



Acceptable Technology Use

The computers at New Heights are intended for educational purposes only. Students may not use New Heights computers or network resources to access or distribute offensive, obscene, or abusive material. Students must respect the legal protection provided by copyright and license to programs and data. Students must not use programs that harass other users or infiltrate a computer, computing system, or network, and/or damage or alter the software components of a computer, computing system, or network. All computer use should be consistent with accepted classroom standards and the teacher's instructions. Accessing social networking sites should be done minimally and outside of the classroom. New Heights reserves the right to limit or restrict student access to computers if it is determined that social media and/or computers are being used inappropriately or inconsistently with school goals. New Heights computers may not be used in violation of any laws or regulations. New Heights computers and any attached network devices may not be used in a manner that hampers use by others, including but not limited to, the use of proxy server websites or internet radio sites, such as Pandora. Repeated, unsolicited, or unwanted communication of an intrusive nature is not acceptable. Students may not share passwords or user accounts without receiving prior approval from the teacher.

Network traffic and computer usage, including email, may be monitored. Students should be aware that such monitoring may occur, and that inappropriate material or activities will be reported to the proper authority. New Heights does not guarantee the privacy of any electronic communication or data stored on New Heights computers or networks.

Failure to comply with these standards may result in disciplinary action as described in the Student Code of Conduct, including removal from self-paced courses and/or complete loss of computer use privileges on all New Heights campuses. This Responsible Use Policy (RUP) supports our vision of technology use and upholds a strong sense of digital citizenship for our users.

Responsible Use and Digital Citizenship

- **Respect Yourself:** Use appropriate online names, be polite, and use appropriate language/content in all online posts.
- **Protect Yourself:** Do not publish personal details, contact details, or a schedule of activities for myself or anyone else. Unless otherwise authorized, you are the owner of your accounts and are responsible for all activity initiated by and/or performed under these accounts. It is your responsibility to secure your account credentials appropriately. You are responsible for maintaining and backing up all your data. If you are uncertain whether a computer activity is permitted or appropriate, ask a teacher or administrator before engaging in that activity. You will immediately notify your teacher or campus administrator if you mistakenly access inappropriate material.

- **Respect Others:** I will not use technology to bully or tease others. I will not make audio or video recordings of students or staff without their prior permission. I understand that posing as someone else is forbidden, and I will not pose as a user other than myself when online. I will be careful and aware when printing to avoid wasting resources and printing unnecessary items.
- **Protect Others:** I will help maintain a safe computing environment by notifying appropriate campus officials of inappropriate behavior, vulnerabilities, risks, and breaches involving campus technology.
- **Respect Intellectual Property:** I will suitably cite the use of websites, books, media, etc., and I will respect all copyrights.
- **Protect Intellectual Property:** I will request the use of the software and media that others produce.
- **General policies:** The purpose of a New Heights user account is to access the New Heights network and facilitate creativity and innovation. We use this network to support communication and collaboration. We use technology to extend research and information fluency, collect and analyze data, and solve problems.
 - Access is a privilege. Access entails responsibility, and inappropriate use may result in the cancellation of those privileges.
 - The New Heights user accounts are owned by New Heights; consequently, they are subject to the Public Information Act. All digital files associated with user accounts may be retrieved by New Heights staff at any time without prior notice and any user's permission. New Heights reserves the right to monitor all accounts to maintain system integrity and to ensure responsible use.
 - Students should have no expectation of personal privacy in any matters stored in, created, received, or sent through the New Heights computer network or account. These are subject to review by New Heights at any time, with or without notice, with or without cause, and without the permission of any student.
 - A content filtering solution is in place to prevent access to certain sites that may contain inappropriate material, including pornography, weapons, illegal drugs, gambling, and any other topics deemed non-educational by New Heights. New Heights is not responsible for the content accessed by users who connect via their 3G/4G type service (cell phones, air cards, etc.).
- **Government Laws:** Technology is to be utilized in conformity with the laws of the United States and the State of Texas. Violations include, but are not limited to, the following:
 - Criminal Acts – These include, but are not limited to:
 - Unauthorized tampering
 - Cyberstalking
 - Vandalism
 - Harassing email/postings

- Child pornography
 - Cyberbullying
- Libel Laws – You may not publicly defame people through published material.
 - Copyright Violations – Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the internet are protected by copyright), and/or engaging in plagiarism.
- **Google Apps and Other Third-Party Accounts:** Our District mission, goals, and vision for technology for our students may require accounts in third-party systems. Many of these accounts will be used at school for school-related projects, but may also be accessed outside of school. The use of these accounts will help our students master effective and proper online communications as required in the Technology Applications Standards.
 - **Consequences:** If a student breaks this agreement, the consequences may include suspension of accounts and network access. In addition, students may face disciplinary and/or legal action, including but not limited to criminal prosecution and/or penalty under appropriate state and federal laws.

The following actions are not permitted and could result in the consequences outlined above:

- Users may not attempt to disable or bypass the New Heights content filter.
- Users may not access or manipulate the information in a private database or system, such as grade books and other student information systems.
- Users may not install unauthorized network access points or other connections that may not effectively integrate with the existing infrastructure.
- Users may not use their accounts for non-school-related activities, including but not limited to:
 - Using the internet for financial gain, personal advertising, promotion, non-governmental-related fundraising, or public relations.
 - Political activity: lobbying for personal political purposes, or activities such as solicitation for religious purposes.
 - Users may not send, save, view, forward, or create harassing or offensive content/messages. Offensive material includes, but is not limited to, pornographic, obscene, or sexually explicit material, sexual comments, jokes, or images that would violate school policies. School policies against harassment and discrimination apply to the use of technology.
- The Director of Technology and the Campus Director will deem what is considered to be inappropriate use of the New Heights computer network. They may suspend an account or network access at any time. In addition, faculty and New Heights staff may request that a user's account be suspended or denied at any time.
- By acknowledging receipt of this handbook, New Heights students are acknowledging that they understand and will abide by the above Responsible Use Agreement and that they

further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Students acknowledge that they have read the Responsible Use Agreement and understand that access is designed for educational purposes only.

Student Cell Phone Use

New Heights is a school for adults who are expected to use their cell phones for instructional purposes only. Students are expected to adhere to classroom rules regarding the use of cell phones. Cell phone use in the hallway should be kept to a minimum and be respectful of the learning environment. Students should not use their cell phones to record audio, video, or pictures of other students without their permission. Cell phone misuse may result in disciplinary action.