



ALABAMA SCHOOL OF CYBER TECHNOLOGY AND ENGINEERING

ACCEPTABLE USE POLICY/ELECTRONICS POLICY (AUP)

ASCTE provides its faculty, staff, and students with access to information and computing resources. Each member of the ASCTE community has basic rights and responsibilities that are unethical to violate or ignore. All members of the ASCTE community are accountable for their use/misuse of these resources. Appropriate use of these resources is legal, ethical, respectful of intellectual property, data, resource consumption, security systems, individual rights to privacy, individual rights to freedom from intimidation and harassment, and appropriate in the areas of expression and communication.

Access to these resources is a privilege and not a right and may be revoked by the school administration at any time for misconduct. ASCTE reserves the right to limit the content of material that students read due to legitimate pedagogical concerns and the right to monitor, track, and, when necessary, examine all computer use at ASCTE. This includes but is not limited to:

- Protecting students' exposure to inappropriate sites/content by installing filters
- Tracking of students' use by maintaining a historical
- Searching personal computers when there is evidence or suspicion of misuse or infraction
- Viewing or inspecting any file, transmission or programs on personal computers.

Prohibited activity/behaviors are subject to disciplinary action up to and including termination, prosecution (where applicable), and/or restitution for damages/loss. The following actions are prohibited by any ASCTE student:

MINOR VIOLATIONS

- a. Accessing another individual's materials, information, files folders, or work without the permission of that person
- b. Violating copyright or otherwise using the intellectual property of another individual or organization without permission
- c. Using passwords other than one's own
- d. Giving out personal information online such as full name, home address, phone number, etc.
- e. Using software that has not been assigned or approved by staff
- f. Failing to follow a district policy while using computers or failing to follow any other policies or guidelines established by the district administration, teachers, or other appropriate district staff
- g. Seeking to gain or gaining unauthorized access to information resources or other computing devices (level 1 hacking)
- h. Accessing chat rooms, and sites selling term papers, book reports, and other forms of student coursework
- i. Intentionally wasting limited resources

INTERMEDIATE VIOLATIONS

- a. Accessing, uploading, downloading, posting or distributing pornographic, obscene, or sexually explicit material
- b. Transmitting obscene, abusive, sexually explicit, or threatening language
- c. Broadcasting unsolicited messages ("spamming")
- d. Using the network for commercial purposes
- e. Harassing, insulting, or attacking others
- f. Damaging, debilitating, disabling, or altering the setup of computers, computer systems, or computer networks (this includes changing workstation or printer configurations) as set by the system administrator

MAJOR VIOLATIONS

- a. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
- b. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses
- c. Gaining unauthorized access ("hacking") to resources or entities
- d. Invading the privacy of individuals
- e. Using personal devices (Hotspots, Myfi) to circumvent the network

CRIMINAL VIOLATIONS

Any of the uses named above that violate any local, state, or federal statute.

PERSONAL DEVICES/TECHNOLOGY ETIQUETTE

ASCTE permits the use of personal technology on campus. This technology includes, but is not limited to, laptops, desktops, cell phones, tablets, Blackberries, PDAs, language translators, video players, and audio players. Students are expected to use these devices properly and within the guidelines set forth by ASCTE. Personal technology is permitted in the classroom provided permission has been granted by the course instructor. Devices may be confiscated or searched in the event that ASCTE believes: (a) that a user may be in violation of the law, the AUP, or any other school rules of conduct; (b) that a person or property is in jeopardy; or (c) that the device has become a distraction to the learning environment. Students are expected to demonstrate the following personal device manners:

1. Be courteous to those around you and set your device on silent/vibrate during class or activity
2. Be respectful so that your device does not cause you to disrupt, distract, or ignore others
3. Don't text or make/take calls during class, a meeting, at the dining table, or during a conversation with faculty/staff
4. Speak softly and when possible, move at least 10 feet from buildings, windows, or others when making/taking a call
5. Watch your language, especially when others can overhear you
6. Avoid talking about personal or confidential topics in a public place
7. Avoid texting or sending private information because it can be forwarded
8. Do not put your safety or anyone else's safety at risk by looking down at your device while crossing roads, driving, walking on uneven ground/near lampposts, walking in crowded places, pouring hot beverages, or such activities that require a sensible amount of attention.
9. Do not become addicted to your device and engage with the activity/event/interaction
10. Mind the volume of your device and the brightness of your screen