

IDEA Greater Cincinnati, Inc. Board Policy  
<Student Acceptable Use Policy>

**Sec. 1. PURPOSE OF POLICY.**

The purpose of this document is to set forth the policies governing the use of all IDEA technology resources by students while on or near school property, in school vehicles, and at school-sponsored activities on- or off-campus, as well as the use of all IDEA technology resources via off-campus remote access.

IDEA reserves the right to modify the terms and conditions of this policy at any time.

**Sec. 2. INTRODUCTION.**

IDEA is pleased to offer students access to school computers, communications systems, the Internet and a wide array of other technology resources to promote educational excellence and enhance the classroom experience. Technology can expand a student's access to educational materials, prepare students by providing workforce skills and college readiness, and lead to personal growth. IDEA recognizes, however, that access to technology must be given with clear guidelines, expectations, and supervision to protect students. This policy is designed to make legal guardians, teachers, and administrators partners to teach students how to be responsible users of technology.

IDEA will educate all students about appropriate online behavior, including interacting with others when using electronic mail, while on social networking websites and/or chat rooms, and cyberbullying awareness and response.

IDEA will hold ALL students responsible for their use of technology, whether IDEA-provided or personal, and they are expected to act in an appropriate manner in accordance with campus procedures, IDEA policy and procedures, and legal requirements. This applies to the use of all IDEA technology resources by students while on or near school property, in school vehicles, and at school-sponsored activities on or off-campus, as well as the use of all IDEA technology resources via off-campus remote access.

This policy shall be used in conjunction with the Student Code of Conduct.

**Sec. 3. USING THE INTERNET AND COMMUNICATIONS SYSTEMS.**

IDEA provides technology resources to students for the express purposes of conducting research, completing assignments, and communicating to the faculty, staff, and others to complement their educational experience. Just as students must demonstrate proper behavior in a classroom or school hallway, they must also behave appropriately when using any IDEA computer networks, personal electronic devices, personal device data plans, software or websites sanctioned or used by IDEA, and any personal technology used in an educational setting. Access to IDEA's technology is a privilege, not a right. Students must comply with all IDEA standards set forth in this policy at all times in order to maintain the privilege of using its technology resources.

Students and their legal guardians are advised that any information stored on and/or sent through IDEA's technology resources is the property of IDEA. Accordingly, in connection with ensuring student safety, IDEA network administrators and/or other appropriate personnel will engage in periodic reviews and searches of stored files and communications stored on IDEA technology resources to maintain system integrity and ensure that students are complying with this policy and using technology in a responsible and appropriate manner. Such reviews will include students' use of IDEA approved educational websites or software to ensure that they are using it in an appropriate manner consistent with IDEA's expectations

IDEA Greater Cincinnati, Inc. Board Policy  
<Student Acceptable Use Policy>

for such use. Students do not have a reasonable expectation of privacy over any information stored on IDEA technology.

IDEA may allow students to bring personal technology devices (i.e., tablets, e-readers, smartphones) for use during the school day for authorized curricular purposes. Students that use personal technology devices will be required to comply with all aspects of the Student Acceptable Use Policy and/or Student Code of Conduct in the use of such devices at school. A student's personal technology device may be subject to search by campus administrators in connection with determining if a student has committed a violation of this policy and/or the Student Code of Conduct.

IDEA remains committed to integrating technology to enhance its curriculum for students, which it believes increases students' educational experience for them and allows for better preparation for job skills and college success. Access to the Internet enables students to use extensive online libraries, databases, and websites selected by IDEA for use in instruction.

Although IDEA strives to ensure that any Internet access avoids any inappropriate material, students and their families should be aware that some material accessible on the Internet may contain information that is inaccurate, profane, sexually oriented, defamatory and potentially offensive to some. IDEA does not condone any student accessing, or attempting to access, such material, and it remains deeply committed to safe Internet use. IDEA takes steps to minimize students' opportunities to do so, including the implementation of technology prevention measures, such as extensive content-filtering software, to restrict access to inappropriate content such as those that are illegal, obscene, or harmful to minors. This software is not failsafe, however, and while at school IDEA strives to ensure that students' Internet use is supervised, it is possible that the software may miss some content, or students may find a way around the software to access inappropriate material. For this reason, this policy is strictly enforced, and students who misuse any IDEA technology outside its intended purpose, including the use of IDEA-recommended websites for purposes outside the educational intent, will be in violation of this policy, which may lead to disciplinary consequences for the student.

With this in mind, IDEA still believes that the benefits of allowing students access to the Internet to enhance the educational experience outweighs any potential harm to students.

**Sec. 4. PROPER AND ACCEPTABLE USE OF ALL TECHNOLOGY RESOURCES.**

IDEA requires students to use all technology resources, including any websites or software used in the classroom, in a manner consistent with the following rules. IDEA will hold students responsible for any intentional misuse of its technology resources, or any other failure to comply with the rules in this policy. When using IDEA technology systems outside the school, legal guardians should strive to ensure that students do so in compliance with the rules set forth in this policy, as IDEA is unable to supervise students' technology use at home. IDEA's content-filtering software will not work in a student's home, so legal guardians are encouraged to place content-filtering software on their home computers or take any other steps necessary to monitor students' Internet usage at home.

Students who unintentionally access inappropriate material in connection with their use of any IDEA technology, including websites and software used in the classroom, shall immediately stop accessing the material and report it to a supervising adult. Legal guardians are also encouraged to report to IDEA any time a student accesses inappropriate material on a school-issued device or through the school's network. IDEA shall take immediate steps to ensure such material is blocked from further view at school by its content filtering software. It is each student's responsibility to follow IDEA's guidelines for appropriate and responsible use of technology resources.

IDEA Greater Cincinnati, Inc. Board Policy  
<Student Acceptable Use Policy>

All IDEA technology resources, including but not limited to IDEA computers, communications systems and the Internet, including any websites or software used in the classroom, must be used in support of education and academic research and in accordance with the rules set forth in this policy.

**Sec. 4.1. Acceptable Uses of Technology.**

Acceptable uses of IDEA's technology resources include, but are not limited to:

- Use of the Internet in the classroom must be directly related to school assignments and projects.
- Original creation and presentation of academic work.
- Students are responsible at all times for their use of IDEA's technology systems, and must assume personal responsibility to behave responsibly, even when technology provides freedom to do otherwise.
- Students must at all times use IDEA's technology resources, including email, wireless network access, and digital tools/resources to communicate only in ways that are kind and respectful.
- Students must immediately report threatening messages or discomfoting Internet files/sites to a teacher.
- Students must only open, view, modify, and delete their own computer files.
- Students will be assigned individual network and email accounts and must use only those accounts and passwords they have been granted permission by IDEA. All account activity should be for educational purposes only.

**Sec 4.2. Inappropriate Use of Technology Resources.**

Activities that are barred and subject to potential disciplinary action and loss of privileges, whether on an IDEA-provided or personal electronic device, include the following:

- Attempting unauthorized access, or "hacking," of IDEA computers or networks, or any attempts to bypass Internet content-filtering software used by IDEA.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters, jokes, or pictures to lists or individuals.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access. For purposes of the section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, forged routing information for malicious purpose, and any other form of network monitoring designed to intercept data not intended for the student's host.
- Engaging in abusive, harassing, insulting, ostracizing, intimidating, or any other online conduct which could be considered bullying and/or damaging to another's reputation while using any IDEA technology resource, to include the use of any website or software used by IDEA.
- Engaging in any conduct potentially constituting "cyberbullying," which means bullying done through the use of any electronic communication device, including the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. Examples of cyberbullying include, but are not limited to:
  - Creating a social networking site or web page that masquerades as another person's personal site and using it to embarrass the other person.
    - Making it appear that a person is posting malicious comments about a friend to isolate the person from his or her friends.

IDEA Greater Cincinnati, Inc. Board Policy  
<Student Acceptable Use Policy>

- Posting a person's personally identifiable information on a site to put the person at greater risk of contact by predators or strangers.
- Posting abusive comments on someone's social networking site.
- Recording and distributing media with the intent to manipulate or embarrass others.
- Sending abusive comments while playing interactive games.
- Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
- Sending, posting, or sharing negative, harmful, false, or mean content about someone else.
- Sending, posting, or sharing statements encouraging another person to commit selfharm.
- Engaging in any conduct that damages or modifies, or is intended to damage or modify, any IDEA equipment, network, stored computer file, or software, to include any conduct that results in a person's time to take any corrective action.
- Engaging in sexual harassment or using language of a sexual or otherwise objectionable nature (e.g., racist, terroristic, abusive, threatening, demeaning, slanderous) in public or private messages.
- Exporting software, technical information, encryption software or technology in violation of international or regional export control logs.
- Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs onto IDEA equipment, networks, stored computer files, or software.
- Interfering with or denying service to any other user and/or the host service (for example, denial of service attack).
- Participating in online chat rooms or using instant and/or text messaging without prior approval by a classroom teacher, coach, or administrator.
- Port scanning or security scanning.
- Presenting any copyrighted, registered, or trademarked work as that of the student.
- Refusing to submit to a search of a personal electronic device in accordance with the Student Acceptable Use policy and Student Code of Conduct.
- Revealing an account password to others or allowing use of an account(s) by others. This includes family and other household members when work is being done at home.
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material, including but not limited to obscene, profane, vulgar, or pornographic materials, or any material that is not related to the permitted activities set forth above.
- Sharing online any personal information of another student or staff member, including name, home address, or phone number.
- Taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting."
- Tampering with, removing components from, or otherwise deliberately interfering with the operation of IDEA's computers, networks, printers, user files, or other associate peripherals.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which IDEA or the end user does not have an active license.
- Using a website or software program implemented by IDEA in a manner outside the scope of the use specified by the classroom teacher, coach, or administrator.

IDEA Greater Cincinnati, Inc. Board Policy  
<Student Acceptable Use Policy>

- Using any IDEA technology for games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes, or fundraising activities without prior approval by a classroom teacher or administrator.
- Using any IDEA technology resource to engage in any activity that violates any IDEA Board Policy, the Student Code of Conduct, campus rule, local, state, and/or federal law.
- Using any IDEA technology resource to take, disseminate, transfer, or share obscene, sexually oriented, lewd, or otherwise illegal images or other content.
- Using any IDEA technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud.
- Using IDEA or personal technology during the administration of state standardized testing, End of Course, and or final examinations unless expressly allowed to do so by a teacher.
- Using obscene or profane language on any IDEA technology resource, to include posting such language on any website or software used by IDEA.
- Using technology for plagiarism or otherwise representing the work of others as the student's own.
- Using USB, bootable CDs, or other devices to alter the function of any IDEA technology equipment, network or software.
- Vandalizing, tampering, or accessing without permission the equipment, programs, files, software, system performance, or other technology belonging to Life School or someone other than the student.
- Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property or similar laws or regulations, including, but not limited to, any downloading, installation, or distribution of "pirated" or other software products.

Students shall immediately report any violations of this policy to a classroom teacher or administrator. If any student or legal guardian has any question about whether any activity may be a violation of this policy, they should ask a classroom teacher or the principal.

**Sec. 5. PERSONAL ELECTRONIC DEVICES.**

Personal wireless and mobile devices may be provided filtered access to the Internet as well as access to any web-based student applications (e.g., Discovery Education Streaming, Moodle) that would normally be accessible to students from home. IDEA is not responsible for the loss or theft of any personal electronic devices, or for damage, or unauthorized access to the device nor the data that resides therein. Students and legal guardians assume any and all risks associated with bringing a personal electronic device to a campus or school-related event. In addition:

- All students with personal electronic devices being used for instructional or other school business must use IDEA's wireless network, which is filtered according to federal guidelines for Internet access in public schools.
- If a student uses a personal electronic device in an inappropriate manner, he or she will lose their privilege of bringing a personal device to school. Additional consequences may be imposed based on the Policy and the Student Code of Conduct, as well as any campus-based consequences for violating the usage rules for personal electronic devices.
- Personal electronic communications such as e-mail, instant messaging, chat, blogs, etc., are prohibited at school unless the teacher and/or administrator has approved the use of an application for educational purposes.

IDEA Greater Cincinnati, Inc. Board Policy  
<Student Acceptable Use Policy>

- Personal electronic devices are never to be plugged into the wired network (i.e., computers, wall jacks, other school equipment, etc.).
- School officials may power on and search a student's device if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation and if a student and legal guardian have signed a form authorizing the student to possess the device at school.
- Sound on personal wireless and mobile devices must be turned off when it is being used as part of a class.
- Student selection of appropriate, tasteful screensavers and wallpaper is expected.
- Teachers will establish standards for personal electronic devices used in their respective classrooms; however, it is IDEA's policy that students are not allowed to access the Internet unless supervised by a teacher or staff member.
- The student must take full responsibility for configuring and maintaining their personal electronic devices. IDEA will not provide technical support for these devices.
- When personal electronic devices are not in the student's possession, the student must secure them. IDEA will not store, nor will it accept responsibility for storing, any student's personal electronic device on school grounds. Personal electronic devices must go home with students daily.

**Sec. 6. PRIVACY AND SECURITY.**

Students are expected to use IDEA technology resources responsibly and in a safe and secure manner, regardless of whether such technology is accessed using an IDEA-issued or personal electronic device. Students shall not share their individual logins, passwords, or access to IDEA technology with others without the prior approval of a classroom teacher or administrator. Students shall sign off or log off all IDEA equipment, software, or Internet sites once they are done with their session in order to protect the integrity of their logins, passwords, or access.

**Sec. 6.1. Security Resources.**

IDEA will provide information to students concerning:

- Access by minors to inappropriate matter on the Internet.
- Appropriate online behavior, including interacting with others on social networking websites and chatrooms, and cyberbullying awareness and response.
- Measures designed to restrict minors' access to materials harmful to minors.
- Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.
- Unauthorized access, including "hacking," and other unlawful activities by minors online.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.

**Sec. 7. LIMITATIONS OF LIABILITY.**

IDEA makes no warranties of any kind, whether express or implied, for the technology resources it provides to students through IDEA-provided and/or a student's personal electronic device. IDEA is not responsible for any damages that a student may sustain, including those arising from non-delivery of information, erroneous delivery of information, service interruptions, unauthorized use by a student, loss of data, and any potential exposure to inappropriate material from the Internet. Use of any information obtained through the Internet is at the student's own risk, as IDEA makes no representations, and denies responsibility for, the accuracy or quality of the information. In exchange for being allowed to use IDEA

IDEA Greater Cincinnati, Inc. Board Policy  
<Student Acceptable Use Policy>

technology resources, students and their legal guardians hereby release IDEA, its directors, employees, and representatives from any and all claims for damages that arise from the intentional or neglectful misuse of IDEA's technology resources by the student.

**Sec. 8. CONSEQUENCES FOR VIOLATIONS OF THE POLICY.**

Violation of IDEA's policies and procedures concerning acceptable use of technology resources will result in the same disciplinary actions that would result from similar violations in other areas of school policy, including the Student Code of Conduct. Any or all of the following consequences may be enforced if a student violates the terms of this policy:

- Any disciplinary consequence, including suspension or expulsion, as allowed under the Student Code of Conduct and deemed appropriate by IDEA.
- Denial, revocation, or suspension of a user's access to IDEA's technology resources, with or without cause or notice.
- Referral to law enforcement authorities.
- Termination of a system user account.

Violations of law may also result in referral to law enforcement authorities, as well as disciplinary action by IDEA. IDEA will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the school's computer systems and networks.

**SEC. 9. TRAINING AND UPDATES.**

IDEA shall properly train or ensure training is provided to IDEA officers and employees on the requirements of this policy and any administrative procedures adopted to implement this policy. Additionally, IDEA shall notify IDEA officers and employees of any changes to this policy and related requirements.

**SEC. 10. ADMINISTRATIVE PROCEDURES.**

IDEA shall formally adopt administrative procedures as reasonably necessary to properly administer this policy and to adhere to applicable law and rule. In doing so, IDEA shall not adopt, and are prohibited from adopting, an administrative procedure that conflicts with applicable law or this policy. Accordingly, IDEA shall confer with the Board or legal counsel before deviating from the requirements set forth in this policy. In the event that a deviation from this policy becomes necessary, IDEA shall either recommend an amendment to this policy or the Board's approval of a specific deviation, including the purpose, scope and duration of the requested deviation.

**SEC. 11. DATE ADOPTED AND EFFECTIVE.**

As set forth in the pertinent minutes to the meeting of the Board, the Board amended this policy on June 25, 2024, and it became effective on June 25, 2024.

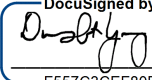
**SEC. 12. RETENTION.**

This policy shall be retained until superseded, expired, or discontinued and for five (5) years thereafter in accordance with state law.

IDEA Greater Cincinnati, Inc. Board Policy  
<Student Acceptable Use Policy>

**SEC. 13. CERTIFICATION.**

The Undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of the Board Policy relating to the Student Acceptable Use policy, as originally adopted by the Board on June 25, 2024, which Policy, is in full force and effect and has not been revoked or amended.

DocuSigned by:  
  
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Dwight Young Executive director  
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6/25/2024  
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