



Long Valley Charter School

A Non-Profit Public Benefit Corporation

COMPUTER TECHNOLOGY ACCEPTABLE USE

| | | |
|--------------------------------------|-----------------------------------|---------------|
| Approved by: LVCS Board of Directors | Adopted: 6/26/21 Revised: 3/18/26 | Policy #:3005 |
|--------------------------------------|-----------------------------------|---------------|

Long Valley Charter School (LVCS) is a nonprofit public benefit corporation that operates two individual charter schools: Long Valley School and Thompson Peak Charter School. This policy applies to both schools equally and the schools are collectively referred to as “Charter School.”

The Board of Directors of Long Valley Charter School (or “LVCS”), adopts this Computer Technology Acceptable Use Policy and Acceptable Use Agreement.

New technologies are modifying the way in which information may be accessed, communicated, and transferred. Those changes also alter instruction and student learning. LVCS offers students and staff access to technologies that may include Internet access, cloud-based productivity suites (such as Google Workspace for Education), electronic mail, and equipment, such as computers, tablets, or other multimedia hardware. The LVCS Governing Board intends that technological resources provided by the school be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

Educational Purpose

Use of LVCS equipment, cloud-based services, and access to the Internet via LVCS resource networks is intended to serve and pursue educational goals and purposes. Student use of these resources is therefore limited to only those activities that further or enhance the delivery of education. Students and staff have a duty to use LVCS resources only in a manner specified in this Policy.

- **“Educational purpose”** means classroom activities, research in academic subjects, digital collaboration, career or professional development activities, LVCS approved personal research activities, or other purposes as defined by the LVCS from time to time.
- **“Inappropriate use”** means a use that is inconsistent with an educational purpose or that is in clear violation of this policy and the accompanying Acceptable Use Agreement.

Notice and Use

LVCS will notify students, parents/guardians, and employees about authorized uses of school technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities.

Before a student is authorized to use the LVCS’s technological resources, the student and his or her parent or guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his or her parent or guardian shall agree not to hold the LVCS or any LVCS staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless LVCS and LVCS personnel for any damages or costs incurred.

Safety and Data Security

LVCS shall ensure that all LVCS computers with Internet access have a technology protection measure that blocks or filters Internet access to websites that have no educational purpose and/or contain visual depictions that are obscene, constitute child pornography, or that are harmful to minors. While LVCS is able to exercise reasonable control over content created and purchased by LVCS, it has limited control over content accessed via the internet and no filtering system is 100% effective. To reinforce these measures, the Director or designee shall implement rules and procedures designed to:

- Restrict access to harmful or inappropriate matter on the Internet.
- Ensure that students do not engage in unauthorized or unlawful online activities.
- Ensure the security and privacy of student data stored within LVCS-managed cloud services and platforms.
- Govern the use of third-party applications that require access to school-managed accounts.

Staff shall supervise students while they are using online services. The Director or designee shall establish regulations to address the safety and security of students and student information when using email, collaborative documents, and other forms of direct electronic communication.

Digital Citizenship and Instruction

The Director or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on collaborative platforms, social networking sites, and other Internet services. Such instruction shall include, but not be limited to:

- Maintaining a positive online reputation.
- Keeping personal information private and the dangers of posting such information online.
- Recognizing and reporting misrepresentation by online predators.
- How to report inappropriate or offensive content.
- Behaviors that constitute cyberbullying and how to respond appropriately.

I. Prohibited Activities

Students and staff shall not use the Internet or LVCS technology to perform any illegal Damaging, debilitating, or disabling computers, computer networks, or cloud-based systems through the spreading of viruses, malicious code, or overuse of electronic distribution is prohibited **[Unauthorized online access]**hacking or the use of tools designed to evade security restrictions is strictly prohibited.

Student use of resources to access social networking sites is limited to educational purposes only. To the extent possible, the Director or designee shall block access to non-educational social sites

Employee Compliance

All employees shall receive a copy of this policy and the accompanying Acceptable Use Agreement. All employees shall comply with this policy including the specific responsibilities

regarding the protection of student data and the professional use of school-sanctioned communication tools.

II. Privilege and Responsibility

Student use of school computers, networks, cloud accounts, and Internet services is a privilege, not a right. Compliance with LVCS's policies mandatory. Violations result in the limitation of technology privileges and/or disciplinary action, including but not limited to suspension, expulsion, or termination of employment in accordance with school policy and applicable laws.

LONG VALLEY CHARTER SCHOOL

Appendix A: Student Technology Use Agreement (Policy 3005)

The Goal: Long Valley Charter School (LVCS) provides technology—including computers, tablets, and cloud services like Google Workspace for Education—to enhance your learning. Using these tools is a privilege, not a right. To keep this privilege, you must follow these rules.

1. Security & Responsibility

- I will safeguard my personal passwords and never share them with others.
- I will only access technology using my own assigned account.
- I will notify a teacher immediately if I think my account has been compromised or if someone else knows my password.

2. Proper Use & Educational Purpose

- I will use school technology only for classroom activities, research, and other "educational purposes" as defined by the school.
- I will be respectful in shared documents and digital collaborations.
- I will not use school technology for personal gaming, political activities, for-profit business, or to download music/movies in violation of copyright.

3. Digital Citizenship & Safety

- I will maintain a positive online reputation by ensuring my digital footprint reflects responsible behavior.
- I will protect my privacy and the privacy of others by keeping personal information private and understanding the dangers of posting it online.
- I will report any inappropriate content, threats, or misrepresentation by online predators to a staff member immediately.
- I will not engage in cyberbullying, harassment, or the use of obscene and disrespectful language.

4. Equipment Care

- I will keep food and drinks away from all technology equipment.
- I will handle all hardware carefully and will not vandalize or intentionally damage any equipment or the network.

5. Important Privacy & Safety Information

- No Expectation of Privacy: I understand that all computer equipment, network access, and email accounts are owned by LVCS. The school reserves the right to monitor screens, access stored files, and review all activity to ensure safety and policy compliance.

- Filtering: I understand the school uses filters to block inappropriate sites, but no system is 100% effective. I am responsible for following safe practices.
- I will not use "proxies," hacking tools, or any other method to bypass the school's internet filters or security measures.

6. Consequences & Liability

- Discipline: If I violate this agreement, I may lose my technology privileges and face school discipline, including suspension or expulsion.
- Financial Liability: Per California law and school policy, parents/guardians are liable for the replacement cost of technology that is willfully damaged, defaced, or not returned, up to \$10,000.

 Email Access: Students may be issued an internal email account (@longvalleycs.org) for school use.

Check this box ONLY if you DO NOT want your child to have access to school email.

Signatures: *By signing below, we agree to comply with the terms of Policy 3005 and this Agreement. The entire policy is available at this link:*
<https://www.longvalleycs.org/Governance/Board-Policies--Documents/index.html>
or contact the office to receive a printed copy.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

LONG VALLEY CHARTER SCHOOL
Appendix B: Employee Technology Use Agreement (Policy 3005)

1. Professional Use: LVCS technology and Google Workspace accounts facilitate instruction and school operations. While limited personal use is permitted, it must not interfere with job performance or violate policy.

2. Data Privacy & FERPA: Employees have a legal and ethical obligation to protect student data. Do not store sensitive student information on personal, unencrypted devices and ensure third-party apps are vetted for data privacy compliance.

3. Professionalism: All communication via school-issued accounts (Gmail/Chat/Docs) is school property, a matter of **public record**, and must remain professional.

4. Supervision Responsibility: Staff are responsible for the reasonable supervision of student technology use and must report any known violations of the student AUP to administration.

5. Security: Employees shall not bypass security filters or share administrative passwords. Any known security vulnerabilities must be reported to IT immediately.

6. Compliance: I have read Policy 3005 and recognize my responsibility to protect student data and maintain professional standards in all digital communications.

Employee Signature: _____

Employee Name: _____ **Date:** _____