

OIA Acceptable Use Policy

The purpose of this Policy is to insure the efficient, safe, ethical, and legal use of the OIA technology. This Policy applies to all student users of OIA technology as well as users who obtain their access privileges through association with OIA.

Student and Parent Acknowledgement

Every student and his/her parent must electronically acknowledge the existence of this policy as a condition to receive access to OIA technology. The Acknowledgement will remain in effect until such time as the student no longer is enrolled in OIA courses or a policy revision requires that a new acknowledgement form needs to be signed.

Educational Purposes

The purpose of OIA technology is to serve as a resource for teaching and learning at OIA. OIA technology may be used only for purposes consistent with the educational objectives of OIA. OIA technology may not be used for recreational, personal, or commercial purposes.

Only authorized users may access OIA technology. OIA technology shall not constitute a public forum. OIA students will have the ability to contact other OIA students and employees via OIA technology. All communications and information accessible via any OIA technology may be accessed by OIA and treated as OIA property. This includes, but is not limited to email, chat text, voicemail, and course related documents or other files. Users are responsible for ensuring that their activities adhere to generally accepted educational standards. Inappropriate use includes all those activities prohibited to the user based on their allowed degree of access and any activity that violates the school's policies or procedures.

Student Responsibilities may include but are not limited to:

Students should immediately notify their instructor, or OIA Admin office of any violations of this Policy.

- Accessing, storing or sending an inappropriate or indecent website, files, messages or images.
- Cyber-bullying or using obscene language, harassing, insulting, defaming, threatening or attacking others
- Transmission of unsolicited advertising, promotional materials, or other forms of solicitation, including placing hyperlinks to non-OIA related web sites
- Mass mailings within OIA without receiving permission from the Principal;
- Gaining access to or attempting to modify employees', instructors', students' or third parties' folders, work or files
- Gaining unauthorized access to restricted resources or organizations

- Spreading, creating or using invasive software, such as computer viruses, worms, malware, or other detrimental technology
- Misrepresenting oneself in any e-mail communication or while accessing OIA technology
- Allowing third-party access to OIA technology without prior authorization from the Principal
- Encrypting communications or files to avoid security review
- Accessing, using, or distributing another user's login or password
- Sharing personal passwords or personal information, or mishandling passwords, access codes or other data in violation of any OIA policy
- Inappropriate activities performed through a student's account will be considered to be the actions of the account holder.
- Involvement in any activity that is prohibited by this Policy, other OIA policies, or by applicable law

Personal Security

In addition to following the acceptable use guidelines listed above, OIA recommends the following rules when students are outside OIA online learning environment:

- Never arrange to get together with someone "met" online, unless you have parental permission.
- Do not respond to any illicit or suspicious activities, and immediately report them TO OIA administration.
- Do not engage in any activity that may violate OIA Student Safety and Violence Prevention Policy
- Beware of emails from anyone, particularly adults you do not know, asking for personal information, attempting to arrange meetings, or engaging in personal contact.
- Alert your instructor or other OIA employee of any message you receive that is inappropriate or makes you feel uncomfortable.
- Never say anything via email that you would not mind seeing in a local newspaper.

OIA cannot guarantee the appropriateness or accuracy of the information that students may access on the Internet outside of OIA technology. For those students who access OIA technology from a home computer, parents should be aware of this and monitor their children's communications and use of the Internet.

Consequences for Violation of the Policy

Access to OIA technology is a privilege, not a right. Users who abide by this Policy will be allowed to access OIA technology and any other technological resources made available to them. Users who do not abide with the policies set forth herein may be denied access to the Technology. Acceptable use practices, policies, and guidelines apply to anyone who accesses OIA technology.

OIA Rights

OIA technology is maintained and managed by OIA in such a way as to insure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored with OIA technology, even if protected by password. OIA reserves the right to:

- Monitor all activity and use of OIA technology
- Make determinations on whether specific uses of OIA technology are consistent with this Policy
- Log Technology use by users
- Determine what is appropriate use
- Remove user access to OIA technology at any time it is determined that the user engaged in unauthorized activity or violated this Policy
- Any OIA administrator may terminate the account privileges of a student for any reason.
- Cooperate fully with any investigation and law enforcement concerning or relating to OIA technology activity.

Definition and Scope of OIA technology

OIA technology consists of all online computer accounts and applications owned or leased by OIA, and any configuration of computer hardware and software that connects the users to the technology. The term includes all of the application software, stored text, and data, voice, and image files. The term also includes computer accounts, electronic mail, local databases, externally accessed databases, digitized information, communication technologies and new technologies as they become available. Any computer, peripheral device, tablet computer, cell phone, pager or other device, not owned by OIA, but which has been permitted to access the technology, or which accesses the technology without permission shall be governed by this Policy.

OIA Limitation of Liability

OIA makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through OIA technology will be error-free or without defect. OIA will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. OIA is not responsible for the accuracy or quality of the information obtained through or stored on the system. OIA will not be responsible for financial obligations or repair costs arising from unauthorized use or intentional misconduct. OIA assumes no responsibility for any phone charges, line costs or usage fees for connectivity to the Internet.