

TECHNOLOGY & INTERNET ACCEPTABLE USAGE POLICY

OHDELA requires that all families use high speed internet access to attend the program.

INTRODUCTION

The use of technology is a privilege and an important part of OHDELA's overall curriculum. OHDELA does not warrant that technology resources will meet any specific requirements that the Student, or other users, may have or that it will be error free or uninterrupted. OHDELA will, from time to time, make determinations on whether specific uses of technology are consistent with OHDELA policies for students and employees of the School. OHDELA always reserves the right to monitor and log technology use, to monitor cloud storage utilization by users and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user. It is the policy of OHDELA to:

- Prevent users from accessing or transmitting access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications over its (OHDELA's) computer network;
- Prevent unauthorized access and other unlawful online activity and damage to school resources;
- Prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and
- Comply with the Children's Internet Protection Act [Publ. L. No. 106-554 and 47 USC 254(h)].

ACCESS TO INAPPROPRIATE MATERIAL

To the extent practicable, technology protection measures are used to block or filter internet access to, or other forms of electronic communications containing, inappropriate information. Filtering and maintenance, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors, as defined by the Children's Internet Protection Act (CIPA). The filter serves to block minors from accessing inappropriate matter on the internet and the worldwide web.

The installation of technology protection measures at the time of computer installation is mandatory and the internet filter will be set at a level determined by the School. Thereafter, it will be the parent educator's responsibility to monitor computer usage for compliance with OHDELA's policies and the Children's Internet Protection Act. The technology protection measures may be disabled only for bona fide research or other lawful purposes. Additionally, it shall be the responsibility of all members of OHDELA staff to supervise and monitor usage of the online computer network and access to the internet and ensure that the same is in accordance with this policy, including any e-mails, chat room discussions, electronic communications, and webcam usage.

By using the filter program, as well as staff monitoring student use, OHDELA is attempting to provide a safe and secure medium by which students can use the internet, world wide web, electronic mail, chat rooms and other forms of direct electronic communications. To the extent practicable, steps are taken to promote the safety and security of users of the OHDELA private network. Other inappropriate network usage OHDELA intends to eliminate includes:

- Unauthorized access, including so-called 'hacking', and other unlawful activities; and
- Unauthorized disclosure use and dissemination of personal identification information regarding minors.

By signing the Parent/Student Handbook agreement form, the Parent and Student agree:

- To abide by all OHDELA policies relating to the use of technology;
- To release all OHDELA employees from all claims of any nature arising from the use or inability to use the technology;
- That the use of technology is a privilege; and
- That use of the technology will be monitored and there is no expectation of privacy whatsoever in any use of the technology.

The Parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following:

- Altering system technology, including but not limited to, software or hardware;
- Placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
- Obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to or disclosing materials OHDELA believes may be unlawful, obscene, pornographic, abusive or otherwise objectionable;
- Using technology resources for commercial, political or other unauthorized purposes since OHDELA technology resources are intended only for educational use;
- Intentionally seeking information on, obtaining copies of, or modifying files, other data or passwords belonging to other users;
- Disrupting technology through abuse of the technology including, but not limited to, hardware or software;
- Malicious uses of technology through hate mail, harassment, profanity, vulgar statements or discriminating remarks;

- Interfering with others' use of technology;
- Installation of software without consent of OHDELA;
- Allowing anyone else to use an account other than the account holder;
- Sending unsolicited mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material ("email spam");
- Creating or forwarding "chain letters" or other "pyramid schemes" of any type, whether or not the recipient wishes to receive such mailings;
- Malicious e-mail including, but not limited to, "mail bombing" (flooding a user or site with very large or numerous pieces of email);
- Unauthorized use, or forging, of mail header information;
- Using an OHDELA or a client account to collect replies to messages sent from another OHDELA account; and
- Other unlawful or inappropriate behavior.

The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action. The user must also know and further agrees that:

- Should the user transfer a file, shareware or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs;
- The user will be liable to pay the cost or fee of any file, shareware or software transferred or downloaded, whether intentional or accidental;
- Should the user intentionally destroy information or equipment that causes damage to technology resources the user(s) will be liable for any and all costs; and
- Violation of this internet safety policy is also a violation of the OHDELA Code of Conduct and may result in any other scholastic disciplinary action, other than those specifically set forth above, including but not limited to suspension or expulsion.

SPECIFIC TERMS AND CONDITIONS FOR USING CHAT ROOMS, WEBCAMS AND EMAIL

OHDELA offers a chat room, webcam, discussion boards and email to provide OHDELA Parents and students a forum in which to share ideas and exchange views regarding OHDELA with other Parents, students, teachers and Administrators. To protect all chat room and e-mail participants, all chat room sessions and network e-mails are monitored and recorded. OHDELA does not discourage criticism or healthy disagreements; however, OHDELA does expect each chat room and e-mail participant to act civilly throughout such conversations and will not tolerate vulgarity, name-calling or attacks upon other chat room participants in any way.

If, for any reason, OHDELA does not believe that a Student/Parent or Guardian is acting in a manner that will enhance or support the mission of the School, it reserves the right to remove that person from the network (except for access to his/her master teacher and course materials) in accordance with the penalty provisions provided below. Specifically, the School's in-home

computers and internet connection should **not** be used for any of the following purposes and acting appropriately **does not** include:

- Making statements that are sexually explicit or grossly offensive, including blatant expression of bigotry, racism, hatred or profanity.
- Indulging in: abusive, defamatory or harassing behavior; insults or personal attacks; threats of harm to anyone; promoting physical harm or injury to any group or individual.
- Promoting or providing information about illegal activities.
- Indulging in activities that infringe upon anyone else's copyright(s). Specifically, he/she cannot advocate illegal conduct or participate in illegal or fraudulent schemes.
- Using chat rooms to distribute unauthorized copies of copyrighted materials, including photographs, work, text, recordings, designs or computer programs;
- Impersonating someone else or falsely representing oneself;
- Attempting to post or use computer programs that contain destructive features including, but not limited to viruses, worms, trojan horses, bot scripts, etc..
- Posting or transmitting unauthorized or unsolicited advertising, promotional materials or any other forms of solicitation of other users; and
- Any other chat room behavior which, at the sole discretion of the Administrator, does not support the mission of the School.

While this is not a complete listing of every behavior that may be inappropriate, it gives some guidance regarding the types of actions and communications that are prohibited.

INAPPROPRIATE TECHNOLOGY USE PENALTY SYSTEM

Violation of OHDELA's chat room or webcam Policy may result in a warning or permanent ban from the chat room, depending on the severity of the infraction. The length of any temporary ban shall be at the sole discretion of the Administrator. Inappropriate use of the webcam will result in the loss of the webcam.

STUDENT MISUSE

In addition to the penalties above, students who violate any Policy may be suspended or expelled in accordance with OHDELA's Code of Conduct.