



## **Lakeside Charter Academy**

### **STUDENT TECHNOLOGY AND INTERNET SAFETY POLICY**

Lakeside Charter Academy technological resources, including access to the internet, school-owned devices and laptops, and other electronic devices, are provided for school-related purposes only. Before accessing these resources, users and their parents/guardians must agree to this policy, which ensures that such resources are limited to responsible, safe, honest, efficient, ethical, and legal activities that support learning and teaching.

The use of LCAs technological resources is a privilege, not a right; unauthorized or inappropriate use may result in revocation of that privilege and/or disciplinary action. This policy applies regardless of whether such use occurs on or off LCA property, and it applies to all LCA owned and operated technological resources, including but not limited to devices, computer networks and connections, and the resources, tools, and learning environments made available by or on the networks and all devices that connect to those networks.

Users and their parents/guardians assume responsibility for understanding and adhering to the policy and guidelines as a condition of using LCA technological resources.

#### **EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

Student behavior standards, including those prescribed in applicable board policies, the Student Code of Conduct and other regulations and school rules, apply to said resources.

These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Failure to follow these rules will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

## **LAKESIDE CHARTER ACADEMY HONOR CODE AND TECHNOLOGY**

The LCA Honor Code applies to all aspects of LCA, including care and use of school technological resources:

### **RESPECT**

Students are expected to:

Access, download, view, and create only trusted and approved content not in violation of federal, state, or local law, ordinance, school policy, regulation or the Code of Conduct and only as authorized by a staff member or administrator.

Maintain the LCA pre-set software image. Violations include, but are not limited to: changing the device name, operating system extensions, security, filtering, and/or monitoring software; taking apart the device; reconfiguring the software or hardware that controls access to the network and internet or any other electronic media; or enabling the Accessibility/Assistive Touch features (unless instructed to do so by a teacher, Administrator or the Technology staff).

### **RESPONSIBILITY**

Students are expected to:

Responsible for keeping their devices and accompanying accessories clean, secure, in excellent working condition, and damage-free. Users will be held responsible for any loss or damage caused by intentional or negligent acts in caring for technological devices while

Report damage to a staff member immediately. Periodic checks for physical damage and/or loss will also be conducted during the school year. Students and their families will be assessed fees for the costs of repair if damage is realized to their device or accessories.

### **HONESTY**

Students are expected to:

- Comply with all applicable laws, including those relating to copyrights and trademarks, file sharing, confidential information, and public records.
- Avoid plagiarism of the internet and other resources as defined in the Student Handbook.
- Avoid unauthorized use of LCA or individual school names, logos, or trademarks.
- Act only as themselves. Students shall not misrepresent or assume the identity of other users.

- Avoid engaging in unauthorized or unlawful activities, such as “hacking” or using the network to gain or attempt to gain access to other devices, computer systems, infrastructure, or accounts.
- Respect the privacy of others. Students shall not intentionally view, use without permission, or modify files, communications, other data, ID, or passwords belonging to other users without permission from the individual and a staff member or administrator.

## **INTEGRITY**

Students are expected to:

- Demonstrate digital citizenship. If a student’s online behavior has a direct effect on school safety or is disruptive to the learning environment, the student may be disciplined in accordance with school policy.
- Report any security violation to a staff member or administrator. Students should not demonstrate the violation to other users. Any user identified as a security risk may be denied access.
- Avoid downloading, viewing, creating, or transmitting any material in violation of federal, state, or local law, ordinance, school policy, regulation, or the Code of Conduct.
- To protect students while at school and home and to meet the Children’s Internet Protection Act (CIPA) requirements, access to the internet is filtered through a commercial filtering system. Students should report to a staff member or administrator any personal electronically transmitted attacks in any form made by others over the internet or Local Area Network (LAN). Violations of this nature may be grounds to involve law enforcement, per NC statute.

Student devices will be subject to routine monitoring by staff members and administrators. While it is impossible to predict with certainty what information on the internet students may access or obtain, LCA personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors.

While off campus, parental monitoring is highly recommended. Lakeside Charter Academy is not responsible for the content accessed by users via their personal mobile telephone technology (e.g., 3G, 4G service). Students may face disciplinary action from the school if social media is used inappropriately at home (ie. Bullying, photos of drugs/alcohol, etc.)

## **SAFETY**

Students shall:

- Notify an adult immediately in the event they receive an unsolicited contact or an inappropriate message. If a user accidentally accessed inappropriate material, he or she should immediately notify an LCA staff member or administrator.

## **CONFIDENTIALITY OF PERSONAL INFORMATION**

- Students shall not reveal unauthorized or confidential personal information about themselves or others.
- Staff members and administrators must not disclose on the internet any personally identifiable, private or confidential information concerning students without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA).

## **PRIVACY**

- Per school policy, LCA administrators or individuals designated by the superintendent may review files, monitor all communication and intercept email messages to maintain system integrity and to ensure compliance with school policy and applicable laws and regulations.
- Devices are the property of LCA and are not subject to the same privacy expectations as private property.
- LCA has the right to monitor devices and user accounts to ensure that students comply with the terms of acceptable use.

## **CELL PHONE/SMART WATCH POLICY**

In an attempt to model for students the importance of the appropriate use of electronic devices, LCA has adopted the following procedure for students who have their cell phones in sight or are found to be using them during class time without teacher permission.

1st offense: The phone will be held in the office for a parent to retrieve.

2nd offense: The phone can be picked up in the office by a parent and the student will be assigned detention.

3rd offense: The student will be assigned a detention and the parent may retrieve the phone after the detention is served.

4th & subsequent offenses: The student will receive increased disciplinary consequences which may include, but are not limited to, additional detention assignments, in-school suspension, parent conference, out-of-school suspension, etc.

Students have access to the office phone during the school day for emergencies or illness. They are asked not to call home for non-emergencies such as forgetting work or musical instruments or to make social arrangements.

Students who do own a cell phone and choose to bring them to school are asked to keep them turned off and in their book bags until after school hours to limit the disruption to the educational process.

If during state testing a student is found to be in possession of any unauthorized electronic device, it will be reported to the Regional Accountability Office and the device will be held until their investigation is complete.