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# Instructional Technology Staff

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Location</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katie Stewart</td>
<td>UC</td>
<td><a href="mailto:kstewart@unionacademy.org">kstewart@unionacademy.org</a></td>
</tr>
<tr>
<td>Adam Benjamin</td>
<td>UC</td>
<td><a href="mailto:abenjamin@unionacademy.org">abenjamin@unionacademy.org</a></td>
</tr>
<tr>
<td>Brannon Howie</td>
<td>UC</td>
<td><a href="mailto:bhowie@unionacademy.org">bhowie@unionacademy.org</a></td>
</tr>
<tr>
<td>Grayce Shea</td>
<td>LC</td>
<td><a href="mailto:gshea@unionacademy.org">gshea@unionacademy.org</a></td>
</tr>
<tr>
<td>Jon Clyncke</td>
<td>UC / LC</td>
<td><a href="mailto:jclyncke@unionacademy.org">jclyncke@unionacademy.org</a></td>
</tr>
</tbody>
</table>

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## Requesting Assistance

When you are having a technology-related issue, please submit a ticket to **ithelp@unionacademy.org**.

All requests for IT support/assistance must be sent to **ithelp@unionacademy.org**. They will then be assigned to the appropriate IT staff member, and will be completed according to priority.

In order for us to serve you better and prioritize the IT workload, please do not make direct requests (either verbal or by email) to IT staff.
Computer Distribution Overview

1. PCs shall be maintained by all school stakeholders. Students, teachers, support staff, and administration shall all work together to ensure guidelines and procedures are being met. These procedures are in place to ensure the longest lifecycle for equipment.
   - Power off computers at the end of each day and/or when not in use for extended time.
   - Regularly clean/sanitize keyboards and mice to aide in healthier staff and students.
   - No food or drinks near both faculty and student computers. This includes lab computers, classroom desktops, and teacher assigned laptops.
   - Adherence to AUP, Internet Safety, and copyright guidelines.

2. The IT department shall repair, to the best of their ability, the failure of part(s) of a piece of technology equipment after it has been properly reported. Timeframes for response, diagnosis, and repair are governed by the Service Level Agreement. If a part is not readily available, if approved it will be ordered. If it is determined the cost of the repair outweighs the value of the equipment, disposal/surplus procedures will be followed to remove the equipment from general use. In the case of equipment still under warranty, a member of the IT staff will troubleshoot, contact, and facilitate the repair with the company providing the warranty service. Union Academy IT staff shall not be held responsible for delays due to warranty claims if all other avenues have been exhausted to ensure a timely repair.

3. The IT department will, on a case by case basis, evaluate incidents pertaining to employee or student misuse or misconduct. Options include, but are not limited to, repairing the equipment or surplus of the equipment (if repair cost exceeds the value). The IT department and school administration will work together as each case arises to come to the best overall conclusion.
   i. Equipment may be repaired via school funds. (Possible scenarios: cause or fault cannot be determined, if incident was deemed accidental)
   ii. Repair cost may be shared by staff and/or student and the school. (Possible scenarios: cause was accidental but some fault can be placed, incident occurred outside of school property or school hours)
   iii. Repair cost may be incurred by staff member or student. (Possible scenarios: cause was negligence or malicious, fault of the incident is clearly not the school, incident occurred off school grounds and/or outside of school hours)

   NOTE: Agreements given to employees when checking out an iPad or tablet clearly state damage incurred to the device while in the hands of the employee are the responsibility of the employee.

Teacher Laptops

Our network consists of two campuses, the Lower Campus and Upper Campus. At each campus, classroom teachers are given a laptop that can be used at school or at home. These laptops are set up with Windows 7, and have Microsoft Office and Smart Notebook software included. Upon request and once approved, class-specific software can also be installed on the laptop.

When teachers are assigned a laptop, they assume the following responsibilities:
   - The laptop will be used only by the teacher it is assigned to.
   - The employee is responsible for payment for any loss or damage to the equipment.
**CLASSROOM DESKTOPS**
Classrooms are also set up with at least one generic-use desktop, unless the teacher specifies otherwise. These desktops are set up with Windows 7, but do not include any special software. It is up to the teacher to decide the purpose of this desktop, whether it be for student or teacher use. Please note: other software will not be installed, due to licensing.

**STUDENT LABS**
Each campus has multiple computer labs set up for student use. If specific software is needed by teachers to use in the lab, it will be installed after approval by the IT staff and school principals. All requests for software installation should be submitted to the IT Help Desk, with ample time given for approval and installation.

<table>
<thead>
<tr>
<th>Lower Campus</th>
<th>Lab Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage Computer Lab</td>
<td>Computer Classes</td>
</tr>
<tr>
<td>Media Center</td>
<td>One On-Demand Lab</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Upper Campus</th>
<th>Lab Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 201</td>
<td>On-Demand Lab</td>
</tr>
<tr>
<td>Lobby of Media Center</td>
<td>Three On-Demand Labs (Schedule with media staff)</td>
</tr>
<tr>
<td>New Media Center Lab</td>
<td>On-Demand Lab (Schedule with media staff)</td>
</tr>
<tr>
<td>Room 603 and 616</td>
<td>Computer Classes</td>
</tr>
<tr>
<td>Rooms 665 &amp; 667</td>
<td>Distance Learning Lab</td>
</tr>
<tr>
<td>“Laptop Lab”</td>
<td>Portable On-Demand Lab</td>
</tr>
<tr>
<td>Chromebook cart</td>
<td>Portable On-Demand Lab (Schedule with media staff)</td>
</tr>
</tbody>
</table>

**BEGINNING OF THE SCHOOL YEAR:**
- During staff workdays before students return, staff laptops will be re-distributed and checked out. Asset tags and serial numbers will checked and/or re-recorded. Teachers may or may not receive the same laptop they turned in from the prior school year.
- The Technology Manual will be re-introduced to all staff and any new/updated procedures explained. In addition, the Acceptable Use Policy and Internet Safety guidelines will be reviewed and staff are required to sign the annual Acknowledgement of the Technology Manual and Acceptable Use Policy.
- New staff will participate in a technology orientation with training and instructions on how to utilize current equipment at Union Academy.

**END OF THE SCHOOL YEAR:**
At the end of the school year, an End of Year (EOY) Checklist is distributed to staff. Each department, including IT, must sign off on specific requests and procedures. Pertaining to IT, the document will be examined before distribution each year and subsequently edited or updated as needed. Unless otherwise stated, standard practice includes:
- Returning of all technology equipment checked out to each staff member. This would include cameras, extra computers, SMART slates, SMART board markers, etc.
- Examination of iPad/eReader for any damage, ensure serial/asset tags coincide with records.
- Return teacher assigned laptops. Condition will be checked and required updates performed. Under special circumstances, a laptop may be kept by a staff member for the summer. These cases are evaluated on an individual basis.
- Disconnect desktops in classrooms, place monitor face down onto desktop.
Network Security - Overview

Staff members and students (Grades 3 – 12) are issued a unique username and password for the UA network. Make sure to always change your password when prompted. All staff must complete the Technology Manual Training and sign the Acknowledgement Agreement to receive access to the network.

The complete Acceptable Use Policy and Internet Safety information can be found on pages 13 – 15.

Basic Guidelines

- Never share passwords with anyone. This includes other staff, your family members, and students.
- Never leave passwords written down in any accessible location. It is always better to memorize.
- Never use your UA username/password for other accounts.
- You may never log in as another person, or allow another person to log in as you.
- Do not give your copier codes to anyone else.
- Students (including staff’s children) are NOT permitted to use teacher laptops.
- Always log out or lock your computer when leaving for any amount of time.
- If you are not taking your laptop home in the afternoon make sure it is locked and out of sight.
- Never allow volunteers, parents, students or non-employees to access teacher computers.
- Always lock your room when leaving it unattended.
- Report any changes/missing items/abnormalities in your room or on your computer immediately.
- Please completely shut down all computers in your room each night before you leave campus.

Downloads and Installs

Special hardware and software may be installed on teacher laptops, but must first be approved by the IT staff.

- Send an email request to ithelp@unionacademy.org if you have special hardware/software that you would like installed on your computer. If approved, the IT staff will install it in a timely manner.
- Do not download browsers/toolbars like Google or Yahoo.
- Please refrain from using school computers for personal matters.
- Try to have current anti-virus and anti-spam on your home computer, for working at home.
- Do not use your personal email or social sites (i.e. Facebook) to discuss or conduct school business.

Personal Devices

At this time, UA does not provide support nor allow personal devices on the school network. IT Staff cannot troubleshoot issues with personal devices and does not provide the wireless password to be used on them.

Wireless Password

For security reasons the UA Wireless password is not distributed to any staff or student. If you need the password installed on a school issued device, please contact the IT Department.

Any violations or inappropriate use of the network will result in loss of network privileges and possible disciplinary action. Please make sure to report any instances of misuse or security vulnerabilities. Employees can choose to opt out of network access. Please see UA’s Technology Department webpage to download and fill out this form.
Logging On

LOGGING ON TO THE COMPUTER
1. When the login screen appears, press CTRL+ALT+DEL at the same time.
2. Type in your username: first initial of your first name, and last name (Ex: bsmith)
3. Type in your password. You will be given a generic password when your account is created. Once you log in for the first time, you will need to change your password. Please see pg. 7 for instructions.
4. Press the arrow on the screen, or hit Enter to log in.

LOGGING ON TO THE INTERNET
1. When the Internet opens, you will be prompted to log in to the content filter. Username: FirstInitialLastName@unionacademy.org (Ex: bsmith@unionacademy.org)
2. Enter your password on the next screen, and click Login.
**Accessing Your Email through OWA**

Union Academy email can be accessed anywhere by using Outlook Web Access:  
https://mail.unionacademy.org/owa

**LOGGING IN TO OWA**

1. Username: campus\FirstInitialLastName@unionacademy.org
2. Password: Account password

If you select “This is a Private Computer,” you will stay logged in longer.

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**Resetting Your Password through OWA**

1. Log in to OWA through https://mail.unionacademy.org/owa (see instructions above).
2. Click **Options** in the upper-right corner, and select **Change Your Password...**
3. Enter your current password, and then enter your new password twice.

**IMPORTANT:**

Passwords must contain at least:
- 1 capital letter
- 1 number
- 8 characters
Email Policies and Procedures

**Email Groups**

- The three Z-____ groups (Upper Campus, Lower Campus, and UA Staff) will only be able for use by school administrators and office staff. If a teacher has an email they would like to have sent to the entire staff, it must be forwarded to the respective administrator or to Adam Benjamin who will then send the email on the teacher’s behalf if it is approved.
- Teachers and teacher assistants will be able to use the T-LS/MS/HS groups for their respective school.

**Email Proofing**

- Please make sure to proofread all emails before they are sent out. Doing this will cut down on the number of correction emails sent, and will reduce the number of emails that have to be archived.

**Email Archiving**

All emails sent through the Union Academy email system are subject to the North Carolina Public Records law. This means that all emails sent through the UA system are archived and subject to public disclosure. Union Academy’s email system should **only be used for correspondence related directly to education**. This includes individual emails to other staff and the staff groups. Please refrain from sending emails concerning the following:

- Personal matters
- Selling items
- Requesting coverage
- Lost/found items (belonging to staff or students)
- Searching for a student
- Requests for needed items (ex: boxes, chairs, colored paper)
- Any other matter that would not fall under the Union Academy email system’s intended use

Please utilize your school administrator and/or face to face communication in any of the circumstances above.

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**School Website**

The school website ([www.unionacademy.org](http://www.unionacademy.org)) is no longer supported by the IT staff. If you have questions or concerns, or require training on using the UA website, please contact:

**Webmaster:**

Anna Pigg  
apigg@unionacademy.org
Student Access

LOWER CAMPUS STUDENT ACCESS
Students at the Lower Campus (K-2nd) will use the same account to log on.
  Username: K-4win7
  Password: Redbird1
Students in 3rd-4th grade will have their own username/password for UA network access. Students will receive their username/password at the beginning of each school year. Students are required to sign the UA Student Acceptable Use Policy (pg. 19) to receive access to the network.

UPPER CAMPUS STUDENT ACCESS
Students in 5th-12th grade will have their own username/password for UA network access. Students will receive their username/password at the beginning of each school year. Students are required to sign the UA Student Acceptable Use Policy (pg. 19) to receive access to the network.

Software

GENERAL SOFTWARE
UA allows the use of multiple software titles by teachers and students. The most widely used include:
  • Microsoft Office – Word, PowerPoint, Publisher, Excel
  • Microsoft Outlook – On laptops only
  • Internet Explorer
  • Google Chrome
  • Adobe – Flash, Shockwave, Air, Reader
  • Java, Quicktime, VLC Media Player

TEXTBOOK SOFTWARE
Certain textbooks contain software that is stored by the IT Department. Teachers can make a request for this list. Textbook software will only be installed on teacher laptops. Additionally, software for textbooks not currently being utilized by a teacher cannot be installed on any computer. Doing so is a violation of licensing.

OTHER SOFTWARE
If there is other software you would like installed on your computer, please submit a ticket to ithelp@unionacademy.org. Software must be approved by the IT staff before it can be installed.

PERSONAL SOFTWARE
Before purchasing software to be installed on your teacher computer, please send a request to ithelp@unionacademy.org. The software must be checked for compatibility to our system. If the software is approved, it must be donated to Union Academy and stored in the IT department before it can be installed. Software that has not been approved and donated will not be installed. The IT Department and Union Academy are not liable for reimbursement.
Printer Installation

There are several printers installed on each campus. Most printers are available for all staff to use, while a few (i.e. main office printers) have restricted access.

**PRINTING INSTRUCTIONS**

1. Click on the Start menu, and click on Devices and Printers

2. Click “Add a Printer” at the top.

3. Select “Add a network, wireless, or Bluetooth printer.”

4. Look through the list, and double-click on the printer you want to install.
   - For Upper Campus, choose UC B-W Printing.
   - For Lower Campus, choose LC B-W Printing.

**Please see instructions below if you can’t find your printer.**
5. Check the box in the next window if you want to set this as your default printer. Click Finish.

**If you can’t find the printer you’re looking for when trying to install**
A. Click “The printer that I want isn’t listed.”
B. Make sure “Find a printer in the directory, based on location and feature” is selected. Click Next.
C. Click “Find Now.” A list of all of UA’s printers will show up. Find the printer you want, and double-click on it.
D. Continue from #5 above.

DEFAULT PRINTER
Your Default Printer is the one that all print jobs will go to by default. To set the Default Printer:
- Click on Start → Devices and Printers
- Right-click on the printer you want to set as your main printer and click “Set as default printer”

PERSONAL PRINTERS
Union Academy IT staff do not support the installation, maintenance, or troubleshooting of personal printers. This includes printers brought in to the building or printers at an employee’s home. If an employee’s personal printer installs without administrative rights needed, the staff member assumes all responsibilities and therefore cannot request any assistance related to the unsupported printer by an IT staff member. The only printer(s) that will be installed and maintained by IT staff are school-owned and maintained multi-function printer/scanner/copiers.

Printer Locations

**UPPER CAMPUS**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Manager’s office</td>
<td>Only for data manager use</td>
</tr>
<tr>
<td>Main Office</td>
<td>Front Office/Admin use for print and copy; Fax capabilities for staff</td>
</tr>
<tr>
<td>Guidance Office</td>
<td>Only for guidance department use</td>
</tr>
<tr>
<td>Business Office</td>
<td>Only for business office use</td>
</tr>
<tr>
<td>100 Hall – Old Bookroom</td>
<td>One of five workroom printers for teacher use</td>
</tr>
<tr>
<td>212 – Teacher Workroom</td>
<td>One of five workroom printers for teacher use</td>
</tr>
<tr>
<td>224 – Attendance</td>
<td>Only for attendance/licensure use</td>
</tr>
<tr>
<td>600 – Media Center (Staff)</td>
<td>One of five workroom printers for teacher use</td>
</tr>
<tr>
<td>600 – Media Center (Student)</td>
<td>Campus-wide student printer. All students retrieve print jobs here.</td>
</tr>
<tr>
<td>608 – EC Offices</td>
<td>Only for EC department use</td>
</tr>
<tr>
<td>611 – IT Office</td>
<td>Only for IT department use</td>
</tr>
<tr>
<td>655 – Teacher Workroom</td>
<td>One of five workroom printers for teacher use</td>
</tr>
<tr>
<td>700 Building</td>
<td>One of five workroom printers for teacher use</td>
</tr>
<tr>
<td>Mod C – Band modular</td>
<td>For use by teachers in modulars</td>
</tr>
</tbody>
</table>
### Substitute Teacher Network Access & Security

Substitute teachers are given access to Union Academy’s network to assist with class instruction. All substitutes must sign a Substitute Teacher Network Access and Security Acknowledgement Agreement before they are able to access the network.

#### Substitute Access Guidelines

- Do not share the UAsub login information with students.
- Do not let students log on as UAsub.
- Never leave login information written down where students can find it.
- Do not allow students to use teacher desktops or laptops. Student interaction should only come through the SMARTboard.
- Do not download software, browsers/toolbars, or streaming video.
- Do not use school computers for any activities that are inappropriate for school. This includes games, chat rooms, peer-to-peer file-sharing programs, or any forms of direct electronic communications (e.g. instant messaging services).

#### Substitute Access Awareness

- The use of the Union Academy network is a privilege, not a right. Inappropriate use will result in disciplinary action and loss of network access.
- Personal devices are not allowed on the Union Academy network, and will not be given connection.

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**LOWER CAMPUS**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Office</td>
<td>Front Office/Admin use for print and copy; Fax capabilities for staff</td>
</tr>
<tr>
<td>Front Office Mailroom</td>
<td>One of three workroom printers for teacher use</td>
</tr>
<tr>
<td>Stage Computer Lab</td>
<td>For computer lab use only</td>
</tr>
<tr>
<td>Spanish/Music/After School</td>
<td>For use by respective teachers and staff</td>
</tr>
<tr>
<td>Cafeteria Workroom</td>
<td>One of three workroom printers for teacher use</td>
</tr>
<tr>
<td>Media Center Staff Wkrm</td>
<td>One of three workroom printers for teacher use</td>
</tr>
<tr>
<td>Modular 3 - EC</td>
<td>Only for EC department use</td>
</tr>
</tbody>
</table>
Acceptable Use Policy

Union Academy offers electronic network access for all students, teachers, and staff. A component of the network access is the Internet.

The purpose of having the network is to support the instructional program – the North Carolina Standard Course of Study, learning opportunities, information retrieval, searching strategies, research skills, critical thinking skills, and life-long learning.

Through the Internet, students, teachers and staff are able to access current information, news, resources from businesses, libraries, educational institutions, government agencies, research institutions and associations, and a variety of other sources. In addition, students may communicate with other students and groups around the world by having electronic pen pals, participating in projects with other schools, and joining educational newsgroups.

Staff, students and parents of students that use the network are hereby informed that Union Academy cannot control the content of the information available on the Internet. Some information may be controversial and/or offensive. Union Academy does not condone the use of such materials and takes all reasonable precautions to prevent access to these materials. The school uses filtering and blocking technology, provides adult supervision, and trains employees and students in responsible use of the network. Within reason, freedom of speech and access to information will be honored. School employees, students, and parents must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and policies established by Union Academy.

I. Acceptable Use

Acceptable Use: The Union Academy network is to be used in a responsible, efficient, ethical, and legal manner and must be in support of the educational objectives and student behavior guidelines. General school rules for behavior and communications apply and respectable behavior is expected. Transmission of any material in violation of any federal or state regulation is prohibited.

Unacceptable uses include, but are not limited to, the following:
- Violating copyright/trademark law
- Using peer-to-peer file sharing software programs (i.e. Napster and Napster-like services)
- Accessing email (e.g. Yahoo Mail), chat rooms, and other forms of direct electronic communications (e.g. Instant message services) except those set up and/or approved by school administration
- Forwarding personal or school communications without the author’s prior consent
- Using threatening or obscene material
- Distributing material protected by trade secret
- Utilizing the network for commercial purposes
- Providing political or campaign information
- Using offensive, bullying, or harassing statements or language including profanity, vulgarity, and/or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, and religious or political beliefs
- Sending or soliciting sexually oriented messages or images
- Sending chain letters or soliciting money for any reason
- Changing settings on computers
- Disrupting the use of the network
- Accessing programs or computer equipment not designated for the user, including “hacking,” students accessing staff computers and other unlawful activities
- Playing computer or Internet-based games that are not part of academic assignments or curriculum

Netiquette Rules: Users must abide by network etiquette rules. These rules include, but are not limited to, the following:
- Be polite and use good character – rudeness is never acceptable
- Do not provide any personal information (such as address/telephone number, social security number, or checking/savings account numbers)
**Disciplinary Actions:** The following measures can be taken as a result of unacceptable use.

- School disciplinary action as determined by the Headmaster, Principal, or other school administrator
- Limitation or cancellation of user privileges
- Criminal prosecution – “Vandalism is the willful destruction of school property, equipment, or materials. The bard will not tolerate vandalism and may seek criminal prosecution and take any legal action available for recovery of the loss.”

**II. PRIVILEGES**
The use of the Union Academy network is a privilege, not a right. Inappropriate use will result in disciplinary action.

**III. SECURITY**
Security on any computer system is a high priority, especially when the system involves many users. Attempts to login to the system as any other user or to share a password will result in disciplinary action. If a security problem is identified, notify the system administrator at the school. Do not demonstrate the problem to other users. Messages relating to or in support of illegal activities will be reported to the authorities.

**IV. EMAIL ACCOUNTS**
Employees and students may be given individual accounts for instructional purposes. Only email accounts set up by the school may be accessed. School rules will govern their use and email will be monitored. Messages relating to or in support of illegal activities will be reported to the authorities.

**V. PRIVACY**
School authorities may monitor all work and email. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Files stored on school servers and hard drives of individual computers are not private. Therefore, there should be no expectation of privacy.

**VI. BYOD – BRING YOUR OWN DEVICE**
At the current time, Union Academy does not provide internet/network access or support for devices not owned by the school. Only UA purchased and owned devices will be allowed on the schools network with the exception of:

- “UA Student” filtered internet access before and after school in the Multi-Purpose Room only. This service is provided as a courtesy to students before and after school only. Student phones and devices are to be hidden and not used during the school day. This network shall not be used by staff or teachers for personal devices.
- School-sponsored guests requiring internet access as part of a presentation or assignment related directly to the school. These guests are to use the “Union Public” network that restricts access to critical network locations and files. When a Union Academy staff member or administrator allows a guest onto the network, that guest is automatically assumed to abide by the rules set forth in the Network Security and Acceptable Use Policy agreements.
- There shall be no “inherited right of use” for any device that was not purchased by Union Academy. No guest, student, teacher, staff member, or vendor shall assume any right to use their personal device on Union Academy’s network. In additional, there shall be no inherited right to troubleshooting or repair of any personal device. School administration and the IT department has the right to refuse access to the school’s network at their discretion. If available, the school may offer a Union Academy owned device to substitute for the personal device in question.

**VII. DISCLAIMER**
Union Academy will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained or delivered via the network due to user sharing of personal information such as home address, checking account and credit card information.
Internet Safety

It is the policy of Union Academy to:

- Prevent user access of its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications
- Prevent unauthorized access and other unlawful activity
- Prevent unauthorized online disclosure, use of dissemination of personal identification information of minors
- Comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

I. To the extent practical, technology protection measures (filters) shall be used to block or filter Internet or other forms of electronic communication access to inappropriate information.

II. As required by the CIPA, blocking shall be applied to visual depiction of material deemed obscene or child pornography, or to any material deemed harmful to minors.

III. Subject to administrative approval and supervision, technology protection measures may be disabled or minimized only for bona fide research or other lawful purposes.

IV. Steps shall be taken to promote the safety and security of Union Academy network users when using electronic mail, chat rooms, instant messaging or other forms of direct electronic communication.

V. It shall be the responsibility of all Union Academy staff and faculty to educate, supervise and monitor appropriate usage of the online computer network and Internet access in accordance with this policy, CIPA, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. In addition, all staff and faculty are responsible to report any instances of non-compliance with said policy.

Note:
The Internet Safety and Network Acceptable Use Policy applies to all Employees, Students or Users of the Union Academy and Network or Internet Access. In order to opt out of the privileges of using the Union Academy Internet access, network or computers, the Option to Deny Adherence with Internet Safety and Acceptable Use Policy and Opt Out of Union Academy Computer and Internet Access form must be signed and returned to the Union Academy I.T. Department. Forms are available at both campuses and on the Union Academy website at www.unionacademy.org.