



Academy of Arts and Knowledge

Creating an environment in which all students can reach their full potential.

4800 Wheaton Dr. Fort Collins, CO 80525

Phone (970) 226-2800

Technology Policy / Acceptable Use Policy

Students are encouraged to use technology in a variety of ways to support their individual learning styles and to express their creative talents.

The use of technology at Academy of Arts & Knowledge (AAK) is a privilege not to be abused. The school's technology policy applies to all authorized users (staff and students) who access the school's network or equipment using school-owned or personal equipment, including wireless devices.

These expectations do not attempt to define ALL required or prohibited behavior by users, but are rather an operating framework for the user to follow. Each user MUST exercise good judgment and appropriate conduct.

Purpose

1. The technology resources at AAK (e.g., AAK local area networking (LAN), hardware and software, Internet access, email, and AAK computer accounts) are provided to support the educational and administrative activities of the school and should be used for those purposes. Use is a privilege, not a right.
2. Such access serves as a natural extension of the educational lessons learned within the classroom by providing access to educational resources and reference materials, reinforcing the specific subject matter taught, career development, and limited high-quality self-discovery activities.
3. Use should always be legal, ethical and consistent with the school's general standards for school community behavior.
4. Incidental personal use of the school's technology resources must not interfere with the school community member's performance or with the school community's ability to use the resources for professional and academic purposes and must not violate other school policies.
5. Except as authorized by staff, use of the school's technology resources or data for personal business, for political campaigning or for commercial purposes is prohibited.

Authorized Use

1. An authorized user is any person who has been granted authority to access the school's computing and network systems and whose usage complies with this policy. Unauthorized use is strictly prohibited. By accessing the school's network using school-owned or personally-owned equipment, you have consented to the school's exercise of its authority and rights as set out in this policy with respect to any such



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equipment, as well as with respect to any information or communication stored or transmitted over such equipment.

2. Faculty, staff and students are provided with email accounts (student email accounts may only send and receive email from others within the school), network accounts and Internet access.

Privacy Expectations

1. The school's network resources are the property of the school. The school reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access the school's network, and it may be required by law to allow third parties to do so. Electronic data may become evidence in legal proceedings.

2. Users must recognize that there is no guarantee of privacy associated with their use of school technology resources. Users should not expect that email or other information created or maintained in the system (even when marked "personal" or "confidential") are private, confidential or secure.

Responsible Use

1. No user may act in ways that invade the privacy of others, are unethical, or fail to comply with all legal restrictions regarding the use of electronic data. All users must also recognize and not violate the intellectual property rights of others.

2. All users must maintain the confidentiality of student information in compliance with federal and state law.

3. Disclosing and/or gossiping about confidential or proprietary information related to AAK, making public remarks that defame or disparage the school, its personnel, its students or its interests (via means including but not limited to email, internet instant messaging, webpages or websites), or that recklessly disregards or distorts the truth of the matters commented on, is prohibited.

4. Users will not access, modify or delete others' files or system settings without express permission. Tampering of any kind is strictly forbidden. Deliberate attempts to tamper with or degrade the performance of a school computer system or to deprive authorized users of access to or use of such resources, are prohibited.

5. Prohibited activity includes, but is not limited to, creating or propagating viruses, material in any form (text, sound, pictures or video) that reflects adversely on the school, inappropriate messages (including discriminatory or harassing material), and billable services.

6. Users will abide by all copyright, trademark, patent and other laws governing intellectual property.



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Inappropriate Materials

1. The school prohibits faculty, staff and students from keeping pornography in any form at school, including, but not limited to, magazines, posters, videos, electronic files or other electronic materials.
2. Accessing the school's network or equipment to create, access, download, edit, view, store, send or print materials that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene or otherwise inconsistent with the values and general standards for community behavior of the school is prohibited.

Security

1. Each user is responsible for the security and integrity of information stored on his or her computer. Computer accounts, passwords, security codes and other types of authorization are assigned to individual users and must not be shared with or used by others. AAK, at its sole discretion, reserves the right to bypass such passwords and to access, view or monitor its systems and their contents. By accessing the school's system, you have consented to the school's right to monitor its system and their contents.
2. For AAK staff, security is of utmost importance when accessing school data. In order to guarantee confidentiality and to reduce risk of data loss, staff must:
 - a. Access AAK files by signing into a personal account with user ID and password.
 - b. Sign out when you have completed a task.
 - c. Use your provided aakelementary.org account to access school files so that data will not be accidentally deleted.
 - d. Utilize only your aakelementary.org email account for all communications as a school representative (e.g. purchases, CE, etc.) and for all communication with students or parents.

The Internet at AAK

1. There are risks involved with using the Internet. The school cannot guarantee that users will not encounter text, pictures or references that are objectionable. Responsible attitudes and appropriate behavior are essential in using this resource. As with email, information that a user places on the Internet is akin to sending a postcard rather than a sealed letter. Its contents may be accessed by school staff on this campus and elsewhere.
2. Users are required to have updated virus protection software on their computers when connecting to the school network. To avoid damaging their computers and bringing destructive viruses into the school's system, users are cautioned not to open



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email attachments or download any files from unknown sources. Any computer found to be infected with viruses or malware to the extent that it may negatively affect other computers or general network performance will lose network services.

3. AAK uses a browser filter within our network and on our school devices called SafeSearch. When SafeSearch is on, it helps filter out explicit content in Google's search results for all queries across images, videos, and websites. It's designed to help block explicit results from Google search results.

Additional Expectations and Responsibilities Specific to Using School Provided Equipment (computers, laptops, mobile devices)

1. Users must demonstrate responsible care for the equipment, which includes following the manufacturer's instructions for safe handling, storage and cleaning.
2. Permanent stickers, labels or other markings may not be affixed to equipment unless authorized by a member of school administration.
3. Users should save documents to their Google Drive.
4. Users must not attempt to alter the configuration of equipment in any way.
5. Equipment is subject to inspection by AAK at any time without notice.
6. Portable equipment is not to be taken off AAK campus with authorization from a staff member.

Cell Phone/Personal Electronic Device Use

1. Students may NOT have cell phones and/or mobile communication devices on their person at school.
2. Cell phones and/or mobile communication devices found in the classroom is grounds for confiscation of the device by school staff.
3. No student shall use a cell phone or mobile communication device to violate any Student Code of Conduct, including Technology agreements, and/or Bullying Policies.
4. Parents may be contacted to claim the student's cell phone or other electronic devices from a school administrator.
5. Contents of cell phones may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.



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Policy Enforcement and Sanctions

1. All members of the community are expected to assist in the enforcement of this policy. Persons in violation of this policy are subject to a full range of sanctions as stated in the AAK Disciplinary Policy, including, but not limited to, the loss of computer or network access privileges, disciplinary action, staff/parent contact and dismissal or termination from the school. Some violations may constitute criminal offenses as defined by local, state and federal laws, and the school may initiate or assist in the prosecution of any such violations to the full extent of the law.
2. Any suspected violation of this policy should be reported immediately to the appropriate staff member.



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Academy of Arts & Knowledge (AAK)

Technology Policy

(Annual Acceptable Use Agreement)

Student

I have read, understand, and will abide by the charter school's policy on Technology. Should I commit any violation or in any way misuse my access to AAK computers or computer systems, including use of the internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

Your signature on this Acceptable Use Agreement is binding and indicates you have read AAK's policy on Technology Use and understand its significance.

Student's Name (please print)

Date of Birth

Student's Signature

Date



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Technology Policy

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Parent or Guardian

If the user is under 18 years of age, a parent or guardian must also sign this Agreement.

As the parent or guardian of this student, I have read AAK's Technology Policy. I understand that access to the internet and electronic communications is designed for educational purposes and that AAK has taken reasonable steps to block or filter material and information that is obscene, child pornography, or otherwise harmful to minors. I also recognize, however, that it is impossible for AAK to prevent access to all materials or information I might find harmful or controversial and I agree not to hold AAK responsible for any such materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child's internet or electronic communications use is not in a school setting.

I hereby release AAK from all costs, claims, damages, or losses resulting from my child's use of AAK school computers and computer systems, including use of internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

I hereby give permission to issue an internet and electronic communications account for my child and certify that the information contained on this form is true and correct.

Your signature on this Acceptable Use Agreement is binding and indicates you have read AAK's policy on Technology Use and understand its significance.

Student's Name

Parent/Guardian's Name (please print)

Parent/Guardian's Signature

Date



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Staff

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I hereby release AAK from all costs, claims, damages, or losses resulting from use of AAK school computers and computer systems, including use of internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

Your signature on this Acceptable Use Agreement is binding and indicates you have read AAK's policy on Technology Use and understand its significance.

Name (please print)

Signature

Date