

**School Lane Charter School
2400 Bristol Pike
Bensalem, PA 19020**

Board of Trustees Policy

Technology Acceptable Use Policy

The Board of Trustees of School Lane Charter School ("School Lane") is pleased to provide technology to enhance educational opportunities and achievement of School Lane students. This policy details acceptable use of digital technology provided by School Lane. These services and equipment are provided by School Lane as a privilege to the user and appropriate and ethical use of any School Lane technology tools and equipment is required.

This Policy is intended to fulfill requirements of state and federal laws to the extent applicable, including the Federal Children's Internet Protection Act (CIPA), 47 U.S.C. 254(h) and (l) and the Neighborhood Children's Internet Protection Act (N-CIPA) and any applicable implementing regulations. Use of Technology Resources are a privilege that may be revoked at any time. In using or accessing School Lane's Technology Resources, users must comply with the following provisions.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined as follows:

Technology Resources: Technologies, devices and resources used to access, store or communicate information. This definition includes, but is not limited to: computers, laptops, iPads, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, digital cameras, e-readers, i.e. Kindles and Nooks, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software, including Moodle software.

User: Any person who is permitted by School Lane to utilize any portion of School Lane's Technology Resources including, but not limited to, students, employees, Board of Trustee members, contractors, consultants, vendors and agents of School Lane.

User Identification (ID): Any identifier that would allow a user access to School Lane's Technology Resources or to any program including, but not limited to, e-mail and Internet access.

Password: A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a User ID as belonging to a specific user.

Technology Protection Measure: A specific technology that blocks or filters Internet access to the material covered by a certification regarding the Child Internet Protection Act ("CIPA").

Harmful to Minors: Taken from CIPA this means any picture, image, graphic image, file or other visual depiction that:

1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act and Sexual Contact: Has the meanings given such terms under section 2246 of Title 18 of the US Code.

Authorized Users

School Lane's Technology Resources may be used by any authorized user. All users must agree to follow School Lane's policies and procedures. Use of School Lane's Technology Resources is a privilege, not a right. No potential user will be given a User ID, password or other access to School Lane technology if he or she is considered a security risk by the Chief Executive Officer ("CEO") or her designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving School Lane's Technology Resources, including e-mail, in anything they create, store, send, share, access, view or receive on the Technology Resources or through the Internet or any other Technology Resource. By using School Lane's network and Technology Resources, all users are consenting to having their electronic communications and all other use monitored by School Lane. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using School Lane technology.

Electronic communications, downloaded material and all data stored on School Lane's Technology Resources, including files deleted from a user's account, may be intercepted, accessed or searched by School Lane administrators or designees at any time in the regular course of business to protect users and School Lane's equipment. Any such search, access or interception will be reasonable in inception and scope and shall comply with all applicable laws.

Please refer to School Lane's policy relating to Remote Access and Monitoring of Technology Resources for a comprehensive review of the provisions governing School Lane's use of software to access, monitor and track school-issued Technology Resources to students.

Technology Administration

The Board of Trustees directs the CEO or her designee to assign trained personnel to maintain School Lane's technology in a manner that will protect School Lane from liability and will protect confidential student and employee information retained on or accessible through School Lane's Technology Resources.

Administrators of computer resources may suspend access to and/or availability of School Lane's Technology Resources to diagnose and investigate network problems or potential violations of the law or School Lane policies and procedures. All School Lane Technology Resources are considered School Lane property.

School Lane may maintain or improve Technology Resources at any time. School Lane may remove, change or exchange hardware, equipment or other technology between buildings, classrooms or users at any time without prior notice. Authorized School Lane personnel may install or remove new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

Content Filtering and Monitoring

School Lane employs technology protection measures and will monitor the online activities of minors on the School Lane network and/or all Technology Resources and equipment with Internet access, as required by law. The technology protection measures will be used to protect against access to visual depictions that are obscene, harmful to minors, illegal, pornographic, and child pornography, as required by law.

Technology protection measures are not foolproof, and School Lane cannot guarantee that users will never be able to access offensive materials using School Lane equipment. Evasion or disabling, or attempting to evade or disable, a technology protection measure device installed by School Lane is prohibited. If users find a website deemed inappropriate, such website must be reported to School Lane's CEO. After review of the site, appropriate steps will be taken to block the inappropriate site from users.

The CEO, designee or a School Lane's technology administrator may disable School Lane's technology protection measure device to enable a non-student user access for bona fide research or for other lawful purposes. In making decisions to disable School Lane's technology protection measure device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit School Lane. A student or parent/guardian claiming they have been denied access to Internet material that is not within the purview of this Policy shall be afforded expedited review and resolution of the claim.

School Lane shall not be held responsible when a student knowingly or willingly accesses inappropriate material or communicates or shares such materials with others.

Viruses

Viruses can cause substantial damage to Technology Resources. Users are responsible for taking reasonable precautions to ensure they do not introduce viruses to School Lane's Technology Resources.

All material received on disk, flash drive, or other magnetic or optical medium, and all materials downloaded from the Internet or from Technology Resources or networks that do not belong to School Lane must be scanned for viruses and other destructive programs before being transferred to School Lane's Technology Resources. Any user receiving an e-mail from a questionable source must contact the CEO before opening the e-mail or any attachment included in the e-mail.

Encryption Software

Users shall not install or use encryption software on any School Lane Technology Resource without first obtaining written permission from the CEO. Users shall not use passwords or encryption keys that are unknown to the CEO.

The federal government has imposed restrictions on export of programs or files containing encryption technology. Software containing encryption technology shall not be placed on the Internet or transmitted in any way outside the United States.

Web Content Developed By Students

As part of class/course assignments, students may be developing and/or publishing content to the web via web pages, electronic and digital images, blogs, wikis, podcasts, vodcasts, and webcasts, or may be participating in videoconferences:

1. Personal information such as phone numbers, addresses, e-mail addresses or other specific personal information shall not be published or shared to a public page or videoconference.
2. All web content must comply with this policy.
3. All web content and videoconferencing must be under the direction and supervision of the teacher/administrator and is to be used for educational purposes only.
4. All web content is subject to copyright law and fair use guidelines.
5. All web content shall only be posted to School Lane approved web pages, blogs, wikis, podcasts, webcasts, vodcasts and videoconferences.

Prohibitions

Students and staff are expected to act in a responsible, ethical and legal manner in

accordance with School Lane policy, accepted rules of network etiquette, and federal and state laws. Specifically, the following uses of School Lane's Technology Resources are prohibited:

1. To facilitate illegal activity, including unauthorized access and hacking.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Production or distribution of hate mail, unlawfully discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access and/or transmission of obscene or pornographic material.
8. Use of inappropriate language or profanity.
9. To transmit material likely to be offensive or objectionable to recipients.
10. To intentionally obtain or modify files, data and passwords belonging to other users, or integral to system and network operations.
11. Impersonation of another user, anonymity, and pseudonyms.
12. Loading or use of unauthorized games, programs, files, or other electronic media.
13. To disrupt the work of other users.
14. Destruction, modification, or abuse of Technology Resources and peripheral hardware or software.
15. Relocation of School Lane hardware without prior administrative consent.
16. Quoting personal communications in a public forum without the original author's prior consent.
17. To access or use any form of electronic mail on School Lane Technology Resources unless authorized by the building administrator.
18. Using the network to participate in online or real-time conversations unless authorized by the teacher/administrator for the purpose of communicating with other classes, students, teachers, experts or professionals for educational purposes.
19. Using a disk, removable storage device or CD/DVD brought into School Lane from an outside source that has not been properly scanned for viruses or authorized for use by a teacher/administrator in accordance with School Lane established procedures.
20. To discriminate against, advocate violence against, harass, intimidate, bully or cyberbully others.
21. To send unsolicited ("spamming") or forwarded e-mails and chain letters to persons.
22. Using "spoofing" or other means to disguise user identities in sending e-mail or other electronic communication via bulletin boards, newsgroups, social networking sites, instant messages, e-mail systems, chat groups, chat rooms, or through other Technology Resources.

23. To send, transmit or otherwise disseminate proprietary data, trade secrets, or other confidential information of School Lane.
24. Post or allow the posting of personal information about themselves or other people on the Technology Resource unless authorized by the CEO. Personal information includes address, telephone number (including home, work and cell phone numbers), school address, work address, pictures or video bites, clips, etc.
25. To refer to or attempt to refer to School Lane or its employees, agents, trustees, parents or students in any electronic communication, posting, blog, website, e-mail or social networking site, without written authorization of the CEO.

Security

System security is protected through the use of passwords. All passwords must be at least eight characters and include both alpha numeric and special characters. Users will be required to change their passwords every one hundred and eighty days. School Lane will maintain a password history that prevents the use of a repetitive password. After three unsuccessful access attempts, an attempted user will be locked out and must contact the CEO or her designee.

Failure to adequately protect or update passwords could result in unauthorized access to personal or School Lane files. Users shall be responsible for safeguarding their passwords for access to School Lane's Technology Resources and for all transactions made using their passwords. To protect the integrity of School Lane Technology Resources and systems, the following guidelines shall be enforced:

1. Students and other users shall not reveal their passwords to another unauthorized individual.
2. Passwords shall not be printed or stored online.
3. Students and other users are required to log off from the network when they complete working at a particular station.
4. Users are not to use a computer that has been logged in under another student's, teacher's or user's name.
5. Any user identified as a security risk or having a history of problems with other computers, laptops, iPads, Kindles or any other Technology Resources may be denied access to all School Lane Technology Resources for an appropriate time.
6. Consequences for failure to adhere to this policy will be accepted by the user per the discretion of the administration.

Use of passwords to gain access to Technology Resources or to encode particular files or messages does not imply that users have an expectation of privacy in the material they create or receive on Technology Resources. School Lane retains access to all material stored on the Technology Resources regardless of whether that material has been

encoded with a particular user's password, subject to limitations as set forth in School Lane's policy governing Remote Access and Monitoring of School Lane's Technology Resources, as well as applicable law.

Safety

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher, staff member or an administrator.

Communications through School Lane electronic resources are limited to only that which serves a demonstrable educational purpose. For safety reasons, School Lane users shall not reveal personal addresses or telephone numbers to other users on School Lane networks or on the Internet.

The CEO or her designee shall be responsible for implementing technology protection measures to determine whether School Lane's computers, laptops, iPads, Kindles and other Technology Resources and technology related devices such as USB drives, digital cameras and video cameras, PDAs, MP3 players, printers, etc. are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

1. Utilizing technology protection measures that block or filter Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board of Trustees.
2. Maintaining and securing a usage log.
3. Monitoring online activities of users.

Copyright

The illegal use of copyrighted software, music, documents, or other materials by students, teachers and School Lane Administration is prohibited. Any data uploaded or downloaded to School Lane computers, laptops, iPads, Kindles or related peripherals is subject to copyright law and fair use guidelines.

Contractors

Before contracts, consultants and/or vendors are allowed access to School Lane's Technology Resources, they shall be required to enter into a non-disclosure agreement to protect School Lane's proprietary information.

All contractors, consultants and/or vendors shall only be granted access to School Lane's Technology Resources to make changes or updates with prior written authorization from the CEO or her designee. Once the contractor, consultant and/or vendor complete its work, access to School Lane's Technology Resources will be removed.

Consequences for Inappropriate Use

School Lane users shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of School Lane Technology Resources includes, but is not limited to; intentional copying, deletion or damage to files or data belonging to others; copyright violations; or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet or any School Lane Technology Resource. Suspension of access, loss of access and other disciplinary actions shall be consequences for inappropriate use. Vandalism will result in cancellation of access privileges, discipline and possible criminal action.

- a. *Vandalism* is defined as any malicious attempt to harm or destroy School Lane Technology Resources, data of another user, Internet or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

Closed Forum

School Lane's Technology Resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

All expressive activities involving School Lane Technology Resources that students, parents/guardians and members of the public might reasonably perceive to bear the approval of School Lane and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of School Lane for legitimate educational reasons. All other expressive activities involving School Lane's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board of Trustees policies.

Records Retention

School Lane personnel shall establish a retention schedule for the regular archiving or deletion of data stored on School Lane Technology Resources that complies with the School Lane Charter School Record Retention and Destruction Policy as well as all Federal and Pennsylvania state laws and regulations.

In the case of pending or threatened litigation, School Lane's attorney will issue a litigation hold directive to the CEO or her designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by School Lane's attorney. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by School Lane until the hold is released. No employee, who has been so notified of a litigation hold, may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

Use of Technology Resources and equipment in a disruptive, manifestly inappropriate or illegal manner impairs School Lane's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to School Lane's Technology Resources. Any violation of School Lane policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of School Lane's Technology Resources and equipment.

Employees may be disciplined or terminated, and students suspended or expelled, for violating School Lane's technology policies and procedures. Any attempted violation of School Lane's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Damages

All damages incurred by School Lane due to a user's intentional or negligent misuse of School Lane's Technology Resources, including loss of property and staff time, may be charged to the user. School Lane administrators have the authority to sign any criminal complaint regarding damage to School Lane technology.

No Warranty/No Endorsement

School Lane makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. School Lane's Technology Resources are available on an "as is, as available" basis.

The electronic information available to students and staff on the Internet or through web-based services does not imply endorsement of the content by School Lane,

with the exception of resources approved and adopted by the Board of Trustees. Nor does School Lane guarantee the accuracy of information received using School Lane's Technology Resources.

School Lane is not and shall not be responsible for the loss of data, delays, nondeliveries, misdeliveries or service interruptions. School Lane is not and shall not be responsible for any information that may be damaged or unavailable when using School Lane Technology Resources or for any information that is retrieved via the Internet. School Lane is not and shall not be responsible for any damages incurred as the result of using School Lane's Technology Resources, including but not limited to, the loss of personal property used to access the Technology Resource. Further, School Lane is not and shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other commercial online services.

Unauthorized Disclosure of Information of Minors

It is a violation of state laws, including, but not limited to Chapter 12 of Title 22 of the Pennsylvania Code and federal laws and regulations, including, but not limited to, the Family Education Rights and Privacy Act ("FERPA"), to access data of a student the user does not have a legitimate educational interest in or to disclosure information about a student without parental permission or absent an exception to the disclosure requirements. Access and distribution of student data is recorded. Unauthorized disclosure, use and dissemination of personal information regarding minors is prohibited.

Cessation of Access

Upon termination or ending of enrollment, employment or the termination of any contract with or from School Lane, no further access to or use of Technology Resources is permitted without the express authorization from the CEO.

Education of Technology Resource Users

School Lane shall implement a program which educates Technology Resource users about acceptable use and internet safety associated with School Lane's Technology Resources. All Technology Resource users must complete a designated Technology Resources and Internet training prior to unsupervised use of School Lane's Technology Resources. This training shall include instruction including, but not limited to: appropriate online behavior, including interacting on social networking website and in chat rooms; cyberbullying awareness and response; proper use of Technology Resources; restricted activities with Technology Resources; and access and monitoring of school issued Technology Resources to students.

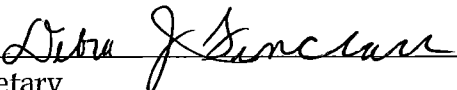
Technology Resource users must also sign and return to School Lane a form acknowledging receipt and acceptance of the terms in this Policy, which is attached hereto. Lastly, Technology Resource users must sign and return an Agreement for Use of Instructional Equipment upon enrollment in School Lane. This Agreement sets forth conditions for use of any/all equipment leased to Technology Resource users for the term of their enrollment at School Lane.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL.

ADOPTED this 25 day of July, 2013



President



Secretary

Acknowledgement of the Technology Acceptable Use Policy (Student User Agreement)

Dear Parent/Guardian:

Please review the following Student User Agreement with your child. Then please return both the signed Student User Agreement and the signed Parent User Agreement, which acknowledges receipt of School Lane Charter School's Technology Acceptable Use Policy (the "Policy"), to your child's principal by { date }. This form is valid for the duration of your child's enrollment in School Lane Charter School until replaced by another form or revoked in writing by a parent or guardian.

I, _____, a student of School Lane, have read the entire Technology Acceptable Use Policy, which consists of 11 pages, understand it and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any School Lane Charter School Technology Resources, as defined above, I accept the following basic rules:

1. I shall treat all Technology Resources with care and will leave them in good working condition when I am finished. I will not damage, deface, destroy or render inaccessible Technology Resources.
2. I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the Chief Executive Officer, I will not access it, use it, send it, share it, create it or attempt to access, use, create, share or send it.
3. I shall always treat people on-line with respect. I shall not use any School Lane Charter School Technology Resources to insult, harass, threaten, bully or cyberbully other Users. I assume responsibility for the content of messages I send to others or that are sent to others via my account.
4. I shall respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes or accounts of those Users. I shall not allow other Users access to my mailbox and will keep my password private.
5. I understand that Technology Resources are to be used for educational/professional/contractual use.
6. I understand that all Technology Resources belong to School Lane Charter School and I shall treat them with respect.
7. I will not install or download any applications (games), programs or materials from the Internet or from any Technology Resources unless the Chief Executive Officer gives me prior permission in writing.
8. I shall not add any software to School Lane Charter School's Technology Resources unless the Chief Executive Officer gives me prior permission in writing.
9. I understand that the Technology Resources provided to me for use may be protected under copyright law. I agree not to copy resources unlawfully and/or distribute any materials provided for my use without express prior permission by the Chief Executive Officer.
10. I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regard child welfare and the internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Technology Acceptable Use Policy and understand that failure to follow all rules as explained in this document may result in the loss of my privileges to Technology Resources; disciplinary action, including student disciplinary action up to and including expulsion from the School Lane Charter School in accordance with the Code of Conduct; charges for damages; and civil or criminal penalties.

X _____

(User Signature)

(Date)

(MAINTAIN ONE COPY AND RETURN ONE COPY TO PRINCIPAL)

**Acknowledgement of the Technology Acceptable Use Policy
(Parent User Agreement)**

I, _____, a parent of _____, a student of School Lane Charter School, have read the entire Technology Acceptable Use Policy, which consists of 11 pages, understand it and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any School Lane Charter School Technology Resources, as defined above, I acknowledge the following:

1. My child shall treat all Technology Resources with care and will leave them in good working condition when he/she is finished. My child will not damage, deface, destroy or render inaccessible Technology Resources.
2. My child shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the Chief Executive Officer, my child will not access it, use it, send it, share it, create it or attempt to access, use, create, share or send it.
3. My child shall always treat people on-line with respect. My child shall not use any School Lane Charter School Technology Resources to insult, harass, threaten, bully or cyberbully other Users. My child assumes responsibility for the content of messages he/she sends to others or that are sent to others via his/her account.
4. My child shall respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes or accounts of those Users. My child shall not allow other Users access to his/her mailbox and will keep his/her password private.
5. My child understands that Technology Resources are to be used for educational/professional/contractual use.
6. My child understands that all Technology Resources belong to School Lane Charter School and he/she shall treat them with respect.
7. My child will not install or download any applications (games), programs or materials from the Internet or from any Technology Resources unless the Chief Executive Officer gives prior permission in writing.
8. My child shall not add any software to School Lane Charter School's Technology Resources unless the Chief Executive Officer gives prior permission in writing.
9. My child understands that the Technology Resources provided may be protected under copyright law. My child agrees not to copy resources unlawfully and/or distribute any materials provided for his/her use without express prior permission by the Chief Executive Officer.
10. My child shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regard child welfare and the internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Technology Acceptable Use Policy and understand that failure to follow all rules as explained in this document may result in the loss of my and my child's privileges to Technology Resources; disciplinary action, including student disciplinary action up to and including expulsion from School Lane Charter School in accordance with the Code of Conduct; charges for damages; and civil or criminal penalties.

X _____
(User Signature) (Date)
(MAINTAIN ONE COPY AND RETURN ONE COPY TO PRINCIPAL)

**Acknowledgement of the Technology Acceptable Use Policy
(Administrator and Staff User Agreement)**

I, _____, a User of School Lane Charter School's Technology Resources, have read the entire Technology Acceptable Use Policy, which consists of 11 pages, understand it and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any School Lane Charter School Technology Resources, as defined above, I accept the following basic rules:

1. I shall treat all Technology Resources with care and will leave them in good working condition when I am finished. I will not damage, deface, destroy or render inaccessible Technology Resources.
2. I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the Chief Executive Officer, I will not access it, use it, send it, share it, create it or attempt to access, use, create, share or send it.
3. I shall always treat people on-line with respect. I shall not use any School Lane Charter School Technology Resources to insult, harass, threaten, bully or cyberbully other Users. I assume responsibility for the content of messages I send to others or that are sent to others via my account.
4. I shall respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes or accounts of those Users. I shall not allow other Users access to my mailbox and will keep my password private.
5. I understand that Technology Resources are to be used for educational/professional/contractual use.
6. I understand that all Technology Resources belong to School Lane Charter School and I shall treat them with respect.
7. I will not install or download any applications (games), programs or materials from the Internet or from any Technology Resources unless the Chief Executive Officer gives me prior permission in writing.
8. I shall not add any software to School Lane Charter School's Technology Resources unless the Chief Executive Officer gives me prior permission in writing.
9. I understand that the Technology Resources provided to me for use may be protected under copyright law. I agree not to copy resources unlawfully and/or distribute any materials provided for my use without express prior permission by the Chief Executive Officer.
10. I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regard child welfare and the internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Technology Acceptable Use Policy and understand that failure to follow all rules as explained in this document may result in the loss of my privileges to Technology Resources; disciplinary action, including termination of employment; charges for damages; and civil or criminal penalties.

X _____

(User Signature)

(Date)

(MAINTAIN ONE COPY AND RETURN ONE COPY TO PRINCIPAL)

**Acknowledgement of the Technology Acceptable Use Policy
(Vendor, Contractor and/or Consultant Agreement)**

I, _____, a User of School Lane Charter School's Technology Resources, have read the entire Technology Acceptable Use Policy, which consists of 11 pages, understand it and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any School Lane Charter School Technology Resources, as defined above, I accept the following basic rules:

1. I shall treat all Technology Resources with care and will leave them in good working condition when I am finished. I will not damage, deface, destroy or render inaccessible Technology Resources.
2. I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the Chief Executive Officer, I will not access it, use it, send it, share it, create it or attempt to access, use, create, share or send it.
3. I shall always treat people on-line with respect. I shall not use any School Lane Charter School Technology Resources to insult, harass, threaten, bully or cyberbully other Users. I assume responsibility for the content of messages I send to others or that are sent to others via my account.
4. I shall respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes or accounts of those Users. I shall not allow other Users access to my mailbox and will keep my password private.
5. I understand that Technology Resources are to be used for educational/professional/contractual use.
6. I understand that all Technology Resources belong to School Lane Charter School and I shall treat them with respect.
7. I will not install or download any applications (games), programs or materials from the Internet or from any Technology Resources unless the Chief Executive Officer gives me prior permission in writing.
8. I shall not add any software to School Lane Charter School's Technology Resources unless the Chief Executive Officer gives me prior permission in writing.
9. I understand that the Technology Resources provided to me for use may be protected under copyright law. I agree not to copy resources unlawfully and/or distribute any materials provided for my use without express prior permission by the Chief Executive Officer.
10. I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regard child welfare and the internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Technology Acceptable Use Policy and understand that failure to follow all rules as explained in this document may result in the loss of my privileges to Technology Resources; disciplinary action, including termination of employment; charges for damages; and civil or criminal penalties.

X _____

(User Signature)

(Date)

(MAINTAIN ONE COPY AND RETURN ONE COPY TO PRINCIPAL)