

1550 Summit Avenue

Saint Paul, Minnesota 55105

651-414-6000 651-414-6006 fax

 [www.laurajeffreyacademy.org](http://www.laurajeffreyacademy.org)

**Digital Media Acceptable Use Guidelines**

LJA is committed to preparing students for 21st century learning, which includes the use of digital media, the Internet, computers and laptops, and other technology in our rapidly changing environment. School, families and students are partners in maintaining safety and using digital media appropriately for learning and communication goals.

Acceptable use of digital media is a vitally important life skill that includes viewing content, creating content and creating and maintaining an acceptable online profile and reputation. LJA has a filter program designed to block access to inappropriate sites, but it is not fool proof. Ultimately, school staff and parents/guardians of minors will establish and convey the standards that students should follow when using and creating media and information sources. In order to participate fully in 21st century learning and communication, each student will have an LJA issued e-mail account.

**Student Internet Use**

Students are responsible for appropriate behavior on school computer networks just as they are on school property and in classrooms. Communications on the network are public in nature. General school rules for behavior and communication apply. The Internet is provided for students to conduct research, use instructional materials and communicate with others in relation to educational activities. *Access is a privilege, not a right.* Based on the acceptable use guidelines outlined in this document, the instructional staff, administrative staff, and the Board of Directors will deem what is inappropriate use. The staff may deny, revoke, or suspend a student’s access to the Internet.

LJA will abide by the Children’s Internet Protection Act of 2001 (CIPA)

Specifically, these criteria will be followed:

1. All Internet enabled computers used by students, patrons, and staff will be subject to the LJA Internet Filter.
2. The LJA Internet Filter will be disabled only for legitimate research and other lawful purposes.
3. Online activities of minors will be supervised by teachers/staff and monitored for appropriate use.
4. Teachers and staff will ensure safe and secure use of approved direct electronic communications by minors.
5. Unauthorized disclosure, use, and dissemination of personal information of minors is prohibited.
6. LJA reserves the right to monitor and inspect any files and content on an LJA owned digital device.

**Teacher/Staff/Student Internet Use**

The user is expected to abide by the following network rules:

* Be polite and use appropriate language. (LJA principals) reference internet etiquette page.
* Realize that electronic communication is not private.
* Do not view or transmit materials that may be considered obscene or inappropriate. *Sending and receiving offensive messages or pictures from any source will result in immediate action. (e.g., loss of Internet for a period of time deemed reasonable by administration).*
* Notify the staff member in charge immediately if inappropriate materials are found.
* Never reveal the personal address or phone number of yourself, your family or other students.
* Do not use the network in such a way that would disrupt the use of the network by other users.
* Do not move, delete, overwrite, or in any way destroy another user’s data.
* Do not take any action that disrupts system performance.
* Protect your user names and passwords at all times.

*Violation of any of the above rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions. Decisions will be based on the severity and frequency of violations.*

**All users of the LJA network will be expected to comply with the *Internet Acceptable Use Guidelines.* LJA students and their Parent/Guardian will be expected to sign the Internet Use section of the General Permission Slip to indicate an agreement and understanding of the above guidelines and is mandatory for Internet access. This agreement will remain in effect until revoked.**