the Computer Network or Internet

These are examples of inappropriate activity on the DMCS network including email and website, but DMCS reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for DMCS, students, employees, school, network or computer resources, or (2) that expend DMCS resources on content DMCS, in its sole discretion, determines lack legitimate educational content/purpose, or (3) other activities as determined by DMCS as inappropriate.

- Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- Criminal activities that can be punished under law;
- Selling or purchasing illegal items or substances;
- Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- Causing harm to others or damage to their property, such as:
 1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;

2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 4. Using any DMCS computer to pursue "hacking," internal or external to the DMCS network, or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 1. Using another's account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s).
 - Using the network or Internet for Commercial purposes:
 1. Using the Internet for personal financial gain;
 2. Using the Internet for personal advertising, promotion, or financial gain; or
 3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Social Networks and/or Media

The use of social networks and/or media (Facebook, Twitter, My Space, etc.) is common and in many cases a very effective way to communicate. However, they are not an appropriate mean to communicate with student, family or staff regarding any DMCS "business" issue. The risks of a student being exposed to inappropriate material, whether intentional or not, exposes DMCS and its staff to regulatory and/or legal action. All DMCS related communications to students and families will occur through a DMCS provided network.

Penalties for Improper Use

The use of a DMCS network and account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for employees, including suspension and/or dismissal from DMCS employment, or criminal prosecution by government authorities.