

USAGE POLICY
SOUTHGATE ACADEMY COMPUTER SYSTEMS

Article I. Restrictions

Section 1.01 System Settings Restrictions

The following restrictions will be applied to Teacher Computers, effective immediately:

- (a) No access to “Control Panel”
- (b) No access to “Internet Options”
- (c) No access to “Folder Options”
- (d) No access to “Toolbar Settings”
- (e) No privilege to delete printers
- (f) Logon must be validated by a Server before local access is allowed

Section 1.02 Software Restrictions

Software restrictions will not be automatically applied, but may be applied to individual Computers on a case-by-case basis. The IT Administrator and the Director will review each case.

- (a) In the event of applied Software restrictions, the following software will be allowed:
 - (i) Internet Explorer
 - (ii) Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint)
 - (iii) Schoolmaster Gradebook
 - (iv) Schoolmaster for Windows
 - (v) WinZip
 - (vi) Adobe Acrobat Reader
 - (vii) Any approved educational software, e.g. Mathblaster, Prentice Hall Resource, Compton’s Encyclopedia, Microsoft Encarta
 - (viii) All applications and utilities bundled with Microsoft Windows

- (b) In the event of applied Software restrictions, the following software will NOT be allowed, unless authorized by the IT Administrator or the Director:
- (i) America Online
 - (ii) AOL Instant Messenger (AIM)
 - (iii) Yahoo! Instant Messenger
 - (iv) MSN Messenger
 - (v) Trillian Messenger
 - (vi) CompuServe
 - (vii) WinMX
 - (viii) KaZaA Lite (not KaZaA Media Desktop)
 - (ix) Any third-party utility that directly or indirectly causes changes to the Microsoft Windows Operating System

Section 1.03 Adware / Spyware Restrictions

Under no circumstances is the following Software to be installed. These Software packages contain spyware and/or adware, and are a danger to the Southgate Network. An updated list of banned spyware/adware shall be posted in the front office.

- (a) Gator.com Offer Companion
- (b) Precision Time / Date Manager
- (c) Webshots Screensaver Desktop
- (d) Bonzai Buddy
- (e) Kontiki
- (f) CNET Download Manager
- (g) WeatherBug
- (h) Gain
- (i) Comet Cursor
- (j) KaZaA Media Desktop (not KaZaA Lite)

Section 1.04 Illegal or Pornographic Material

In accordance with the Child Internet Protection Act (CIPA), no User shall access, view, or make reference to illegal Internet content, including but not limited to any explicit sexual or pornographic material, hate websites not within the scope of First Amendment rights, and downloaded commercial Software, music, and video files (exe, zip, mp3, wma, ogg, wav, mpg, mp2, mp4, wmv, avi) not owned by the User.

Section 1.05 Illegal Activities

- (a) No User shall engage or make reference to illegal activities involving technology, Computers or the Internet, including but not limited to pirating, hacking, cracking, spamming, phreaking, denial-of-service attacks, posing as someone else and identity theft.
- (b) In accordance with the Child Internet Protection Act (CIPA), no Student under the age of 13 shall use a Computer or transmit information across the Internet without Parent or Teacher consent and supervision.

Article II. Definitions

Section 2.01 Entities

- (a) "Southgate Academy" is the charter school to which all described entities belong.
- (b) "User" includes any person who uses a Computer at Southgate Academy, including but not limited to Teachers, Students, staff, administration, Parents and volunteers.
- (c) "Student" is any child who is currently enrolled at Southgate Academy.
- (d) "Parent(s)" is/are the legal guardian(s) of the Student.
- (e) "Teacher" is any person who has a teaching position, part or full time, at Southgate Academy.
- (f) "IT Administrator" is the office/position at Southgate directly responsible for all computers, technology and the network at Southgate Academy.
- (g) "Director" is the highest -level position at Southgate Academy.

Section 2.02 Objects / Locations

- (a) "Computer" is the device that the Teachers are given for attendance, word processing, education, Internet access, and email.
- (b) "Server" is a type of Computer that hosts a Microsoft Active Directory of network Users, User data, and/or a web service, email service, proxy service, or student information system service.
- (c) "Software" is any executable binary code that runs on a Computer or Server.
- (d) "Southgate Network" is the local area network at Southgate Academy, including all Computers, Servers, routers/hubs/switches, and video distribution equipment.
- (e) "Main Distribution Facility" is the room where all Server equipment resides, as well as any video distribution equipment.

Section 2.03 Other Definitions

- (a) "The Internet" is a worldwide network of nodes, Computers and Servers that uses multiple protocols to provide an "information highway" to Users.
- (b) "Microsoft Windows Operating System" is the family of operating systems developed and distributed by the Microsoft Corporation. Southgate Computers run on Microsoft Windows.

- (c) ‘Child Internet Protection Act (CIPA)’ is a Act of Congress that protects children from predators and other harmful factors of the Internet. On the web, at <http://www.ifea.net/cipa.html>
- (d) ‘Commercial software, music, and video files’ refers to any file on a Computer or on the Internet that is licensed and must be legally purchased.