

COMQUEST ACADEMY – CIPA COMPLIANT INTERNET SAFETY POLICIES & GUIDELINES
Effective July 1, 2012

INTRODUCTION

It is the policy of COMQUEST ACADEMY CHARTER SCHOOL to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], Internet safety policies of the Neighborhood Children's Internet Protection Act (NCIPA) ; and the Protecting Children in the 21st Century Act.

INTERNET SAFETY POLICIES / GUIDELINES

- ComQuest Academy’s system will be used only for administrative and educational purposes consistent with ComQuest Academy’s long-range vision, mission and goals. Commercial use of the system is strictly prohibited.
- ComQuest Academy will provide a continuing education to its employees and students in proper use of the system and will provide all users with copies of acceptable use guidelines.
- All educational training in the use of the system will emphasize the CQA’s commitment to: (a) internet safety; (b) appropriate behavior while on line, on social networking websites and chat rooms; and (c) cyberbullying awareness and response.
- Filtering will be provided locally for all Internet-enabled computers used by school staff, parents and/or students on a network basis..
- Filtering will be disabled only for bona fide research or other lawful purposes.
- Minors will be educated, supervised, and monitored with regard to safe and appropriate online activities.
- Safe and secure use by minors of direct electronic communications (including e-mail, chat rooms, and instant messaging for educational purposes) will be assured.
- The network system may not be used for unauthorized access, including so-called ‘hacking’, unauthorized disclosure, use, and dissemination of personal identification information regarding minors, illegal purposes, in support of illegal activities or for any other activities prohibited by the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Acts, the Protecting Children in the 21st Century Act, and ComQuest Academy network policies.
- Copyrighted software or data may not be placed on any system connected to ComQuest Academy’s system without permission from the holder of the copyright. Only the owner(s) or individual(s) the owner specifically authorizes may upload copyrighted material to the system.

INDIVIDUAL USER RESPONSIBILITIES

The following standards will apply to all users of ComQuest Academy’s electronic information/communications system.

On-line conduct

- The individual in whose name a system account is issued will be responsible at all times for its proper use.
- System users may not use another person’s system account without written permission from the campus director.
- System users must purge electronic mail in accordance with established retention guidelines.
- System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws,

- ComQuest Academy policy and administrative regulations.
- ComQuest Academy Internet access pass will be displayed prominently on top of the monitor for every student using or viewing the Internet.

Vandalism prohibited

- Any malicious attempt to harm or destroy ComQuest Academy equipment or materials, data of another user of ComQuest Academy's system, or any of the agencies or other networks that are connected to the Internet is prohibited.
- Deliberate attempts to degrade or disrupt system performance may be viewed as violations of ComQuest Academy policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.
- Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for cost associated with system restoration, hardware or software costs.

Forgery prohibited

- Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the electronic mail of other system users or deliberate interference with the ability of other systems users to send/receive electronic mail is prohibited.

Information content/third party supplied information

- System users and parents of students/users with access to ComQuest Academy's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.
- A student bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or revocation of privileges on ComQuest Academy's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.
- An employee bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with ComQuest Academy's policies.

Network etiquette

System users are expected to observe the following networking etiquette:

- All users of ComQuest Academy computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. Breaches can result in "flaming" -- harsh criticism to others on the Net -- or restricted access to some resources on the Internet. These rules of behavior include, but are not limited to, the following:
 - Be polite; messages typed in capital letters are the compute equivalent of shouting and are considered rude.
 - Do not become abusive in your messages to others.
 - Use appropriate language; swearing, vulgarity, ethnic or racial slurs and any other inflammatory or other inappropriate language are prohibited.
 - Pretending to be someone else when sending/receiving messages is considered inappropriate.
 - Transmitting obscene messages or pictures or any material deemed harmful to minors is prohibited.
 - Revealing personal addresses, phone numbers or photos of the user or others is prohibited.
 - Using the network in such a way that would disrupt the use of the network by others is prohibited.
 - Parental permission must be on file before an individual student's work, name or picture can be put on the system. At no time will the student be identified in such a way that would jeopardize his/her safety (no full name, address, phone number).
 - Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system

do have access to mail. Messages relating to or in support of illegal activities must be reported to authorities.

SYSTEM ACCESS

Access to ComQuest Academy's electronic communication system will be governed as follows:

- With the approval of the immediate supervisor, ComQuest Academy employees will be granted access to ComQuest Academy's system.
- An employee may apply for an account and, in doing so, will be ultimately responsible for use of the Account and will be required to maintain password confidentiality by not sharing the password with others.
- Students completing required course work on the system will have first priority for use of ComQuest Academy equipment. Students with assigned accounts will be likewise required to maintain password confidentiality by not sharing the password with students or others.
- Any system user identified as a security risk or having violated ComQuest Academy and/or campus computer-use guidelines may be denied access to ComQuest Academy's system.

CAMPUS-LEVEL COORDINATOR RESPONSIBILITIES

As the campus-level coordinator for the electronic communication system or the IT Personnel will:

- Be responsible for disseminating and enforcing applicable ComQuest Academy policies and acceptable use guidelines for ComQuest Academy's system at the campus level.
- Ensure that all users of ComQuest Academy's system complete and sign an agreement to abide by ComQuest Academy policies and administrative regulations regarding such use. All such agreements will be maintained on file in the director's office or designee's office.
- Ensure that employees supervising students who use ComQuest Academy's system are provided with educational training that emphasizes the appropriate use of this resource.
- Be authorized to monitor or examine all system activities, including electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
- Be responsible to the extent practical, for technology protection measures (or "Internet filters") that shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information specifically visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minor as required by the Children's Internet Protection Act.
- Set limits for disk utilization on the system as needed.

TERMINATION REVOCATION OF SYSTEM USER ACCOUNT

- ComQuest Academy may suspend or revoke a system user's access to ComQuest Academy's system upon violation of ComQuest Academy policy and/or administrative regulations regarding acceptable use.
- Termination of an employee's account or of a student's access will be effective on the date of the director or ComQuest Academy administrator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

DISCIPLINARY ACTION FOR STUDENTS

Level 1: Warning: Student would lose computer privileges/Internet access until a parent conference is held. Further loss of privilege and length of time will be determined by the administration.

Level 2: Pattern of Abuse or Flagrant Violations: Any student who, after a Level 1 warning, continues to engage serious or persistent misbehavior by violating ComQuest Academy's previously communicated written standards of conduct may be removed from class and recommended for suspension.

Level 3: Expellable Offense: A student could be expelled from school if he or she engages in conduct on the system that contains the elements of the offense of criminal mischief, as defined by State and Federal

law. Expulsion may be considered in flagrant violations that blatantly corrupt the educational tool when students have used ComQuest Academy Internet access to violate the law or to compromise another computer network.

DISCLAIMER

- ComQuest Academy's system is provided on an "as is as available" basis. ComQuest Academy does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness of a particular purpose with respect to any services provided by the system and any information or software contained therein.
- ComQuest Academy does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.
- Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third party individuals in the system are those of the providers and not ComQuest Academy.
- ComQuest Academy will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of ComQuest Academy's electronic communications system.

Electronic Communication and Data Management
Student Participation in an
Electronic Communications System

Parent Letter

To the Parent:

Your child will be participating in ComQuest Academy's electronic communications system as part of his/her education and needs your permission to do so. Your child will be able to communicate with other schools, colleges/universities, organizations and individuals around the world through Internet and other electronic information system/networks.

The Internet is a network of networks. Through ComQuest Academy's electronic communications system, your child will have access to hundreds of databases, libraries and computer services all over the world. With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed ComQuest Academy policy, administrative regulations and agreement form and discuss these requirements together. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is an allocation of diverse communication and information networks. It is possible that your child may run across areas of adult content and some material you might find objectionable. While ComQuest Academy will take reasonable steps to preclude access to such materials and does not encourage such access, it is not possible for us to absolutely prevent such access. Please sign/return the agreement form indicating your permission for your child to participate in ComQuest Academy electronic communication system.

Sincerely,
ComQuest Academy Administrator

Electronic Communication and Data Management
Participation in an
Electronic Communications System Student Agreement

It is essential for each user on the Internet to recognize her/his responsibility in having access to vast services, sites, systems and people. The user is ultimately responsible for his/her actions in accessing Internet services. ComQuest Academy Internet Access Pass will be prominently displayed on top of the monitor for every student using or viewing the Internet. The use of the Internet is a privilege, not a right that may be revoked at any time for abusive conduct. Such conduct would include:

- placing of unlawful information on the system
- use of abusive or objectionable language
- sending of messages that are likely to result in the loss of recipient's system
- connection to pornographic or objectionable bulletin boards or users groups
- gaining unauthorized access to resources or entities
- downloading material without prior approval from ComQuest Academy classroom teacher/staff
- engaging in behavior which would damage or inhibit use of system

STUDENT NAME _____

Last First

ID# _____

Date _____ Campus _____

I have read the Internet Safety Policies and Guidelines and agree to abide by their provisions. I understand that violation of the provisions stated in the policies may constitute suspension or revocation of system privileges. I will visibly display my "Internet Access" pass during all log-on sessions.

Student Signature

SPONSORING ComQuest Academy STAFF

I agree to sponsor the above student and to supervise his/her responsible use of the network as defined by the above guidelines while in ComQuest Academy classes.

ComQuest Academy Staff Signature

SPONSORING PARENT/GUARDIAN

I have read the Internet Safety Policies and Guidelines and understand that although administrators of the system have taken responsible precautions to ensure that controversial materials are eliminated, the above-named student has my permission to access the Internet at the Named Campus under the supervision of a teacher or staff. I understand that the misuse of this privilege can result in the revocation of Internet privileges.

Parent Signature

Date

Address, City ZIP

Home Phone

Electronic Communication and Data Management
Electronic Communications System Account
Employee Agreement

I have read ComQuest Academy's electronic communications system safety policies and administrative regulations and agree to abide by their provisions. In consideration of the privileges of using ComQuest Academy's electronic communications system and in consideration for having access to the public networks, I hereby release ComQuest Academy, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including without limitation, the type of damages identified in ComQuest Academy's policies and administrative regulations.

Print Name

Signature

Date

Home Address

Home Phone Number

This space reserved for the system administrator

Assigned Username

Assigned Password