



Privacy Policy

December 18, 2019

1. OUR COMMITMENT

Moving Everest Charter School understands how important the protection of your personal information is to you. We are committed to protecting your privacy. We want to make sure that you understand how the personal information you provide to us is being used as well as the choices that you have regarding this information. The following policy discloses our procedures surrounding this commitment.

2. SCOPE OF POLICY

This Privacy Policy governs the privacy practices used by Moving Everest Charter School on its web site (movingeverest.org) and our internal network. Moving Everest Charter School maintains high standards for the protection and privacy of users of their Sites as well as for those that have offline interactions with Moving Everest Charter School.

The Site may contain links to web sites not under the Organization's control and managed by third parties with independent information and privacy practices. We strive to protect your information and suggest you read the privacy policies of any site to which you are redirected before supplying any personal information. In addition, we may have no control over information that is submitted to, or collected by, these third parties. Accordingly, you should consult these other web sites' privacy policies when accessing or using such other web pages.

3. CHANGES TO THIS POLICY

We reserve the right to revise this Policy from time to time by updating and posting it, with the new terms taking effect on the date of posting. You should periodically review this Policy to ensure you are familiar with the most current version. Your use of the Site after the Effective Date posted above constitutes your acceptance of the updated Policy.

4. COLLECTION OF INFORMATION

Moving Everest Charter School may gather some personal identifiable information from you only when it is voluntarily submitted by you. The types of information collected may include but are not limited to your name, email address, phone number, and residential addresses.

Moving Everest Charter School collects information online in the following ways:

- Your input upon registration as a user on SchoolMint
- Your input upon completion of our online forms and applications
- Your input upon completion of online surveys
- Your input upon when updating personal information in your profile.



5. USE OF INFORMATION

Your personal information may also be used in other ways that you either imply or expressly give consent to or instruct us to undertake. We do not sell email addresses to any third party.

6. DISCLOSURE OF INFORMATION

It is our commitment that your personal information is disclosed only to third parties to the extent needed to deliver a service or program in compliance with Moving Everest Charter School. Vendors and third parties are prohibited from using this information for any purpose outside of the scope of the prescribed activities. Third parties with whom we may share selected personal information include but are not limited to:

- Google Analytics
- Google AdWords
- Aspen
- SchoolMint
- Illuminate
- Hero
- Our auditors
- Mailing and fulfillment houses
- Other parties as permitted or required by law

7. DATA BREACHES

In the event that Moving Everest Charter School becomes actually aware of a personal data breach, Moving Everest Charter School will timely notify the supervisory governmental authorities, unless the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons. Moving Everest Charter School may also choose to communicate high-risk breaches to affected data subjects, to the extent practicable. To the extent you become aware of a possible data breach, please contact Brad Ritchie at britchie@movingeverest.org.

Acceptable Use Policy

1. Introduction

Moving Everest Charter School believes that the educational benefits of technology outweigh the hazards of its misuse. The Internet can help scholars improve their knowledge because it is an available resource. However, making network access available carries with it the potential that some network users will encounter sources that may be controversial or inappropriate. Despite our best efforts, Moving Everest Charter School will not be able to completely predict or control some of the content that users may or may not locate. However, the content in which that user has located will always be monitored. As much as possible, scholars will use online resources that have been evaluated prior to use.



2. Authorization for Technology Access

Each scholar and parent/guardian must sign an authorization as a condition for using Moving Everest Charter School technology. This policy should be carefully reviewed before signing. The signatures on the authorization form are legally binding and indicate the parties who signed have read the acceptable use terms and conditions carefully and understands their significance.

3. No Expectations of Privacy

Scholars should not expect that files stored on after-school based computers are private. Electronic messages and files stored on after-school based computers may be removed from the computer. Moving Everest Charter School reserves the right to log technology use, to monitor all technology utilization and to examine users' files and materials to maintain system integrity and ensure that users are acting responsibly.

4. Educational Purpose

Moving Everest Charter School electronic network has been established for a limited educational purpose. The term "educational purpose" includes continuing education, professional or career development, and high quality, educationally enriching personal research. Scholars may access technology only for educational purposes only. Moving Everest Charter School has the right to place reasonable restrictions on the material user's access or post through the system. Scholars are also expected to follow the rules set forth in this policy regarding the Moving Everest Charter School network.

5. Privileges and Responsibilities

The use of Moving Everest Charter School' technology is a privilege, not a right. Scholars utilizing Moving Everest Charter School' provided technology resources must first have the permission of and must be supervised by staff. Unsupervised usage is not allowed or authorized. The actions of scholars accessing networks reflect on Moving Everest Charter School, therefore, scholars must exercise good judgment and comply with this policy and any accompanying administrative regulations and guidelines. Scholars utilizing school provided Internet access are responsible for good behavior online just as they are in the classroom or other areas of the program/building. The same general rules for behavior and communications apply. Inappropriate use may result in revocation of access privileges, disciplinary action or expulsion.

6. Care of Devices

All Moving Everest Charter School devices must be cared for in the following manor. Failure to do so will result in fines and suspension of privileges. No scholar or personal devices are allowed on the Moving Everest Charter School network. Devices will:

- Only be used for Moving Everest related work



- Never be used near liquids
- Never be used near food or while eating
- Never be written on
- Always be closed when transporting
- Never transport multiple devices without a cart
- Never completely discharge the battery
- Have any problems reported immediately

7. Applications

The following applications are acceptable by policy and supported by Moving Everest staff:

- Google Drive – Docs and Sheets
- SchoolMint
- Illuminate
- Follett’s Aspen
- ClassDojo
- Hero
- Schoology

All social media is prohibited. Scholars do not have email accounts and are not allowed to use email at Moving Everest Charter School.

8. Communication

Teachers will not electronically communicate with scholars, except for special cases where written approval is provided. Teachers and parents will communicate through Class Dojo and other parent portals.

9. Prohibited Behavior

Moving Everest Charter School provides access to technology devices, internet, data and network systems to employees and other authorized users for educational and business purposes. Students shall not use the Moving Everest Charter School network or computer resources, including access to the internet, intranet, collaboration tools, bulk communication tools, social media or email to use, upload, post, mail, display, store, or otherwise transmit in any manner, any content, communication or information that, among other unacceptable uses:

1. Is hateful, harassing, threatening, libelous, defamatory or otherwise meant to bully or intimidate others
2. Is offensive or discriminatory to persons based on race, ethnicity, national origin, gender, gender identity, sexual orientation, age, physical or mental illness or disability, marital status, economic status, immigration status, religion, personal appearance or other visible characteristics
3. Constitutes or furthers any criminal offense, or gives rise to civil liability, under any applicable law, including, without limitation, U.S. export control laws or U.S. patent, trademark or copyright laws
4. Constitutes use for, or in support of, any obscene or pornographic purpose including, but not limited to, the transmitting, retrieving or viewing of any profane, obscene, or sexually explicit material



5. Constitutes use for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass, threaten, or “stalk” another individual
6. Contains a virus, trojan horse, ransomware or other harmful component or malicious code
7. Constitutes junk mail, phishing, spam or unauthorized broadcast email
8. Violates the security of any other computer or network or constitutes unauthorized access or attempts to circumvent any security measures
9. Obtains access to another individual’s Moving Everest Charter School network account, files or data, or modifies their files, data or passwords
10. Impersonates any person living or dead, organization, business, or other entity
11. Degrades the performance of, causes a security risk or otherwise threatens the integrity or efficient operation of, the Moving Everest Charter School network or computer resources
12. Deprives an authorized individual from accessing Moving Everest Charter School network or computer resources;
13. Obtains Computer Resources or Moving Everest Charter School network access beyond those authorized
14. Engages in unauthorized or unlawful entry into a Moving Everest Charter School network system
15. Enables or constitutes wagering or gambling of any kind
16. Accesses, distributes, downloads or uses games except when an assigned educational activity
17. Promotes or participates in any way in unauthorized raffles or fundraisers
18. Plagiarizing any information gained on or through use of the Moving Everest Charter School network or computer resources
19. Engages in private business, commercial or other activities for personal financial gain
20. Accesses or distributes unauthorized information regarding user passwords or security systems
21. Falsifies, tampers with or makes unauthorized changes, additions or deletions to data located on the Moving Everest Charter School network school systems
22. Installs, downloads or uses unauthorized or unlicensed software or third-party system;
23. Violates the terms of use specified for a particular Computer Resource, Moving Everest Charter School network system or school system
24. Violates any express prohibition noted in this policy or the Student Code of Conduct;
25. Engages in hacking (intentionally gaining access by illegal means or without authorization) into the Moving Everest Charter School network, computer resources or school system to access unauthorized information, or to otherwise circumvent information security systems
26. Engages in any sexual conduct, including unwelcomed sexual contact, indecent exposure, transmitting sexually suggestive images, or other sexual activities
27. Downloads unauthorized games, programs, files, electronic media, and/or stand-alone applications from the internet that may cause a threat to the Moving Everest Charter School network
28. Constitutes use that disrupts the proper and orderly operation of the school
29. Use of proxy servers or virtual private networks to bypass network security systems (firewalls, etc.)

30. Accesses, distributes or downloads non-educational materials or inappropriate content or materials



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