**NETWORK/TECHNOLOGY POLICY**

Olive Crest Academy (OCA) recognizes that local and wide area network services offer a wide variety of opportunities to further goals and objectives and, therefore, provides network access to its staff and students. Access to this vast resource of information is an opportunity requiring responsible use by each individual. As such, every OCA user should act in an ethical and legal manner consistent with OCA goals and objectives and should conform to appropriate use and network etiquette that includes being polite, using appropriate language, and respecting the privacy of others.

The local and wide area networks provided by OCA include networked computers in offices, schools and other facilities, and the Internet, which gives access to computers around the world. Opportunities provided by this network may include:

 Access to information from sites around the world

 Discussion groups on a wide variety of topics consistent with OCA goals and objectives.

 Research and distance learning

 Development of curriculum-related projects for publication on the World Wide Web

Users of OCA network services should remember that the level of confidentiality of OCA computers may not be the same as that expected when using their own equipment or Internet services. E-mail files and other Internet records may be examined for educational and administrative purposes and to verify that acceptable-use guidelines are being followed.

OCA has taken reasonable steps to ensure that network use is only for activities that support OCA goals and objectives. Use of the OCA network or the Internet is a privilege which may be revoked at any time for inappropriate conduct.

**ON-LINE CONDUCT**

 Inappropriate conduct includes, but is not limited to:

 Using the network for illegal activities, including unauthorized installation, use, storage, or distribution of copyrighted software or materials in violation of copyright laws.

 Using the network for personal financial or commercial purposes.

 Using the network for political activities.

 Accessing or distributing files that contain pornographic materials or obscene or harmful matter as defined in California Penal Code Section 313 (a).

 Unauthorized use of another individual’s name or password or allowing another user access to your account or password.

 Providing another individual’s e-mail address or other personal information.

 Violating privacy rights and/or accessing information of other individuals.

 Vandalizing equipment or data.

 Sending or exchanging messages that are inconsistent with Olive Crest Academy (OCA)

policies.

**RESPONSIBILITY**

As a user of the OCA wide area and local area networks, I agree to:

 Report any known misuse of the network to the responsible person.

 Use my network access in an acceptable manner, following all district rules and regulations regarding network use, including being polite, using appropriate language and respecting others’ privacy.

 Use on-line time and other network resources efficiently.