Oxford Preparatory School Internet Safety Policy

Purpose
This policy establishes standards for student access to the internet on school-provided devices and services, in compliance with G.S. 115C-102.10 and the Children's Internet Protection Act (CIPA). The purpose of this policy is to promote safe, secure, and age-appropriate use of online resources by all students.

Policy
Oxford Preparatory School shall implement and enforce measures to ensure:

1. **Age-Appropriate Access**
   - Student access is limited to instructional materials, subject matter, and resources appropriate for the student's age and grade level.
   - Each teacher determines what is or is not appropriate for their students, unless material has been specifically deemed inappropriate by OPS administration or is otherwise a violation of OPS Policies.
2. **Student Safety and Security**
   - OPS has implemented protective measures to safeguard students when using email, chat rooms, instant messaging, and other forms of electronic communication.
   - These measures include, but are not limited to: technology filters, the ability for OPS personnel or contracted IT support to monitor communications, anti-virus software, search result restrictions, password-protected and secured internet access, and in-person supervision by OPS staff.
3. **Access to Inappropriate Material**
   - Technology protection measures (internet filters) shall be used to block or filter access to inappropriate information.
   - As required by CIPA, blocking will be applied to visual depictions of obscene material, child pornography, and any material deemed harmful to minors.
   - Subject to staff supervision, filters may be disabled or minimized for adults, or in the case of minors, only for bona fide research or other lawful purposes.
4. **Protection of School Data**
   - Unauthorized access to OPS data, systems, or information—including "hacking" and other unlawful activities—is strictly prohibited and constitutes a violation of the OPS Code of Conduct, NC Law, and Federal Law.
5. **Privacy Protection**
   - Students and OPS employees are prohibited from accessing websites, web applications, or software that fail to protect against the disclosure, use, or dissemination of student personal information.
   - OPS protective measures will also be utilized to preserve student privacy and protect personal information.
6. **Social Media Restrictions**
   - Students are prohibited from accessing social media platforms on school-provided devices or networks, except when expressly directed by a teacher solely for educational purposes.

Education, Supervision, and Monitoring

- All OPS staff members are responsible for supervising and monitoring 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.

- Students' teachers or designated representatives will provide age-appropriate training on:
    a) Standards and acceptable use of internet services as set forth in this policy.
    b) Student safety with regard to:
        - Safe internet use,
        - Appropriate behavior on social networking sites and in chat rooms, and
        - Cyberbullying awareness and response.
        - Compliance with CIPA's E-rate requirements.

- Following training, each student will acknowledge that they have received the training, understood it, and agree to follow OPS's acceptable use policies.

Procedures

- The disabling or modification of internet filters shall be the responsibility of OPS administration or designated representatives.
- OPS will review this policy annually and update it as necessary to ensure compliance with state and federal law.

Effective Date
This policy takes effect upon adoption and shall be fully implemented no later than January 1, 2026, in compliance with North Carolina law. (Adopted by the OPS Board of Directors on September 11, 2025)

Student Wireless Communication and Technology Use

Purpose
This policy establishes standards for the use of wireless communication devices, school-issued technology, and internet access at Oxford Preparatory School (OPS). Its purpose is to ensure responsible, safe, and lawful use of technology while minimizing disruptions to the instructional environment.

Definition

For purposes of this policy, a "wireless communication device" means any portable wireless device capable of providing voice, messaging, or other data communication between two or more parties, including but not limited to:

- Cellular telephones
- Tablet computers
- Laptop computers
- Paging devices
- Two-way radios
- Gaming devices

School-issued laptops and smartphones are included under this policy.

General Rule

- Students may not use, display, or have turned on any wireless communication device during instructional time, except as provided in the Permitted Uses section below.
- Students may not plug in or charge devices during instructional time.
- Students may use school-issued technology only when authorized by OPS staff and only for educational purposes.

Permitted Uses

Use of a wireless communication device during instructional time is permitted only:

1. **Educational Purposes or Emergencies** – When expressly authorized by a teacher for an instructional activity or in the event of an emergency (in accordance with board-approved parameters).
2. **IEP or Section 504 Plan Requirements** – When required by a student's Individualized Education Program (IEP) or Section 504 Plan.
3. **Medical Necessity** – When necessary to manage a student's documented medical condition.

Operational Procedures

- Students who need to make a personal call during the school day must be sent to the office to use their phone.

- Teachers may collect wireless communication devices at the beginning of class to minimize disruptions.
- Students will be required to leave wireless communication devices in the classroom before visiting the restroom.
- OPS reserves the right to monitor student activity on school-issued devices, including email, software use, and internet browsing.

Device Ownership and Care

- School-issued laptops/smartphones remain the property of OPS and are provided to eligible students upon payment of a $25 annual technology fee.
- Students are expected to take excellent care of devices. Damages or loss will result in charges according to the following schedule:

Damage/Loss	Chromebook	Smartphone
Broken screen	$40	$20
Broken keyboard/keys	$40	$20
Lost/missing charger	$20	$10
Broken outer casing (bottom/side)	$60	$30
Broken outer casing (top)	$60	$30
Damage beyond repair (water/drop/etc.)	$200	$80
Lost/stolen device	$200	$80

- Students may also be required to complete community service for damage caused by gross negligence.

Prohibited Uses

- Accessing internet sites with pornographic, violent, obscene, profane, lewd, vulgar, or sexually suggestive content.
- Producing, posting, or sharing offensive messages, music, or images (including exposed body parts).
- Sending false, defamatory, harassing, threatening, or insulting communications.
- Electronic intimidation or harassment on social media platforms, messaging apps, or websites (e.g., Facebook, Skype, YouTube, Twitter, Instagram). Such behavior is also a violation of North Carolina law.
- Installing, deleting, or modifying software without staff permission.
- Sharing passwords or using another individual's login credentials.
- Hacking or attempting to gain unauthorized access to OPS networks or data.
- Sending spam or signing up for unauthorized subscription services.
- Any use in violation of OPS policies or state/federal law.

Consequences for Violations

Violations of this policy may result in:
- **First Infraction:** Device returned to student at end of day.
- **Subsequent Infractions:** Parent/guardian required to retrieve device.
- **Multiple Infractions:** Additional discipline under the OPS Code of Student Conduct.

OPS also reserves the right to implement any of the actions below, regardless of how many infractions have occurred:

- Any other sanctions or remedies allowed by law.
- Revocation or limitation of technology privileges.
- Temporary or permanent confiscation of school-issued device.
- Financial liability for damages.
- Disciplinary action consistent with the Student Handbook.
- Any other sanctions or remedies allowed by law.
- Confiscation of devices (secured in the office safe).

Acknowledgement:

I have read Oxford Preparatory School's Student Wireless Communication and Technology Use Policy and the Internet Safety Policy. I understand there may be consequences as outlined above for the student if I/he/she/we violate the above policies. Student use of OPS-issued technology or networks constitutes agreement to abide by the terms of this policy.

_____   _____   _____
Student Signature   Parent Signature   Date

_____   _____
Printed Student Name   Printed Parent Name

_____   _____
Serial Number   MAC Address

_____
Make and Model of Computer