

OPS Student Technology Acceptable Use Policy

Parents and students should read these rules carefully and acknowledge receipt of these rules by signing the form with your student(s) and returning it to the school.

By signing this form, you and your child agree to abide by the following rules:

- If assigned a laptop computer and/or smartphone, the laptop computer/smartphone assigned to your student belongs to Oxford Preparatory School and is provided for a \$25 annual technology fee. Students are expected to take excellent care of the equipment. Physical damages to the computer/smartphone will be charged back to the student based on the below schedule and students may also have to perform community service work at the school if the damage was caused by gross negligence.

	Chromebook	Smartphone
Broken Screen:	\$40	\$20
Broken keyboard or keys missing:	\$40	\$20
Lost or missing charger:	\$20	\$10
Broken bottom/side outer casing:	\$60	\$30
Broken top outer casing:	\$60	\$30
Damage beyond repair (water damage, drop damage, etc):	\$200	\$80
Lost or stolen device :	\$200	\$80

- Students or parents should not load or upgrade any software applications without express permission of a member of our staff. Students should also refrain from deleting or removing any software applications without express permission of a staff member.
- Internet sites containing pornographic, violent, or other unacceptable content may not be visited either at home or on school property. Accessing, producing, posting, displaying or sending offensive messages, music, or images, including images of exposed private body parts is prohibited. Offensive material includes but is not limited to obscene, profane, lewd, vulgar, rude, or sexually suggestive language or images.
- Sending false or defamatory information about a person or organization is prohibited.
- Harassing, threatening, insulting or attacking others is prohibited. Computers will not be used for electronic intimidation via Facebook, Skype, OooVoo, MySpace, YouTube, Twitter, Instagram, or any other social networking site. Doing so is a violation of North Carolina law.
- Oxford Preparatory School has internet content filters and software in place to track violations of this policy and we have the ability to monitor software and student activities on the computer in real-time. These reports will be reviewed on a regular basis to ensure compliance with the acceptable use policy.

- Parents should monitor student computer use at home to insure compliance with Oxford Preparatory School rules and regulations.
- Students are reminded not to share their password with anyone except a parent or guardian. Students should not use login ID's and passwords belonging to other students or faculty and staff members.
- Email correspondence on the Oxford Preparatory School system, the laptop, or making use of the student's assigned email account is the property of Oxford Preparatory School. Documents and other files created by the students and located on the laptops or the Oxford Preparatory School computer system are also property of Oxford Preparatory School.
- Teachers will be using our technology to communicate with students. Students should check email, tasks, and calendars frequently throughout the day and respond to Oxford Preparatory School teachers/staff as appropriate.
- Students should not send spam (e.g. funny jokes and cute sayings found on the internet) and should not sign up for subscription services using the Oxford Preparatory School email account without permission of the Oxford Preparatory School staff.
- Students should only use computers during class if authorized to do so by a faculty member and only for the purpose stated by the faculty member.
- Hacking or attempting to gain unauthorized access to the Oxford Preparatory School's network for the purpose of stealing and/or corrupting data is prohibited.
- Any other use in violation of Oxford Preparatory School's policies or federal or state law is prohibited.

The following consequences may apply if a student violates this policy. Any of the below consequences may be enforced alone or in conjunction with one another by the school against the violating student.

- Revocation or limitation of computer access privileges
- Temporary or permanent confiscation of the student computer/smartphone
- Disciplinary action as provided for in the student handbook
- Any other sanctions or remedies provided by law

Oxford Preparatory School Internet Safety Policy

Introduction

It is the policy of Oxford Preparatory School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Oxford Preparatory School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Oxford Preparatory School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the

Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the school administration or designated representatives.

The students’ teachers or designated representatives will provide age appropriate training for students who use Oxford Preparatory School Internet equipment. The training provided will be designed to promote the School’s commitment to:

- a. The standards and acceptable use of Internet services as set forth in OPS’s Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the school's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Oxford Preparatory School Board of Directors at a public meeting, following normal public notice, on February 9th, 2023.

I have read Oxford Preparatory School Technology Acceptable Use and Internet Safety Policies and understand there may be consequences as outlined above for the student if I/he/she/we violate the policy.

Student Signature	Parent Signature	Date
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Printed Student Name	Printed Parent Name
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Serial Number	MAC Address
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Make and Model of Computer