The Renaissance Charter School
35-59 81st Street, Jackson Heights, NY 11372
www.renaissancecharter.org • 718-803-0060 • 718-803-3785 (fax)

Technology Use and Internet Safety Policy, taken from Policies & Procedures Manual, March, 2020

Incorporating the policies from the Children's Internet Protection Act (CIPA)

TRCS considers a computer network and access to the Internet to be a valuable tool for education and encourages the use of computers and computer-related technology in school classrooms. TRCS now has the ability to enhance students' education through the use of computers on the Local Area Network and the Internet.

Students are responsible for good behavior on school computer networks just as they are ina classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Families should be warned that some material accessible via the Internet may contain itemsthat are obscene, sexually lewd, and otherwise harmful to minors, despite our efforts to block, ~~or~~ filter and monitor such materials on the TRCS computer network. While our intent is to make the Internetavailable to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from the Internet, in the form of informational resources and opportunities for collaboration, exceed any disadvantages.

Therefore, to the extent practical, TRCS will implement technology protection measures (such as "Internet filters") which will be used to block or filter the Internet or other forms of electronic communications, and to prevent access to inappropriate content.

Specifically, as required by the Children's Internet Protection Act ("CIPA"), technology protection measures will be applied to visual depictions of material deemed to be:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child pornography, as that term is defined in section 2256 of title 18, United States Code; and
3. Harmful to minors, as that term is defined in Section 254 of title 47, United States Code.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or otherlawful purposes.

It is the responsibility of the TRCS faculty to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

TRCS faculty will provide age appropriate training for students who useTRCS' Internet facilities. The training provided will be designed to promote TRCS' commitment to:

(a) Student awareness and training with regard to:

(i) safety on the Internet;

(ii) appropriate behavior and safety while using social networking web sites, chat rooms, and other forms of direct electronic communication;

(iii) cyberbullying awareness and response;

(iv) Unauthorized and unlawful Internet access including hacking and other unlawful activities by minors online; and

(v) Unauthorized disclosure, use and dissemination of personal identifying information regarding minors;

(b) The standards and acceptable use of Internet services as set forth in TRCS' Technology Use and Internet Safety Policy;

(c) Compliance with the E-rate requirements of CIPA.

Additionally, all users, including students, faculty, and staff, must comply with the following:

1. General Provisions

(a) All use of the network, e-mail and the Internet must be in support of education and consistent with the purposes of TRCS.

(b) School accounts are to be used only by the authorized owner of the account. The sharing of screen names and/or passwords is absolutely prohibited.

(c) Individual users of TRCS computer networks are responsible for their behavior andcommunications over those networks. It is presumed that users will comply with school policies. From time to time TRCS might restrict, monitor, or control the communications of students, faculty, and staff utilizing the network. Ultimately, though, it is the user who must take responsibility for communicating on the network.

(d) Violations in using the network, any e-mail account, or the Internet by students should be reported to the teacher in charge. Any violations in using the network, anye-mail account, or the Internet by faculty or staff should be reported to the principal.

(e) The teacher in charge must approve the use of any portable media by students on

school computers.

(f) Personal information about oneself should not be shared over the Internet. Any requests received by a student for personal information should be reported to the teacher in charge. Any requests received by faculty or staff for personal informationshould be reported to the Principal.

(g) Network users may download materials for school related purposes. Copyrighted materials must be used in accordance with applicable law.

(a) Student users identifying a security problem on TRCS system must notify the teacher in charge. Faculty or staff identifying a security problem on TRCS system must notify the Principal. The user should not attempt to remedy the problem.

(b) Use of the network to access or process inappropriate materials or to download filesdangerous to the integrity of the network is prohibited. Transmission of material, information, or software in violation of any school policy or federal, state, or local law or regulation is prohibited and will result in discipline. Any such violation by faculty or staff will result in discipline up to and including termination.

Vandalism will result in at least the cancellation of system use privileges, and may result in further discipline. Vandalism by faculty or staff will result in discipline up to and including termination. Vandalism is defined as a malicious attempt to harm or destroy hardware, software, equipment, or data of TRCS or any individual user. Parents or guardians will be responsible for anycosts incurred by TRCS as a result of vandalism by a student.

2. <u>Additional Policy Provisions Relating to E-Mail</u>

(a) Students, faculty, and staff are responsible for using e-mail in an appropriate, ethical, responsible, and lawful manner.

(b) Consistent with law and the policies of TRCS, users are prohibited from transmittingor communicating via e-mail images, text, or sounds consisting of ethnic slurs, racialepithets, material of a sexual nature, obscenities or anything that may be construedas illegally harassing or offensive to others based on an individual's race, national original, religion, gender, gender identity, sexual orientation, color, marital status, veteran's status, age or disability.

(c) No user may knowingly use e-mail to propagate any virus, worm, Trojan horse, or trap door program code, or the like.

(d) Violation of this policy by a student will result in discipline, and violations byfaculty or staff will result in discipline up to and including termination.

(e) TRCS will seek parental consent if and when TRCS assigns email addresses toany students.

3. Additional Policy Provisions Relating to the Internet

(a) Students, faculty and staff are expressly prohibited from using the Internet to access,transmit, or distribute images, text or sounds consisting of ethnic slurs, racial epithets, material that is sexual in nature, obscenities or anything that may be construed as illegally harassing or offensive to others based on an individual's race,national original, religion, gender, gender identity, sexual orientation, color, maritalstatus, veteran's status, age or disability.

(b) The access or display of any material of a sexual nature or offensive image or document on any school computer system is a violation of TRCS's policy on sexual harassment and discrimination, may constitute the commission of a crime, and willresult in discipline and, if displayed by a school employee, may result in termination.Sexually explicit or offensive material may not be archived, stored, distributed, edited or recorded using the Internet or any school computer or resource.

(c) TRCS's Internet facilities and computing resources may not be used knowingly to violate the laws and regulations of the United States or any other nation, or the lawsand regulations of any state, city, province or other local jurisdiction in any way. Use of any school resources for illegal activity is grounds for discipline and, in thecase of such use by faculty or staff, for termination. TRCS will cooperate with lawenforcement agencies in their investigations and prosecutions if called upon.

(d) No user may knowingly use school Internet facilities to download or distribute pirated software or data.

(e) No user may knowingly use TRCS Internet facilities to propagate any virus, worm,Trojan horse, or trap door program code, or the like.

(f) No user may knowingly use TRCS Internet facilities to disable, corrupt, or overloadany computer system or network, or to circumvent any system intended to protect the privacy or security of another user or TRCS.

(g) Violation of this policy will result in discipline, and violations by faculty or staff will result in discipline up to and including termination.