

ABQ Charter Academy  
Staff Acceptable Use Policy Summary  
Revised July, 2019

- The Acceptable Use Policy becomes a legally binding agreement when it or the summary of it is signed.
- Violations of this Policy will be taken seriously and may result in disciplinary action, up to and including those described in Sections 19 and 20 of this Policy and potential civil and criminal liability. Use of ABQ Charter Academy's network is a privilege which may be limited or revoked at any time, in the sole discretion of ABQ Charter Academy.
- You may use ABQ Charter Academy's network resources for classroom activities, career development, and facilitator-approved activities, including e-mail and research on the Internet. You may also use ABQ Charter Academy's network on a limited basis for personal reasons as long as this personal use doesn't include prohibited activities and doesn't interfere with your job duties.
- The use of the Internet is a privilege and not a right. ABQ Charter Academy's network monitors and records the history of Internet usage for each workstation. Internet users are prohibited from creating, receiving, uploading, downloading and/or transmitting inappropriate material as described in Section 4 (b) of this policy.
- You must not, under any circumstances, use ABQ Charter Academy's network to encourage, plan, help, commit, or conceal any illegal activities
- You must not try to disrupt ABQ Charter Academy's network intentionally.
- You must not try to probe any ABQ Charter Academy's network resources for security problems or weaknesses.
- You must not use VPNs (virtual private networks), proxy websites, browser plugins, or any other means to access any website which is blocked by the iBoss internet security appliance, or to make your internet activity invisible on the ABQ Charter Academy network.
- You must not use the ABQ Charter Academy Network to download and/or store large amounts of data that is not directly related to school use. The amount of data you store on your network account is monitored regularly and ABQ Charter Academy reserves the right to limit the amount of data that you store on the network.
- ABQ Charter Academy is not a public access service or a public forum. ABQ Charter Academy has the right and responsibility to restrict material, including text, graphics, and all other forms of expression, that you access, post, or store on the system.
- You expressly waive any right of privacy, as to ABQ Charter Academy, in anything you create, store, send, or receive using ABQ Charter Academy's network. You understand and consent to ABQ Charter Academy's use of human and/or automated means to monitor the use of ABQ Charter Academy's network, including e-mail and Internet access.
- You may not deliberately perform acts that waste ABQ Charter Academy's network resources or unfairly monopolize resources to the exclusion of others.
- You may not use ABQ Charter Academy's network to engage in any commercial activities, including but not limited to, buying or selling or offering to buy or sell any goods or services using ABQ Charter Academy's network.

*I have read and agree to comply with the terms of the ABQ Charter Academy Staff Acceptable Use Policy in its entirety (revised July, 2019) governing the use of ABQ Charter Academy network. I understand that a violation of this Policy may result in disciplinary action, including possible termination, as well as potential civil and criminal liability.*

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

ABQ Charter Academy  
Staff Acceptable Use Policy  
Revised July, 2019

This Acceptable Use Policy provides scholars, parents, and staff with information about the privileges and responsibilities of using the Internet and school computer networks and resources. ABQ Charter Academy requires a summary of the following agreement to be read and signed by scholars, their parent/guardian (when appropriate), and staff. **This Acceptable Use Policy becomes a legally binding agreement when it or the summary of it is signed.**

**This policy is Protecting Children in the 21<sup>st</sup> Century Act and Children Internet Protection Act (CIPA) compliant.**

## 1. Introduction/Purpose

**ABQ Charter Academy provides technology to scholars and staff as a tool for achieving academic excellence ABQ Charter Academy's educational purpose is to allow scholars and staff to accomplish their academic objectives.**

This Policy governs the use of technology at ABQ Charter Academy. The purpose of this Policy is to ensure uniform and appropriate use of technology. The rules, obligations and standards described in this Policy apply to all ABQ Charter Academy employees, scholars, independent contractors, agents, and other computer users, wherever they may be located.

It is your duty to use ABQ Charter Academy resources responsibly and in a professional, ethical, and lawful manner. In addition, you are responsible for ensuring the security of ABQ Charter Academy's network.

**Violations of this Policy will be taken seriously and may result in disciplinary action, up to and including those described in Section 19 of this Policy and potential civil and criminal liability. Use of ABQ Charter Academy's network is a privilege which may be limited or revoked at any time, in the sole discretion of ABQ Charter Academy.**

## 2. Definitions

- a. "ABQ Charter Academy's network" means the entire computer network, including, but not limited to, the following: host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, network hardware, printers, iPads, software, applications, data files, and all internal and external computer and communications networks (e.g., Internet, commercial online services, value added networks, e-mail systems), and peripherals that may be accessed directly or indirectly from ABQ Charter Academy's computer network.
- b. "E-mail" means messages sent from one person to one or more individuals or groups (or addresses on a distribution list) via electronic media, either through an internal network or over an external network (e.g., the Internet). Messages may consist of text and/or file attachments.
- c. "Firewall" means hardware and/or software systems placed between the Network and the Internet. The primary function of a firewall is to limit unauthorized access to and use of the ABQ Charter Academy's network.
- d. "Internet" means a global collection of interconnected computers and networks that use TCP/IP (Transmission Control Protocol/Internet Protocol) to communicate with each other. The Internet provides a means for file transfer, remote login, e-mail, news groups, and other services, including access to the World Wide Web.
- e. "Intranet" means a computer network designed to be used within a particular organization. An intranet is so named because it uses much of the same technology as the Internet, including TCP/IP. Web browsers, e-mail, newsgroups, HTML documents, and Web sites are all found on intranets.
- f. "Listserv" means an automatic distribution method for e-mail on the Internet. Users can subscribe to a listserv, typically a discussion list, and receive copies of e-mail sent to the list by other subscribers.
- g. "Server" means a computer running administrative software that controls access to a network and its resources, such as printers and disk drives, and provides resources to computers functioning as workstations connected to the network.
- h. "Users" means all employees, independent contractors, consultants, temporary workers, and other persons or entities who use the ABQ Charter Academy network, wherever they are located.

- i. “Virus” means a destructive program that infects computer files and systems, often with destructive results (e.g., loss of data, unreliable operation of infected software and systems).
- j. “World Wide Web (WWW or Web)” means a hypertext-based, graphical user interface for locating and accessing information on the Internet.
- k. “Workstation” means the individual computers assigned to one or more Users.
- l. “Secondary School” means a non-profit institutional day or residential school, including a public secondary charter school that provides secondary education as determined under State law, except that the term does not include any education beyond grade 12.
- m. “Minor” is defined by the CIPA statute as any individual who has not attained the age of 17 years. Per CIPA regulations, this definition must be used for the purposes of CIPA even though the definition of “minor” varies from state to state.

### 3. Statutory Provisions

- a. New requirements come from the **Protecting Children in the 21<sup>st</sup> Century Act, which updated the Children’s Internet Protection Act**. Internet safety policies for schools must be updated on or before July 1, 2012 to provide for: 1) the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms; and 2) cyberbullying awareness and response.
- b. “Social networking” and “cyberbullying” are narrowly defined, nor are specific procedures or curricula detailed for schools to use in educating scholars. Congress’ intent is that local authorities should make decisions in this area.
- c. Schools do not need to hold a new public meeting or hearing about amendments adopted to meet the new requirements unless required to do so by state or local rules.
- d. E-rate Forms 486 and 479 will not be amended because the existing language includes a certification of compliance with all statutory requirements.
- e. Instructions for these forms will be revised to list the new requirement from the Protecting Children in the 21<sup>st</sup> Century Act.
- f. This revision clarifies that school boards are also authorized to make CIPA certifications.
- g. The term “school district” is maintained as an entity that is authorized to make CIPA certifications.
- h. The school or library must enforce the operation of technology protection measures while the school computers with Internet access are being used. This provision is related to local authorities’ rights and obligations regarding technology protection measures.
- i. An Administrator, supervisor, or other person authorized by the certifying authority can disable the technology protection measure to allow for bona fide research or other lawful purpose by an adult. Specific methods for disabling technology protections are not mandated. “Bona fide research” is not defined. “Disabling” guidelines are not provided. These decisions are left up to the local communities.
- j. Local school authorities must determine what matter is inappropriate for minors. This is a codification of the requirement of the statute. Specific social networking sites are not automatically considered “harmful to minors” or assumed to fall into one of the categories that schools must block.
- k. Applicants must retain copies of their Internet safety policies for at least five years after the funding year in which the policy was relied on to obtain E-rate funding.
- l. Policies must be made available to the FCC upon request.
- m. Public notice and a public hearing or meeting is required for any newly adopted Internet safety policies. Notice and hearing or meeting is not required for AMENDMENTS to Internet safety policies (i.e., updates to comply with the new requirements) UNLESS required under state or local rules.

### 4. Access to Inappropriate Material

- a. **Acceptable Use:** You will only be allowed to use ABQ Charter Academy’s network resources in your academic activities. **You may use ABQ Charter Academy’s network resources for classroom activities, career development, and facilitator-approved activities, including e-mail and research on the Internet. You may also use ABQ Charter Academy’s network on a limited basis for personal reasons as long as this personal use doesn’t include prohibited activities and doesn’t interfere with your job duties.**

You must obey all ABQ Charter Academy policies, as well as all software licenses, copyrights, local, state, federal, and international laws in your use of ABQ Charter Academy’s network.

b. **Inappropriate Material:** You may not intentionally create, post, send, display, or store information that:

- (1) is a personal, prejudicial, or discriminatory attack on a person or group;
- (2) is false or defames a person, group, or organization;
- (3) could damage or disrupt the normal activities of ABQ Charter Academy or its network;
- (4) could jeopardize our relationships with stakeholders, including APS, PED and e-rate;
- (5) could create a threat to public safety or security or a threat to the safety and security of any individual or group; or
- (6) is fraudulent, embarrassing, obscene, profane, sexually explicit, lewd, vulgar, rude, inflammatory, threatening, disrespectful, unlawful, or inappropriate.

c. **Non- ABQ Charter Academy's network Related Internet Use:** The use of the Internet is a privilege and not a right. ABQ Charter Academy's network monitors and records the history of Internet usage for each workstation. Internet users are prohibited from creating, receiving, uploading, downloading and/or transmitting inappropriate material as described in Section 4 (b) of this policy.

d. **Offensive Material:** Many Internet sites contain information that is defamatory, inaccurate, abusive, profane, sexually oriented, threatening, racially offensive, or illegal. It is your responsibility to avoid visiting any such site or any other inappropriate site. **ABQ Charter Academy does not approve any use of these materials and does not permit use of them in the school environment.** If you violate the rules set forth in this policy, you will lose your privilege to use the Internet and you may be subject to additional disciplinary action described in Section 19 of this Policy.

e. ABQ Charter Academy utilizes technology protection measures that include the implementation of network basis internet content filtering for all of its Internet-enabled computers. The internet content filters block access to visual depictions deemed "obscene," "child pornography," or "harmful to minors." The internet content filter is enabled for all computers whether used by minors or adults. ABQ Charter Academy's network does not disable content filtering for any purpose, including for "bona fide research or other lawful purpose."

f. **Responsive Measures:** If you encounter or receive such material, you should immediately report the incident to your teacher or supervisor. If you are told by another person to stop such behavior, you must stop.

## **5. Unauthorized Access, Including "Hacking" and Other Unlawful Online Activities**

- a. **Unlawful Activities:** You must not, under any circumstances, use ABQ Charter Academy's network to encourage, plan, help, commit, or conceal any illegal activities, including but not limited to, arranging the sale or purchase of drugs, arranging the sale or purchase of alcohol, engaging in criminal gang activity, threatening the safety of any individual or group, or engaging in any other illegal act.
- b. **Disruption of ABQ Charter Academy's network:** You must not try to disrupt ABQ Charter Academy's network intentionally. This means that you must not try to gain control or modify any part of ABQ Charter Academy's network either through your own or someone's account (whether or not it was freely given to you) or by hacking the system.
- c. **Hacking Activities:** You may not use ABQ Charter Academy's network to improperly access, hack, modify, or cause harm to any other computer system or Web site. You may not improperly read, write, modify, or delete any files on any other system or Web site. You may not use ABQ Charter Academy's network intentionally to introduce viruses or any other form of malicious or destructive software to ABQ Charter Academy's network or any other system or Web site.
- d. **Modification or Deletion of ABQ Charter Academy's network Resources:** You must not vandalize any hardware or software in ABQ Charter Academy's network. This means you must not destroy, damage, or deface any hardware equipment without prior written authorization from the Executive Director or his/her designee. You must not change, delete, reverse engineer, disassemble, modify, revise, adapt, recast, transform, or decompile any software application that is accessible through ABQ Charter Academy's network. You must not change or delete any data that does not belong to you. If you become aware of any misuse of software or violation of copyright law, you should immediately report the incident to your direct supervisor.
- e. **Security of Passwords:** You must not share your access to ABQ Charter Academy's network with anyone, and you must be careful to prevent anyone else from using your account. Passwords should not be printed or stored online. You must not provide anyone with information that might allow them to gain improper access to ABQ Charter Academy's network. You are responsible for all transactions using your passwords.

- f. Passwords Do Not Imply Privacy: Use of passwords to gain access to ABQ Charter Academy's network or to encode particular files or messages does not imply that you have an expectation of privacy in the material you create or receive on ABQ Charter Academy's network. ABQ Charter Academy has global passwords that permit it access to all material stored on its computer system -- regardless of whether that material may have been encoded with a particular User's password.
- g. Security Failures: If you believe that the security of ABQ Charter Academy's network has been compromised by hacking, a virus, or any other means, you must report the problem immediately to a teacher or staff member. If asked, you must shut down your workstation immediately in case of a security problem.
- h. Probing of ABQ Charter Academy's network: You must not try to probe any ABQ Charter Academy's network resources for security problems or weaknesses. Such activity could be interpreted as an effort to gain improper access.
- i. Accessing Another User's Files: You may not alter or copy a file belonging to another User without first obtaining permission from the owner of that file. The ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop" or pry into the affairs of others by unnecessarily reviewing their files and e-mail.
- j. Accessing Other Computers and Networks: Your ability to connect to other computer systems using the ABQ Charter Academy's network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
- k. Computer Security: You are responsible for ensuring that your use of outside computers and networks, like the Internet, will not compromise the security of the ABQ Charter Academy's network. This duty includes taking reasonable precautions to prevent intruders from accessing ABQ Charter Academy's network without authorization and to prevent the introduction and spread of viruses.
- l. Restricted Activities: Without prior written authorization from the Executive Director or his/her designee, you must not do any of the following:
  - (1) Copy software for use on your home computer or provide copies of the software to any independent contractors or consultants of ABQ Charter Academy or to any third person.
  - (2) Change the system setup of any workstation or server. If you need software loaded, deleted, or updated, or your system settings changed, you must contact an ABQ Charter Academy teacher or staff member.
  - (3) Use VPNs (virtual private networks), proxy websites, browser plugins, or any other means to access any website which is blocked by the iBoss internet security appliance, or to make your internet activity invisible on the ABQ Charter Academy network.
  - (4) You must not use the ABQ Charter Academy Network to download and/or store large amounts of data that is not directly related to school use. The amount of data you store on your network account is monitored regularly and ABQ Charter Academy reserves the right to limit the amount of data that you store on the network.

## 6. Unauthorized Disclosure, Use and Dissemination of Personal Information Regarding Minors

Personal Information: You may not disclose, use or disseminate personally identifiable information or any other personal contact information about minors including yourself, scholars, friends, or relatives including their name, address, telephone number(s), home address, school address, work address, photograph, credit card number, social security number, or any other information that could identify you to anyone. This includes disclosure, use or dissemination via all forms of electronic communication including e-mail, social networking sites, websites, instant messaging, texting, blogs, chat rooms and other non-listed methods of electronic communication.

## 7. Measures Designed to Restrict Access to Materials Harmful to Minors

- a. Academic Purposes Only: ABQ Charter Academy's network is provided to you primarily for academic activities. You cannot expect that anything you create, store, send, or receive using ABQ Charter Academy's network will be private. Your files, your e-mail, and/or the history of Web sites you have visited may be read by ABQ Charter Academy if the administration believes you may have violated this Policy, the discipline code, the Academic Honesty Policy, or the law. Your data may be given to law enforcement authorities in an investigation of illegal activities.

- b. Internet Content Filtering: ABQ Charter Academy’s network utilizes technology protection measures that include the implementation of network basis internet content filtering for all of its Internet-enabled computers at each school location. The internet content filters block access to visual depictions deemed “obscene,” “child pornography,” or “harmful to minors.” The internet content filter is enabled for all computers whether used by minors or adults.
- c. Monitoring of Internet Use: Files and e-mail are backed up on a regular basis; therefore, their contents may still be available even though you have deleted them. The history of Web sites you have visited is monitored and recorded.
- d. VPNs and Proxies: the use of VPNs, proxy websites, and browser plugins which circumvent the security measures of the ABQ Charter Academy network is strictly forbidden.

## 8. Specific Technology That Blocks or Filters Internet Access

ABQ Charter Academy’s network utilizes the iBoss internet content filtering appliance and the Symantec firewall as technology protection measures. An appliance is located at the school. These internet content filters provide internet filtering for all internet-enabled computers attached to ABQ Charter Academy’s network. The content filters block access to visual depictions deemed “obscene,” “child pornography,” or “harmful to minors.”

The use of VPNs, proxy websites, and browser plugins which circumvent the security measures of the ABQ Charter Academy network is strictly forbidden.

## 9. Education of Minors about Appropriate Online Behavior, Including Interacting with Other Individuals on Social Networking Sites and in Chat Rooms

ABQ Charter Academy staff instructs scholars in “Digital Awareness” which educates minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms.

## 10. Harassment, Bullying and Cyberbullying Awareness and Response

- a. The ABQ Charter Academy prohibits acts of harassment or bullying. The Governance Council has determined that a safe and civil environment in school is necessary for scholars to learn and achieve. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its scholars in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.
- b. “Harassment or bullying” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, body size or shape; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.
- c. “Harassment” is conduct that meets all of the following criteria:
  - is directed at one or more pupils;
  - substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
  - adversely affects the ability of a pupil to participate in or benefit from the school district’s educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
  - is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.
- d. “Bullying” is conduct that meets all of the following criteria:
  - is directed at one or more pupils;
  - substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
  - adversely affects the ability of a pupil to participate in or benefit from the school district’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
  - is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

- e. Since bystander support of harassment or bullying can support these behaviors, **ABQ Charter Academy prohibits both active and passive support for acts of harassment or bullying.** The staff should encourage scholars to support scholars who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.
- f. ABQ Charter Academy requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying.
- g. You must not use ABQ Charter Academy's network to harass, intimidate, or threaten anyone. This means you may not repeatedly act in a manner that threatens, distresses, or annoys another person. Harassment includes, but is not limited to, sending e-mail or posting text or graphic images that threaten or demean on the basis of race, age, gender, ethnicity, religion, political beliefs, disability, or sexual preference. Text or images that are displayed but not sent to a specific recipient (such as screen wallpaper or screen savers) may be interpreted as harassment.
- h. Responsive Measures: If you encounter or receive such material, you should immediately report the incident to your supervisor or teacher. If you are told by another person to stop sending them messages, you must stop.

## 11. Social Media

Social media is defined as web-based tools and technologies used to share information and turn communication into interactive dialogues with internal or external audiences. Social media examples include blogs, discussion boards and chat groups, personal websites, virtual worlds, Facebook, Twitter, LinkedIn, YouTube, Flickr, and other social and professional networking sites.

For the purposes of this policy, we will refer to all such social media activity as "posting."

- a. Browsing and Posting during work/school time. **ABQ Charter Academy understands that employees/scholars may from time to time engage in social media activities at work/school for legitimate work/school-related purposes. Personal social media activity should be kept distinct from professional social media activity, and communications with personal social media sites should be conducted from personal email accounts only.**
- b. No expectation of privacy. Because the school retains the right (but not the obligation) to monitor all files and messages stored on and transmitted through electronic and mobile devices (such as computers, cell phones, and all other such devices), you have no reasonable expectation of privacy regarding social media accessed through these devices, even if you have used a private account and/or password.
- c. Be careful about what you post. ABQ Charter Academy respects the rights of employees/scholars to use online communication as a form of self-expression during their personal non-work/non-school time and while using their personal electronic communication devices. However, you are personally responsible for what you post and the school encourages you to exercise sound judgment and common sense. ABQ Charter Academy disclaims any responsibility or liability for any errors, omissions, loss, or damages claimed or incurred due to any of your postings. Further, when accessing or using a social media site, review the site's privacy policy to understand how the site uses the information that you provide. Be careful about revealing excessive personal information, including your birth date, contact information, and personal pictures. If you do not want your information to be publicly available, do not post it online.
- d. Be respectful of others. Please be professional and respectful of others in your communications, and refrain from posting statements that are false, misleading, obscene, defamatory (whether of the Organization, our employees/scholars, or our partners and competitors), libelous, tortious, degrading, threatening, harassing, hateful, insulting, inflammatory, offensive, unlawful, fraudulent, discriminatory, or invasive of the privacy of others.
- e. Protect confidential information. Do not post confidential information of ABQ Charter Academy, its stakeholders, scholars, partners, or any other third party. For example, you should not post any information relating to ABQ Charter Academy meetings, due to the risk that you might mention information or events that have not been approved for public disclosure. Further, do not comment on the confidential financial information, such as future business performance, business plans, or prospects, to anyone in any forum.

The term "confidential information" includes, but is not limited to, information about ABQ Charter Academy's network, equipment, trademarks, operations, current or future operational plans, upcoming product releases, educational materials, curriculum, revenues, profit and loss information, sales, clients, vendors, sales contracts, compensation and benefits, financial information, products, strategy, news and any other confidential or proprietary information that is not otherwise publicly available about ABQ Charter Academy, its employees/scholars, or partners, clients, or vendors.

- f. Respect ABQ Charter Academy policies. Your postings should not violate any other applicable policy of ABQ Charter Academy.

- g. Respect laws. Respect copyright, trademark, privacy, financial disclosure, and all other laws. Do not disclose personal information about other individuals that may have been obtained through your work/schooling at ABQ Charter Academy. In accessing or using a social media site, comply with the legal terms or code of conduct governing such site. Do not post unpublished materials of others - such as photographs, articles, or music - without first getting their permission. Be careful about "reposting" information from other sites because of copyright laws.
- h. Report inappropriate conduct appropriately. If you feel that employees/scholars of ABQ Charter Academy are, have been, or will be engaged in any inappropriate conduct regarding the use of social media, please discuss your concerns with the principal, or if appropriate, the Executive Director rather than publicizing your suspicions through posting.
- i. Passwords. Maintaining the security of your password used to access a social media site (or features contained on such site) is your responsibility. Do not use the same password to access an external social media site as you use for internal purposes, and do not give out your password(s). If you are operating social media on behalf of the school, it is critical that shared administration be established so that another may access the social media in the event you are unavailable. This shared administration should be with your supervisor, and/or other authorized individual.
- j. Software. Software or other files downloaded from social media sites, and the Internet generally, can contain viruses or cause other computer problems. If accessing social media via a school computer or other internet device, do not download software made available on a social media site unless given authorization by the Executive Director.
- k. Policy Limitation. ABQ Charter Academy respects the rights of employees/scholars to communicate with one another or with third parties for purposes protected by law, including concerted activity protected by federal law. Nothing in this policy will be interpreted to prohibit such communications, nor shall any student/employee suffer any adverse disciplinary and/or job action due to such communication.
- l. Speak for yourself, not ABQ Charter Academy. Only those who have been designated as official contributors by the ABQ Charter Academy, may post as official representatives on the school Facebook account or other school-owned accounts, or otherwise appear as an official representative of ABQ Charter Academy.
- m. Business focus and professional focus. Official social media should not be used to promote or solicit participation in any business, commercial or political activity that is unrelated to your work at ABQ Charter Academy. While ABQ Charter Academy encourages the free and constructive exchange of opinions among employees/scholars, this policy does not give employees license to post materials on official social media pages that harm ABQ Charter Academy's interests or those of your colleagues, undermine the quality of the workplace/school environment, or disclose confidential information.

## 12. Encryption Software

You may not install or use encryption software on any of ABQ Charter Academy's computers without first obtaining written permission from the Executive Director or his/her designee. You may not use passwords or encryption keys that are unknown to your supervisors.

## 13. Privacy and Free Speech

- a. Restriction of Free Speech: ABQ Charter Academy is not a public access service or a public forum. ABQ Charter Academy has the right and responsibility to restrict material, including text, graphics, and all other forms of expression, that you access, post, or store on the school network.
- b. Waiver of Privacy Rights: You expressly waive any right of privacy, as to ABQ Charter Academy, in anything you create, store, send, or receive using ABQ Charter Academy's network. You understand and consent to ABQ Charter Academy's use of human and/or automated means to monitor the use of ABQ Charter Academy's network, including e-mail and Internet access.

## 14. Resource Limits

Waste of ABQ Charter Academy Resources: ABQ Charter Academy's network resources are limited; therefore, you must use them responsibly. You may not deliberately perform acts that waste ABQ Charter Academy's network resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, downloading files (including videos and music files) that are not related to your educational objectives, e-mailing mass mailings and chain letters, engaging in spam (sending e-mail to a large number of recipients who have not requested it), subscribing to a non- ABQ Charter Academy related listserv, spending excessive time on the Internet, playing games, engaging in non- ABQ Charter Academy related online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic. You may subscribe only to news groups that are related to your educational objectives.

## 15. Commercial Activities

You may not use ABQ Charter Academy's network to engage in any commercial activities, including but not limited to, buying or selling or offering to buy or sell any goods or services using ABQ Charter Academy's network. You may not provide any commercial services using any ABQ Charter Academy's network resources.

## 16. Use of E-mail

- a. In General: You should endeavor to make your electronic communications truthful and accurate. Please keep in mind that anything created or stored on the computer system may, and likely will, be reviewed by others and that even deleted files may be recovered.
- b. Etiquette Guidelines: In preparing e-mail and other electronic communications, be careful with humor. Try not to annoy someone with a thoughtless joke or ironic statement that may be taken the wrong way;
- c. Altering Attribution Information: You may not alter the "From" line or other attribution of origin information in e-mail, messages, or postings. Anonymous or pseudonymous electronic communications are forbidden.
- d. Forwarding E-mail: You should use your good judgment in forwarding e-mail to any other person or entity. When in doubt, request the sender's permission to forward the message.
- e. Additional Guidelines: You are prohibited from sending or threatening to send a sufficient number of electronic mail ("e-mail") messages to another person to overload, interfere with, or cripple his/her e-mail system (including but not limited to "e-mail bombs"). Additionally, you are prohibited from accessing another person's e-mailbox, intercepting another person's e-mail message(s) and/or reading, repositioning, or destroying e-mail messages which are addressed to or otherwise intended for another individual. You may not use ABQ Charter Academy's network to transmit unsolicited e-mail or other electronic communications. You may not use the ABQ Charter Academy's network domain name as a pseudonymous return e-mail address for any communications.

## 17. Viruses

- a. Virus Detection: You are responsible for taking reasonable precautions to ensure that you do not introduce viruses into the ABQ Charter Academy's network and for timely reporting discovered viruses to your immediate supervisor. To that end, all material received and all material downloaded from the Internet or from computers or networks that do not belong to ABQ Charter Academy's network should be scanned for viruses and other destructive programs before being placed onto the ABQ Charter Academy's network.
- b. Firewall: To ensure security and avoid the spread of viruses, you must access the Internet through an approved Internet firewall when using a computer attached to ABQ Charter Academy's network.

## 18. Plagiarism and Copyright Violation

Plagiarism: You may not use ABQ Charter Academy's network to plagiarize. This means you may not copy the ideas or writing of someone else and present it as your own, even if it is just part of someone else's work.

## 19. Disciplinary Actions

- a. In General: Violation of this Policy may result in disciplinary action. If you are accused of a violation, you will receive a written notice of the violation, and you may offer an explanation to a neutral administrator.
- b. Types of Disciplinary Actions: Discipline may include, but is not limited to, the following actions:
  - (1) Letter of reprimand;
  - (2) Professional Growth Plan
  - (3) Termination of employment
  - (4) Payment of damages to compensate for loss of teacher and/or staff time, damage to ABQ Charter Academy's network (hardware and/or software), attorney's fees, etc.; and
  - (5) Criminal charges under local, state, or federal laws

c. Revocation of Access; Illegal Activities: If your access is revoked, information you have stored on ABQ Charter Academy's network, including files and e-mail, may be withheld from you. ABQ Charter Academy will cooperate fully with local, state, or federal officials in any investigation of illegal activities conducted through ABQ Charter Academy's network.

## **20. Disciplinary Actions**

- a. No Guarantee of ABQ Charter Academy's network Resources: ABQ Charter Academy makes no guarantee that the functions or services provided by or through ABQ Charter Academy's network will be error-free or without defect. ABQ Charter Academy will not be responsible for any damage you may suffer, including, but not limited to, loss of data or interruption of service. ABQ Charter Academy is not responsible for the accuracy or quality of the information obtained through or stored on ABQ Charter Academy's network. ABQ Charter Academy will not be responsible for financial obligations arising through your unauthorized use of the ABQ Charter Academy's network.
- b. Offensive Material: ABQ Charter Academy is not responsible for all material you view or download from the Internet. ABQ Charter Academy does not control all content of information or resources accessible on the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. You are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to the receipt of unsolicited e-mail containing offensive content. You access the Internet at your own risk.
- c. Exclusion of Damages: ABQ Charter Academy will not be liable to you or any third party for any consequential, incidental, indirect, punitive or special damages (including damages relating to lost profits, lost data, or lost good will) arising out of, relating to, or connected with the use of the network or services, based on any cause of action, even if advised of the possibility of such damages.

## **21. Arbitration/Choice of Law**

All disputes arising out of or relating to this use agreement (including its formation, performance or alleged breach) of your use of ABQ Charter Academy's services or network will be exclusively resolved under confidential binding arbitration before and in accordance with the rules of the American Arbitration Association. The arbitrator's award will be binding and may be entered as a judgment in any court of competent jurisdiction. To the fullest extent permitted by applicable law, no arbitration under this use agreement will be joined to an arbitration involving any other party subject to this use agreement, whether through class arbitration proceeding or otherwise.

## **22. Miscellaneous**

- a. Other Policies Applicable: In your use of the ABQ Charter Academy network, you must observe and comply with all other policies and guidelines of ABQ Charter Academy, including the ABQ Charter Academy Employee and/or Student Handbooks
- b. Amendments and Revisions: This Policy may be amended or revised by ABQ Charter Academy from time-to-time as deemed necessary. You should stay abreast of all amendments and revisions by checking the school website for the latest version of this Policy.
- c. No Additional Rights: This Policy is not intended to, and does not grant, any contractual rights to Users.