

**COLUMBIA ACADEMY  
TECHNOLOGY ACCEPTABLE USE POLICY  
(CATAUP)**

This policy shall govern the acceptable use of technology resources supplied or issued by Columbia Academy for the express purpose of education and support of the academic curriculum and co-curricular activities.

**INTERNET ACCESS**

Columbia Academy provides the privilege of Internet access for faculty, staff, students, and official guests. Each user, as well as a minor's parent or guardians, voluntarily agrees to release, hold harmless, defend, and indemnify Columbia Academy, its officers, board members, employees, and agents for and against all claims, actions, charges, losses, or damages which arise out of the user's use of the Columbia Academy network, but not limited to negligence, personal injury, wrongful death, loss or damage, delays, non-deliveries, mis-deliveries of data, or service interruptions.

Columbia Academy will cooperate fully with local, state, or Federal officials in any investigation related to illegal activities conducted through any Columbia Academy user's internet account. Web browsing may be monitored and records retained to ensure compliance.

Users are expected to respect the web filter and shall not attempt to circumvent the 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, now on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit an unblock request through the filtering system or contact school administration with a request to review material with internet filter administrators.

Each user acknowledges that the information available from other websites may not be accurate. Each user is to be a cautious consumer of information and the use of any of the information obtained via the internet is at the user's own risk. Columbia Academy makes no warranty of any kind, either expressed or implied regarding the quality, accuracy, or validity of the data on the internet.

Personal computers owned by the student and not the property of Columbia Academy will not be allowed to access and join school internet or programs.

**COLUMBIA ACADEMY NETWORK RULES**

- The person to whom a CA network account is issued or allowed is responsible at all times for its proper use.
- Any inappropriate use may result in the cancellation of the privilege of use, and/or disciplinary action. Consequences for any user who fails to comply with Columbia Academy and school guidelines may include paying for damages, denial of access to technology, detention, suspension, expulsion, or other remedies applicable under the school disciplinary policy, and state or federal laws.
- Any CA employee who uses the Columbia Academy network inappropriately is subject to disciplinary action, including dismissal.
- Under no conditions should a Columbia Academy network user give their password information to another user nor allow another user to utilize their account unless speaking directly with a technology employee or network administrator who is assisting them.

- Columbia Academy may require additional parent releases and approvals related to internet access and/or use of Personal Electronic Devices (PED) that are issued or distributed to students for use
- Users will immediately report to school authorities any attempt by other network users to engage in inappropriate conversations or personal contacts using or involving any network device provided or issued by Columbia Academy
- Any non standard software or streaming apps that are needed to perform specific job functions shall be brought to the attention of the Technology team or school administration. No software or streaming apps should be downloaded without express permission of the technology team or school administration. The technology team will approve if necessary and provide necessary access on individual devices. Those applications shall be the sole responsibility of the person or team using them and if that application or software interferes with any required programs, applications and utilities it will be permanently deleted and disabled.

### **ACCEPTABLE USES OF TECHNOLOGY (not all inclusive)**

A responsible user of Columbia Academy technology will:

- Use school technologies only for school related purposes
- Follow the same guidelines of respectful, responsible behavior online that they are expected to follow online.
- Treat school resources carefully and alert school administrators or teachers if there is any issue or problem pertaining to their operation
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies
- Alert a teacher, administrator, or other staff member if they see threatening behavior, inappropriate or harmful content (images, message, posts, etc.) online
- Use Columbia Academy technologies at appropriate times, in approved places, for educational purposes only
- This is not intended to be an exhaustive list - keeping the Columbia Academy mission in mind, using their best judgment, and attempting to be God-honoring at all times while using Columbia Academy Technology

### **UNACCEPTABLE USES OF TECHNOLOGY (not all inclusive)**

A responsible user of Columbia Academy Technology will NOT:

- Violate any state and/or federal law (ie copyright laws)
- Use profanity, obscenity, or other language that may be offensive to others
- Make personal attacks on other people, organizations, religions, or ethnicities.
- Access, download, store, or print files or messages of a sexually explicit, obscene, or that offend or degrade others. Columbia Academy administration invokes its discretionary rights to determine such suitability.
- Disrespect the privacy of a person by posting personal contact information, such as home or work address, telephone, email, photographs, or names, without obtaining prior permission from the person affected.
- Forward personal information or communications without the author's prior consent.
- Use Columbia Academy's internet for any commercial purpose, for financial gain, for personal business, to produce advertisement, for business service, endorsement, or for religious or political lobbying.
- Destroy or alter the files of another user
- View, take, or delete the files of another user
- Use a Columbia Academy issued device to supply or receive information for the purposes of cheating on any assignment, test, project, etc.

**USE OF OUTSIDE EMAIL CLIENTS & STIPULATIONS FOR USING COLUMBIA ACADEMY EMAIL CLIENT AS A COLUMBIA ACADEMY REPRESENTATIVE** (Teachers, Administrators, Managers, etc.)

Use of personal (internet mail) email by students, staff and faculty such as Yahoo, Gmail, and POP3 accounts provided by their “home” internet service provider is allowed. However, use of these personal services should be restricted to personal use.

Columbia Academy does not block use of other internet mail accounts - but Teachers, Administrators, and Managers will use their assigned CA account when acting in their “OFFICIAL” capacity as a representative of Columbia Academy. All contact and communications such as teacher to students, teacher to parents, staff-to-staff communications, and/or school related matters must be completed via the CA email system. This includes but is not limited to teachers who guide extracurricular activities such as clubs, choirs, band, and athletics.

Employees and students are to use the Columbia Academy email for educational purposes or CA related business only. Providing a CA email address to anyone for other purposes, such as using it as a return email for a non-business related website for the purpose of limiting SPAM in one's personal email account is prohibited.

**FILTERING**

An internet filter system is in place for Columbia Academy. This filter is a critical component of the Columbia Academy network and allowing valuable online internet access while restricting access to specific unwanted materials in the following categories including but not limited to:

- Pornography
- Gambling
- Illegal Drugs
- Online Merchandising
- Hate Speech
- Criminal Skills
- Alternative Journals
- Other undesirable or restricted Content

This filter is updated multiple times daily. **Filtering is not a 100% accurate way of preventing access to inappropriate sites.** Inappropriate sites are added to the Internet daily. Every effort is made by Columbia Academy to ensure that students do not access inappropriate material.

Attempts to bypass the school Internet filters are in violation of this acceptable use policy and will be subject to disciplinary action including but not limited to denial of access to technology, suspension, expulsion, termination of employment or other remedies applicable until the school's disciplinary policy and state or Federal law(s).

**WORKSTATION MONITORING**

All data transferred and/or transmitted over the Columbia Academy internet network may be monitored at any time. The user sending the data and/or receiving solicited data, in violation of any established policy may be held liable for the data. Legal authorities shall be notified if the activity is in violation of local, state or federal laws.

Any data stored on Columbia Academy owned equipment is the property of Columbia Academy and may be archived and preserved at any time for an indefinite period. Such data includes, but is not limited to E-mail, text

documents, digital files, digital photographs, music, and other digital or electronic files. If a particular workstation continues to try and connect to any inappropriate site, that workstation will be remotely monitored and the individual using that workstation will be reported to the administration of Columbia Academy for appropriate action.

## **TECHNOLOGIES COVERED BY THIS POLICY**

Columbia Academy may provide access to the internet, a desktop, or mobile computer, or other computing device, video conferencing equipment, email, and many other technology related equipment and capabilities.

This Acceptable Use Policy applies to all Columbia Academy owned technology equipment utilizing the Columbia Academy network, the Columbia Academy internet connection, and/or private networks/internet connections access from Columbia Academy devices at any time.

This Acceptable Use Policy also applies to privately owned devices that access the Columbia Academy network, the Columbia Academy internet connection, and/or private networks/internet connections while on school property or participating in school functions or events off campus. Personal computers owned by the student and not the property of Columbia Academy will not be allowed to join the school internet or use programs while at school.

This document covers all currently available technologies as well as those implemented in the future.

## **EMAIL**

Columbia Academy employee and student email is the property of Columbia Academy. Student email is not archived. It is the responsibility of the employee and student to maintain this account appropriately.

Employees are not to use their Columbia Academy email account for personal communications.

## **SECURITY**

Users are expected to take reasonable safeguards against the transmission of security threats over the Columbia Academy network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origins. Users should never share personal information via email or over the internet network.

If users believe that a computer or other device they are using might be infected with malicious software, they should alert the Columbia Academy administration and disconnect immediately from the network. Users should not attempt to remove malicious software or material themselves.

## **ONLINE ETIQUETTE**

User 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 are also unverified, incorrect, or inappropriate content. Users should only use known or 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/employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

## **PLAGIARISM**

Consistent with the Columbia Academy mission, vision, values and policies - technology users should not plagiarize (or use as their own), without citing the original sources and creator(s) content, including words or images, from the internet. Doing this is at its core theft and lying. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the internet should be appropriately cited, giving appropriate credit to the original author.

## **PERSONAL SAFETY**

Users should never share personal information, including phone numbers, addresses, social security numbers, birthdays, or financial information over the internet without adult supervision and permission. Users should recognize that communicating over the internet brings anonymity and associated risks and should carefully safeguard their personal information and that of others. Users should never agree to meet in person someone that they meet online with parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else they should immediately bring it to the attention of an adult (teacher or administrator if at school, or a parent if using the Columbia Academy owned device at home).

## **CYBER BULLYING**

Cyber bullying, including but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users shall not send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted individual and create a hostile environment for the targeted individual.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action(s). In some cases, cyber bullying can be a crime. Users should remember that online activities may be monitored at any time and at the discretion of Columbia Academy administration without consultation or notification to the user.

## **SOCIAL MEDIA**

As an organization committed to a quality education and the safety of our students, as well as the preservation of our reputation as a school. The standards for appropriate online communication in and at Columbia Academy are high. Columbia Academy understands that the use and advances of technology makes the use of social media an integral part of the lives of the community and of the educational experience. Therefore, Columbia Academy insists upon high standards regarding the use of social media by students, school employees, and others associated with the school. Students and staff can be held accountable for their use of social media and the representation of themselves and of the school. The highest levels of attention should be given to the responsible use of social media.

Social Media is defined as: User-created content online designed in a collaborative environment where users share opinions, knowledge and information with each other. These tools include, but are not limited to: Blogs (Blogger, WordPress, etc.), Wikis (Wikispaces, Google Sites, etc.), Social Networking sites (Facebook, Ning, MySpace, YouTube, LinkedIn, etc.), Photo and Video Sharing sites (YouTube, Picasa, Photobucket, Flickr, etc.), Social Bookmarking (Diigo, Delicious), and Podcasting and Vodcasting.

While Columbia Academy will not restrict the appropriate use of social media, social media should not be used during classroom instruction times or times when class is in session unless specifically tied to a teacher's documented lesson plans and assignments.

### ***Faculty and Staff Use of Social Media***

Columbia Academy respects the right of employees to use social media and networking sites, as well as personal websites and blogs, but it is important employees use of these sites does not damage or harm the reputation of Columbia Academy, any employees, students or student families. Employees should understand that online behavior is a reflection of their connection to Columbia Academy and should exercise caution and care in setting appropriate boundaries between their personal and public online behavior. They should understand that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent. Columbia Academy strongly encourages all employees to carefully review privacy settings on any social media or networking sites they use and exercise care and good judgement when posting content and information on such sites.

Columbia Academy employees must exercise good judgment about any content that is shared on any social media site. Additionally, employees should adhere to the following guidelines, which are consistent with Columbia Academy standards related to harassment, student relationships, conduct, professional communication, and confidentiality

1. An employee should not make any statement(s) on social media that would violate Columbia Academy policies, including any policies concerning discrimination or harassment.
2. An employee must uphold the school mission, vision, and values in use of social media and will avoid making any defamatory statements about Columbia Academy, its employees, its students, or their families
3. An employee will not disclose on social media any confidential information of the school or its students or confidential information obtained during the course of his/her employment about any individuals or organizations, including students and/or their families
4. An employee should not use social media during classroom instruction or when class is in scheduled session unless the use of social media is specifically tied to a teacher's documented lesson plans and assignments.

### ***Student Use of Social Media***

Students are encouraged to exercise the utmost discretion and caution when participating in any form of social media or online communications both within the Columbia Academy network community and beyond. Student use of social media whether on campus or off campus can impact a student's standing with Columbia Academy and IS SUBJECT to student disciplinary action(s) for inappropriate use that violates the Mission, Vision, or Values of Columbia Academy, this policy, or any other Columbia Academy policies.

Students who participate in social media sites are subject to the same behavioral standards set forth in the CA Student Handbook. Actions such as bullying, harassment, and other like acts that can or may be interpreted as disruptive by Columbia Academy, its administration, its employees, students, and or parents/families. Failure to abide by this policy, the other policies of Columbia Academy and the laws of the United States and the State of Mississippi could result in disciplinary actions as determined by Columbia Academy including but not limited to suspension, expulsion, and/or legal action(s).

By signing the Acceptable Use Policy Agreement, users are acknowledging they have read and agree to abide by Social Media use guidelines outlined above.

All “Official” Columbia Academy social networking and social media sites must be approved by the Columbia Academy administration and should adhere to the following standards:

1. All official social media posts to Columbia Academy social media should be made by a designated staff member, currently Becky Fortenberry.
2. Logos and graphics of Columbia Academy must be consistent with any branding standards and usage guidelines that may exist for Columbia Academy
3. Sites that accept comments or postings by anyone other than the site administrator(s) must be diligently monitored or turned to ‘comments off’ settings to ensure that information displayed fits within the guidelines of appropriate use outlined in this policy
4. Postings to such sites by Columbia Academy administrators or personnel must adhere to any guidelines related to electronic communications and will promote the CA Mission, Vision, and Values at all times.

### **LIMITATION OF LIABILITY**

Columbia Academy will not be responsible for damage or harm to persons, files, data, or hardware.

While Columbia Academy employs filtering and other safety and security measures and mechanisms, and attempts to ensure their proper function, it makes no guarantee as to their effectiveness.

Columbia Academy will not be responsible or liable for, financially or otherwise, unauthorized transactions conducted over the Columbia Academy network.

Violations of this policy may have disciplinary consequences, including:

- Suspension of network, technology, or computer privileges
- Notification of parents
- Detention, suspension, or expulsion from school and school-related activities
- Employment disciplinary actions up to and including termination of employment and separation from Columbia Academy
- Legal action(s) and/or prosecution

Employees, students, parents/guardians shall be required to sign the Columbia Academy Technology Acceptable Use Policy before any internet or network access is allowed by students or employees.