
**CAPITAL COLLEGE & CAREER ACADEMY
ACCEPTABLE USE POLICY**

PARENT/STUDENT COPY

***KEEP PAGES 1 THROUGH 3 FOR YOUR RECORDS**

SIGN AND RETURN THE ATTACHED ACCESS RELEASE AND AUTHORIZATION FORM

NETWORK

1. The use of Capital College & Career Academy's Network is to promote the exchange of information to further education and research and is consistent with the mission of CCCA.
2. The network is not for private or commercial business use, political, or religious purposes.
3. Any use of the network for illegal activity is prohibited.
4. Any use of the network for purposes other than those set by faculty members is prohibited, including online games, chat (instant messaging), or browsing the Internet for any purpose other than school related.
5. Use of the network to access obscene, pornographic, hateful or otherwise inappropriate material is prohibited.
6. Sending material likely to be offensive or objectionable to recipients is prohibited.
7. Using programs that harass network users or infiltrate a computing system and/or damage the software components is prohibited. (Including, but not limited to any type of hacking software).
8. Please make the most efficient use of network resources to minimize interference with others.
9. Any use of the network that accesses outside resources must conform to the "Acceptable Use Policy."
10. Subscriptions to email, listservs, bulletin boards and online services must be pre-approved by the Teacher and/or the school site leader.
11. CCCA has the right to review any material stored on any system provided by the school and to edit or remove any material. I hereby waive any right that I may otherwise have in and to such materials.

12. No personal computers or laptops may be brought to school and connected to the Network for any purpose, including Internet Use without permission from a Teacher and/or the school site leader.

SECURITY

1. You will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
2. You may not share your account with anyone or leave the account open or unattended.
3. You will keep all accounts and passwords confidential and not accessible to others.
4. You are responsible for making back-up copies of the document critical to you.

HARDWARE

1. All pieces of technology must be returned to their original state before a student is excused to leave the classroom or complete the activity.
2. Students must notify their teacher or the school site leader immediately if damage is discovered or caused to any piece of technology, including computers, printers, cameras, scanners, etc.
3. Any defacing or damage caused to a piece of technology may result in restitution and the loss of technology use privileges.
4. Students must closely follow classroom procedures when using technology, and must remain on the assigned task
5. Students may never use technology without the knowledge and approval of a staff member.

SOFTWARE

1. You are responsible to take precautions to prevent viruses on your equipment and on CCA's equipment.
2. The illegal installation of copyrighted software or files for use on school computers is prohibited.
3. Please contact the school's site leader to install any software on school computers.

DIGITAL CITIZENSHIP CODE OF HONOR

I understand that being a student at Capital College & Career Academy means that I will be a responsible digital citizen at all times.

1. I understand that technology is a tool to help me in my education, and I will use it responsibly.
2. I will respect others in all of my digital communications.
3. I will not give out any private information online that jeopardizes my safety and security.
4. I will respect the intellectual property rights of others and give credit to the authors.
5. I will remind my fellow students of their online responsibilities if I see them making poor decisions.

Violation of any condition of use described herein, will be cause for disciplinary action, and removal of a student's privilege to use technology at Capital College & Career Academy.

Major violations of the Acceptable Use Policy, such as the willful tampering or destruction of other student's computer files or folders, or the use of school computers to access or distribute obscene or objectionable materials, will result in the immediate loss of all school computer privileges for the rest of the school year, and the student will be placed on technology probation for the following year.

NOTE: Interpretation, application, and modification of this Acceptable Use Policy is within the sole discretion of CCCA. Any questions or issues regarding this policy should be directed to Capital College & Career Academy's school site leader.

Sign and return the attached Access Release and Authorization Form

KEEP THIS PAGE FOR YOUR RECORDS

ACCEPTABLE USE POLICY AGREEMENT ACCESS RELEASE AND AUTHORIZATION FORM

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As a condition of using CCCA's network, I understand the use of the network and access to public networks, ie. the Internet, i a privilege, and agree to the following:

1. I will abide by such Policies and Regulations as adopted by CCCA.
2. CCCA has the right to review any material stored on any system provided by the school and to edit or remove any material. I hereby waive any right which I may otherwise have in and to such material.
3. All information and services available on the Internet and school network are placed there for informational purposes. I use the school network at my own risk.
4. CCCA does not warrant the function of the network or any of it accessible through the network to meet specific requirements I may have, or that the network will be error free or uninterrupted.
5. In consideration for using the Internet and having access to public networks, I hereby release CCCA and its officers, employees and agents from any claims and damages arising from my use, or inability to use the network.
6. I have read and agree to comply with the Acceptable Use Policy. I understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and appropriate disciplinary action will be taken.

Board Policy #: 1006
Adopted/Ratified:4/10/2023
Revision Date:

USER NAME (Print)

USER SIGNATURE

DATE

As the parent or guardian of this student, I have read the Acceptable Use Policy and Access Release and Authorization Form. I understand that this access is designed for educational purposes. I also recognize it is impossible for CCCA to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information on this form is correct.

PARENT/ GUARDIAN NAME (Print)

PARENT/ GUARDIAN SIGNATURE

DATE