



# Acceptable Use Policy

## **Acceptable Use Policy**

### **Introduction:**

Royal Kids Academy (RKA) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on the school campus. All users are expected to understand that:

- The RKA WiFi Network is intended for educational purposes only.
- All activity over the RKA Network may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- RKA makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the network or other technologies are expected to alert the Administration immediately of any concerns of safety or security.

### **Technologies Covered**

RKA may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. This Acceptable Use Policy applies to both school-owned technology equipment utilizing the RKA Network and/or private network connections accessed from school-owned devices at any time. This Acceptable Use Policy also applies to privately-owned devices accessing the RKA network and/or private network connections while on school property. As new technologies emerge, RKA will seek to provide access to them. The policies outlined in this document cover all available technologies now and into the future, not just those specifically listed or currently available.

### **Usage Policies**

All technologies provided by the school are intended for education purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

## **Web Access**

RKA provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations, federal law, and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit an email to [it@royalkidsacademy.com](mailto:it@royalkidsacademy.com) with the subject line “Request for Website Review.”

## **Email**

RKA may provide students, faculty, and staff with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by school policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

## **Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, RKA may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

## **Personally Owned Devices Policy**

Students should store personally owned devices (iPads) in the “sleep” state and inside their desks at all times while at school, unless instructed by a faculty or staff member. Remember, this Acceptable Use Policy applies to privately owned devices accessing the RKA Network and private network connections while on school property. Royal Kids Academy will not be held liable for any damage or theft of a personally owned device.

## **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. For security, compliance, and maintenance purposes, authorized personnel may monitor and audit school owned equipment,

systems, and network traffic. If you believe a computer or mobile device you are using might be infected with a virus, please alert the Administration. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

### **Downloads**

Users should not download or attempt to download or run any programs or apps over the school network or onto school resources without the expressed permission from an Administrator.

### **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet. Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways you never intended.

### **Plagiarism**

Users should not plagiarize (or use as your own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without parental permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent if you are using the device at home) immediately.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In

some cases, cyberbullying can be a crime. Remember that your activities may be monitored and retained.

### **Examples of Acceptable Use**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert the administration if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or the administration if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational purposes.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself.
- Help to protect the security of school resources.

### **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges;
- Notification to parents;
- Detention or suspension from school and school-related activities;
- Legal action and/or prosecution.

\* This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Limitation of Liability**

Royal Kids Academy will not be held responsible for damage or harm to persons, files, data, or hardware. By utilizing Royal Kids Academy's Internet access, network connection, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, users acknowledge and agree to all policies covered in the *Acceptable Use Policy* document. Furthermore, by utilizing the above mentioned, users understand that Royal Kids Academy may retain data and perform audits in order to comply with legal requirements. While RKA employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Royal Kids Academy will not be held responsible, financially or otherwise, for unauthorized transactions conducted over the school network. Additionally, Royal Kids Academy, Espibari Corporation, Elilaw Corporation, the administration, faculty, and staff will not be held liable in instances where policies outlined in the *Acceptable Use Policy* document have been violated.