



Community Academy of Philadelphia
a Pennsylvania Charter School

IT Department
1100 East Erie Avenue
Philadelphia, PA 19124

T 215.533.6700
F 215.533.6722

www.communityacademy.org

Acceptable Use Policy

The Community Academy of Philadelphia's local-area network provides faculty, staff, and students with access to an assortment of instructional technology resources. The intent of this policy is to ensure that all users of the Community Academy network are consistent to the established purpose of its implementation.

Purpose

The purpose of the CAP network is to advance and promote educational opportunities, innovation and educational excellence, and to provide students and teachers access to a worldwide array of educational resources. Access to the resources on the network will improve learning and teaching through research, teacher training, collaboration and dissemination of successful educational practices, methods, and materials.

Internet Safety Policy

In order to comply with the Children's Internet Protection Act, this document will serve as CAP's Internet Safety Policy. Community Academy has a firewall in place and software that blocks and filters Internet sites that are obscene, contain pornography, or contain any material deemed by the schools standards to be inappropriate or harmful to our students.

Community Academy reserves the right to monitor all use of its network, including, but not limited to email, instant messaging, and online activities. Use of the Internet has potential dangers.

The following are basic safety rules for engaging in online activities:

- Students should never reveal any identifying information such as last names, ages, addresses, phone numbers, or pictures, unless approved by a teacher to meet a course requirement.
- Students should immediately tell their teacher if they believe they received a message that they feel is inappropriate or makes them feel uncomfortable.
- Staff members should immediately tell their supervisor if they believe they received a message that they feel is inappropriate or makes them feel uncomfortable.
- Users should never share a password or use anyone else's password. If a user suspects that someone has discovered his/her password, the user should change the password immediately and notify the IT Department immediately.

Use of the CAP Network

The Community Academy of Philadelphia's large-area network shall be used in a manner consistent with this policy and stated purposes of the CAP network, the administrative rules for using the network, and with the school's Code of Conduct.

Users are expected to conduct themselves in a responsible, ethical, and polite manner while using the network. CAP has taken the necessary precautions to eliminate inappropriate material; however, it is also recognized that it is impossible to restrict all access to all inappropriate materials. Staff and student access to the Internet is provided with the understanding that some material that can be accessed through the Internet may be inaccurate; and that some sites may contain material that is deemed contrary to fact or inappropriate for classroom use. **Access to such resources will not be permitted.** If such inappropriate material is inadvertently encountered, it shall be the user's responsibility to log off the page immediately.

Responsibilities

Access to the CAP network and the Internet is a privilege, not a right, extended by Community Academy of Philadelphia to staff, students, and others for the purposes stated above. The School has the right to restrict or

terminate network access, and/or take disciplinary action, up to suspension or expulsion (students) or dismissal (staff) if an individual violates this policy. The school further has the right to monitor network activity in any form it sees fit to maintain the integrity of the information network.

Users have the responsibility to respect and protect the rights of other users in our network community and on the Internet, and in compliance with the laws of Pennsylvania and the United States.

Network Usage Guidelines

This policy does not attempt to articulate all required or proscribed behavior by users of the network. In any specific situation, we rely upon each individual's judgment of appropriate conduct. To assist in such judgment, the following general guidelines are offered:

- The CAP network is to be used for educational purposes only.
- Any use for illegal, political, or commercial purposes is prohibited.
- Use of non school-sponsored chat rooms is prohibited.
- Electronic mail accounts are provided to staff in support of the instructional program and its support services.
- All use of the Internet must be in support of the educational goal of Community Academy of Philadelphia.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computing system is prohibited.
- Privacy: Network storage areas will be treated like school lockers that can be inspected at any time. Network administrators may review communications to maintain integrity system-wide and ensure that students and staff are using the system in a responsible manner. Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or disc drive. The CAP system reserves the right to examine all data stored on diskettes involved in the user's use of the CAP network.
- Storage capacity: Users are expected to remain within allocated disk space and delete e-mail or other material that takes up excessive storage space.
- Illegal copying: Users should neither download nor install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the CAP Technology Department; nor should they copy other people's work or intrude into other people's files.
- Inappropriate language: No profane, abusive, or impolite language should be used to communicate on the network or on the Internet.
- Inappropriate materials: Accessing, reading, or forwarding material that has been deemed inappropriate for educational use is prohibited. Should users encounter such material by accident, they should disengage. Students should report such encounters to their teacher immediately.
- Property: Users must respect others privacy and intellectual property. Users are responsible for citing sources and giving credit to authors during the research process. All communication and information accessible via the network should be assumed private property.
- Personal information such as name, telephone numbers, address, school location, or photos should not be exchanged online, unless approved by the teacher for the purpose of meeting a course requirement.

Consequences

While this list is not intended to be exclusive, if a user is found in violation of this Acceptable Use Policy, the consequences imposed could be:

- Up to and including suspension or revocation of network privileges
- Up to and including suspension or revocation computer access
- Up to and including suspension or revocation or expulsion from school (students)
- Up to and including dismissal (staff)

The School will advise appropriate law enforcement agencies of suspected illegal activities conducted through the CAP network.

Application for Internet Use at Community Academy of Philadelphia
(Please return this page immediately)

Student

Student's Full Name (Please Print): _____

Homeroom: _____ Grade: _____

I understand and abide by the **Terms and Conditions for Internet Access**. I further understand that any violation of those regulations 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 sought.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The principal will deem what is inappropriate use, and the principal's final decision will be final. The principal, after due process as developed by the school has been followed, may deny, revoke, or suspend access to the Internet to those who violate one or more Terms and Conditions.

Student's Signature: _____ Date: _____

Parent/Guardian

As the parent or guardian of this student, I have read the **Terms and Conditions for Internet Access**. I understand that this access is designed for educational purposes and that Community Academy of Philadelphia has taken available precautions to control the use of controversial material on the Internet. However, I also recognize it is impossible for the district to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission for my child to use the Internet. I certify that the information contained on this form is correct. The use of the Internet at school will be subject to the availability of resources.

Parent/Guardian's Name (Please Print): _____

Parent/Guardian's Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

I hereby acknowledge and approve this application for use of the Internet.

Teacher/Principal: _____

Date: _____