



**Official Policy
of
Ogden Preparatory Academy**

6. Human Resources

6.04 Electronic Resources Policy

Effective/Revision Date: 02/12/2014

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PURPOSE

Ogden Preparatory Academy (the School) recognizes the value of computer and other electronic resources to facilitate student learning and help the School's employees accomplish the School's mission. The School has therefore made substantial investments to establish a network and provide various electronic resources for its students' and employees' use. Because of the potential harm to students and the School from misuse of these resources, the School requires the safe and responsible use of computers; computer networks, including e-mail and the Internet; and other electronic resources. This policy is intended to ensure such safe and responsible use and to comply with Utah Administrative Rule R277-495, the Children's Internet Protection Act, and other applicable laws.

ELECTRONIC DEVICES

The School recognizes that various forms of electronic devices are widely used by both students and employees and are important tools in today's society. The School seeks to ensure that the use of electronic devices, both privately-owned devices and devices owned by the School, does not cause harm or otherwise interfere with the learning, safety, or security of students or employees. The Principal shall therefore establish reasonable rules and procedures regarding the use of electronic devices at School and School-sponsored activities in compliance with applicable laws.

INTERNET SAFETY

It is the School's policy to:

1. Prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail or other forms of direct electronic communications;
2. Prevent unauthorized access and other unlawful online activity;
3. Prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and
4. Comply with the Children's Internet Protection Act (section 254(h) of title 47, United States Code).

The Principal shall establish procedures to accomplish these objectives and ensure compliance with applicable laws.

STUDENT ACCEPTABLE USE OF SCHOOL ELECTRONIC RESOURCES

The School makes various electronic resources available to students. These resources include computers and other electronic device and related software and hardware as well as the School's network and access to the Internet. The School's goal in providing such electronic resources to students is to enhance the educational experience and promote the accomplishment of the School's mission.

Electronic resources can provide access to a multitude of information and allow communication with people all over the world. Along with this access comes the availability of materials that may be considered inappropriate, unacceptable, of no educational value, or even illegal.

The Principal shall ensure that rules and procedures regarding students' use of the School's electronic resources are established and clearly communicated to students and their parents/guardians. The Principal will ensure that safeguards are in place to restrict access to inappropriate materials and that the use of the Internet and other electronic resources is monitored. The Principal shall ensure that students receive appropriate training regarding these rules and procedures.

STAFF ACCEPTABLE USE OF SCHOOL ELECTRONIC RESOURCES

Improper use of the School's electronic resources by employees has the potential to negatively impact students, damage the School's image, and impair the School's electronic resources. Therefore, this policy is intended to govern employees' and volunteers' use of the School's electronic resources, and employees must agree to these terms as a condition of employment. The Principal shall establish rules and procedures regarding employees' use of the School's electronic resources.

This policy will be reviewed periodically to ensure that it continues to meet the School's needs.

Document History

Approved: 02/12/2014

Legal References