



Students at Capital City PCS are provided with the technology to be successful in their educational endeavors. Student equipment and resource access are based upon the student needs as determined by teachers, administrators, and school technology specialists.

#### Hardware

All Capital City PCS students can expect to use a range of technology equipment during the school year. Capital City PCS is responsible for general maintenance and technology support on all school-owned equipment, but students are expected to follow standards of care when using equipment. Students are expected to notify a teacher or staff member when they discover damage to equipment. School equipment should only be used for educational purposes. Students and their families may be held financially responsible for intentional damage to equipment, or damage that results from neglect, or loss of equipment.

#### Student Personal Devices

Cell phone use by students is not permitted at Capital City PCS. Use of Capital City PCS Wireless network with student cell phones is prohibited.

Student-owned computers/tablets used for academic accommodations (ie, per IEPs or 504 Plans) or with permission of school administration are permitted to access Capital City PCS wireless network. Any student needing help accessing the wireless network should visit the HelpDesk in room 307. The HelpDesk can not offer support for student-owned devices.

#### Internet and Network

All classrooms have internet access, and students in grades 3 through 12 are assigned an individual network login account. Students are granted access to the internet after parents have agreed to the school's Student Technology Acceptable Use Policy during student enrollment. Students are responsible for good behavior everywhere in Capital City PCS, and this extends to conduct on the school's computer network. Students are expected not to use excessive amounts of computer resources, including but not limited to internet bandwidth and printing supplies.

#### Email

Capital City PCS supplies all students in grades 3-12 a Google Apps for Education account. These accounts are used as the primary email address for student-teacher communication, as well as school-related projects hosted on Google Apps and additional related services. Students will be able to access their Google Apps account outside of school. Additional services may be added to student accounts as seen fit by school administration.

This account will be considered the student's official school email address until such time as the student is no longer enrolled in Capital City Public Charter School. The account will remain active for 6 months after graduation from Capital City PCS, except in cases where students violate the rules of this document. The account is deleted immediately after transfer or expulsion from Capital City PCS.

#### Privacy

We take both the privacy and security of our student's electronic content seriously, and we are committed to ensuring a reasonable expectation of privacy is balanced with the maintenance of a safe school network. Capital City PCS cannot and does not guarantee the security of electronic files located on the Google Apps for Education system.

School network and computer storage areas may be accessed by school administrators to review files and communications, maintain system integrity, and ensure that users are using the system responsibly. Capital City strives to maintain a level of privacy for student content, but school administrators, school staff, and teachers may be provided with access to student content in order to facilitate lessons and review student conduct. Electronic content on the student's Google Apps for Education account, school networks and computers are subject to review by the school at any time, with or without notice, with or without cause, and without the permission of any student or parent/guardian. The school reserves the right to access the student.ccpcs.org school email system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Students are strictly prohibited from accessing the files, messages, images, and videos of others Google Apps for Education accounts without permission. Student users are also prohibited from accessing the network accounts of others and electronic content on school servers or computers belonging to others without permission.

### Prohibited Conduct

Students are prohibited from using school technology for any unauthorized or unlawful purpose.

The activities listed below are not permitted:

- Damaging or modifying computers, disrupting and/or attempting to disrupt computer systems, or computer networks
- Sending, viewing or displaying offensive messages or pictures (including, but not limited to, pornographic, obscene, or sexually explicit material, sexual comments, and jokes or images that would violate school policies)
- Using obscene language
- Bullying, harassing, insulting or attacking others (as defined by the Student Handbook)
- Violating copyright laws or trying to pass off material copied from the Internet as your own
- Using others' passwords or disclosing your password to an unauthorized person
- Trespassing in others' folders or school accounts.
- Using the network to share personal information about yourself or someone else, such as name, phone number, address or photo, without permission from a staff member and parent/guardian
- Malicious editing of shared documents
- Misrepresentation of Capital City PCS
- Intentionally wasting limited resources including excessive printing and internet bandwidth
- Uploading, downloading, or copying software without the authorization of a staff member
- Not complying with explicit teacher directions when using technology for learning

Access to Capital City PCS hardware, network and internet, and email is a privilege. The school maintains the right to immediately withdraw access and use of any services when there is reason to believe that violations of law or school policies have occurred. Actions that violate these policies may warrant additional consequences in accordance with school discipline policies.