

Okinawa Christian School International (OCSI)

Acceptable Use Policy

Introduction

Okinawa Christian School International (OCSI) recognizes the need to regulate the acceptable use of technology to control the use of the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. OCSI recognizes that the Internet can be used to facilitate many educational activities.

Educational Value

The Internet is not meant to replace education, but rather, to facilitate the educational process. It should be used as an adjunct to teaching. The Internet can be a valuable learning tool in the areas of electronic mail, research, data searches, enrichment materials, electronic field trips, and library references. OCSI resources available on the Internet will allow classroom projects such as pen pal discussions, scientific data collection, and international cultural exchanges. News retrieval services, encyclopedias, scientific and educational databases will be instantaneously accessible to students and teachers. OCSI believes in the value of incorporating learner-centered experiences in the total educational process. Our philosophy is to make Network/Internet access available to all students, teachers, and staff in OCSI. Therefore, OCSI has made Internet-access available to all grade levels because of the many resources it has to offer and the enhanced opportunities for research it provides.

Risk

With this access comes the availability of material that may not be considered to be of educational value in the context of the school setting. Sites accessible via the Network/ Internet may contain material that is illegal, defamatory, inaccurate or controversial. Although the school will attempt to limit access to most of this objectionable material, controlling all materials on the Network/Internet is impossible. On a global network, it is impossible to control all materials; an industrious user may discover controversial information.

User Responsibilities

Network/Internet users are responsible for their actions in accessing available resources which are consistent with the educational goals of OCSI. To educate all users of Internet access through the OCSI network, mandatory training on proper Network/Internet conduct is required before access will be allowed.

Levels of Access/Teacher Supervision

All students are expected to exercise responsible use of the Network/Internet at all times. It is the intent of the school to have personnel present during the students' Network/Internet use; however, due to the nature of their work, it may not always be possible to directly monitor their work. Filtering mechanisms will be used school wide. Sites being accessed by users may be monitored at any time. Access to the school's electronic communications system will be governed as follows:

1. With the approval of the immediate supervisor, School employees will be granted access to the system.
2. The School will require that all passwords be changed periodically at the discretion of the Technology Director or designee.
3. Any system user identified as a security risk or having violated School and/or campus computer-use guidelines may be denied access to the system. Acceptable Use Network/Internet access shall be

used to improve learning and teaching consistent with the educational goals of OCSI. The school expects legal, ethical and acceptable use of the Network/Internet. Acceptable use will be defined by school policy and local campus administration guidelines.

Unacceptable Use

Every OCSI user has the responsibility to respect and protect the rights of every user in our community and on the Internet in accordance with the laws of Japan and the United States and with rules and guidelines as set by school policy. All users should be aware that the unacceptable use of electronic information resources can be a violation of local and federal laws. Violations can lead to prosecution. Students are expected to use moral and ethical guidelines in making value decisions regarding network use. Using the network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct. The principal will make the final determination as to what constitutes unacceptable conduct.

Individual User Responsibilities

In accepting this agreement, students acknowledge the following rules and conditions: I will use computers in conformity with the laws of Japan. Violations include, but are not limited to the following:

- Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
- Libel Laws - Publicly defaming people through the published material on the internet, email, etc...
- Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

Network Etiquette and Appropriate Use Guidelines

The use of the network is a privilege, not a right, and may be revoked if abused. The student is personally responsible for his/her actions when utilizing the school's computer resources. Despite our best efforts and beyond the limits of filtering technology, your child may run across areas of adult content and some material you might find objectionable. Network storage areas are the property of the school district. The Network Administrator may review any storage area of the school network to maintain system integrity and to ensure that students are using the system responsibly. Students are NOT permitted to download or install any software, shareware, or freeware onto the school's computers. Students are NOT permitted to copy others' work or intrude into others' files. Students are NOT permitted to transmit, retrieve or store materials that are discriminatory, harassing, obscene, pornographic, or inappropriate. Should students encounter such material by accident, they should report it to their teacher immediately. The use of district online systems for personal gain, political lobbying or any other purpose which is illegal or against district policy or contrary to the district's best interest is NOT permitted.

Student Agreement

- I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.
- I understand that my school network and email accounts are owned by OCSI and are not private. OCSI has the right to access my information at any time.
- I will not bring any floppy disks, zip disks, hard drives, CDs, DVDs, flash drives or other storage media to the school unless I have specific permission to do so. I will have the supervising teacher or the district technology department personnel scan the media for viruses and check for appropriate content before using it on school equipment.

- I will be polite and use appropriate language in my email messages, multi-user role-playing and/or virtual learning environments (e.g. Second Life), online postings, and other digital communications with others. I will refrain from using profanity, vulgarities or any other inappropriate language as determined by school administrators. I will use email and other means of communications (e.g. blogs, wikis, podcasting, chat, instant messaging, discussion boards, virtual learning environments, etc.) responsibly. I will not use computers, handheld computers, digital audio players, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
- I understand that I represent the school in all my online activities. I understand that what I do on social networking websites such as Facebook, Twitter, LinkedIn, Pinterest, Google Plus+, Tumblr, Instagram, VK, Flickr, Vine, Meetup, Tagged, Ask.fm, MeetMe, Classmates and others, should not reflect negatively on my fellow students, teachers, or on the school. I understand that I will be held responsible for how I represent myself and my school, department or OCSI on the Internet. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke. I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of OCSI's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify an adult immediately if by accident I encounter materials which violate appropriate use.
- I will use technology resources productively and responsibly for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users. I will refrain from attempting to bypass, or circumventing, security settings or Internet filters, or interfere with the operation of the network by installing illegal software, or web-based services and software not approved by the OCSI Administrators or Technology Department.
- I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
- I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission. I will refrain from the use of or access of files, software, or other resources owned by others without the owner's permission.
- I will use only those school network directories that are designated for my use or for the purpose designated by my teacher. I will follow all guidelines set forth by the school and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet. I agree to abide by all Internet safety guidelines that are provided by the school and to complete all assignments related to Internet safety. I understand that school administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
- Any malicious attempt to harm or destroy OCSI equipment or materials, data of another user of the OCSI'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 OCSI policy and administrative regulations and, possibly, as criminal activity under applicable 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 costs associated with system restoration, hardware, or software costs. 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 system users to send/receive electronic mail is prohibited.

Information Content/Third Party Supplied Information

System users and parents of students with access to the School'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 knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the School's system and will be subject to disciplinary action.

Internet Safety Education

The district will educate minors about appropriate online behavior. This includes the appropriate online behavior for interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Technology Protection Measure (Internet Filtering)

The school has selected a technology protection measure (Internet filtering) for use with the school's Internet system. The filtering technology will always be configured to protect against access material that is obscene, illegal (i.e. child pornography) and material that is harmful to minors. The school may, from time to time, reconfigure the filtering software to best meet the educational needs of the school and address the safety needs of the students. Filtering technology has been found to inappropriately block access to appropriate material. To ensure that the implementation of the technology protection measure is accomplished in a manner that retains district control over decision making regarding the appropriateness of material for students; does not unduly restrict the educational use of the district Internet system by teachers and students; and ensures the protection of students' right to access to information and ideas, authority will be granted to selected educators to temporarily or permanently unblock access to sites blocked by the filter.